



भारत सरकार / Government of India  
परमाणु ऊर्जा विभाग / Department of Atomic Energy  
क्रय एवं भंडार निदेशालय / Directorate of Purchase & Stores



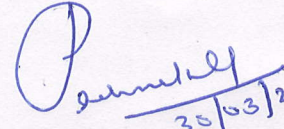
विक्रमसाराभाईभवन / Vikram Sarabhai Bhavan  
अणुशक्तिनगर / Anushaktinagar  
मुंबई / Mumbai 400094

**DELEGATION ORDER NO.DPS/HQ/ 02 /2022**  
**DATED MARCH 30, 2023**

In supersession of all previous Delegation Orders, Financial and Administrative powers delegated to Regional Directors, Officer-in-charge, AMPU, Manager (Purchase), RPUM and Joint Director, DPS are enclosed herewith. This shall come into force with immediate effect. In case any description(s) is/are not found in this Delegation Order, separate addenda will be issued for such descriptions, if considered necessary.

These financial powers can be exercised subject to availability of funds, adherence to the rules, regulations, guidelines, purchase/works and other procedures as are applicable from time to time. Internal Finance may be consulted wherever required. These Powers shall not be further re-delegated.

Encl : as above

  
30/03/2023  
(G Padmakumar)  
Director

Regional Directors, HRPSU/ MRPSU/IRPSU/NRBPSU/RPUM  
OIC, MMG, AMPU  
Manager (Purchase), RPUM  
Joint Director, P&S

**Copy to:**

IFA/DCA, DPS  
CAO/AO-III/DD(OL), DPS  
Dy. Director, P&S- A/B/C/D/CSU/HRPSU/MRPSU  
All Purchase Officers/Asstt. Purchase Officers  
All Stores Officers/Asstt Stores Officers  
Regional Units of DPS

Hindi version follows

Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No.                                     | Description                                                                                                                                                          | Extent of financial powers delegated       |                                                                                                                                                                  |                         |                          |                | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             |                                                                                                                                                                      | Regional Directors, HRP, IRP, MRPU and NRB | Regional Director, RPUM                                                                                                                                          | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1                                           | 2                                                                                                                                                                    | 3                                          | 4                                                                                                                                                                | 5                       | 6                        | 7              | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Purchase, Stores and General matters</b> |                                                                                                                                                                      |                                            |                                                                                                                                                                  |                         |                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1                                           | Approving and Signing of Purchase Orders/ Contracts/ Amendments (for both indigenous and imported items) and conclusion of Contracts for transportation of materials | Rs.2.50 Cr.                                | a. Rs.40 lakhs for other than Chemicals mentioned at b. below<br><br>b. Rs.1.00 Cr. for procurement of Chemicals (NaOH, Resins, Na <sub>2</sub> S, NaHS and HCl) | Rs.40 lakhs             | Rs.25 lakhs              | Rs.2.00 Cr.    | 1. Subject to conformity with provisions of GFR and other Government instructions, Acts, Rules and Regulations and CVC instructions duly updated from time to time. It should also satisfy the provisions of Purchase Procedure of the Department.<br>2. Shall be exercised in consultation with Internal Finance.<br>3. Provision for funds exists in the approved budget to meet the expenditure of the particular item.<br>4. The items procured should be part of the approved project or approved by the Competent Authority.<br>5. Approval of Competent Authority exists for transportation of material.<br>6. It should be ensured that the material is transported only at Carriers' risk. Details of material, if fragile, the nature of such material, the cost of material and its transportation at the risk and cost of the Carriers should be clearly brought out in the NIT to enable the firm to be fully aware of their risk in transportation and quote accordingly after taking proper precautions.<br>7. Contract to be concluded after following the normal procedure. |
| 2                                           | Operation of Rate/Running Contracts concluded by DPS                                                                                                                 | Rs.2.50 Cr.                                | Rs.40 lakhs                                                                                                                                                      | Rs.40 lakhs             | Rs.25 lakhs              | Rs.2.00 Cr.    | 1. Subject to placement of Purchase Orders against Rate/Running Contracts concluded by DPS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                                                                                            | Extent of financial powers delegated        |                         |                         |                          |                | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                             |
|---------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------|-------------------------|--------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                                                        | Regional Directors, HRP, IRPU, MRPU and NRB | Regional Director, RPUM | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1       | 2                                                                                                                      | 3                                           | 4                       | 5                       | 6                        | 7              | 8                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3       | Procurement of all types of Gases (Oxygen, Acetylene, Argon, etc.) from Manufacturers/Dealers                          | Full                                        | Full                    | Full                    | Full                     | Full           | 1. Contract to be concluded by inviting tenders.<br>2. Provision for Funds exists in the approved budget to meet the expenditure of the particular item.                                                                                                                                                                                                                                                                              |
| 4       | Clothing items i.e., Uniforms such as Laboratory Coats, Boiler Suits, Protective Clothing, etc.                        | Full                                        | Rs.40 lakhs             | Rs.40 lakhs             | Rs.25 lakhs              | Full           | 1. Contract to be concluded subject to scales laid down by the Competent Authority.<br>2. Provision for Funds exists in the approved budget to meet the expenditure of the particular item.                                                                                                                                                                                                                                           |
| 5       | Payment of Freight Charges wherever consignments have been booked "To Pay" basis against Purchase Orders placed by DPS | Full                                        | Full                    | Full                    | Full                     | Full           | 1. Concerned Officer should draw the advance, depending on the value and submit the adjustment within 15 days of drawal of advance.<br>2. This advance can be drawn only in respect of consignments received against Purchase Orders on 'To Pay' basis. Necessary intimation to be given to concerned Accounts for recovery of these charges, in case as per the terms of the Purchase Order, these are to be borne by the suppliers. |



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Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                                                                | Extent of financial powers delegated        |                         |                         |                          |                         | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                            |
|---------|--------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------|-------------------------|--------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                            | Regional Directors, HRP, IRPU, MRPU and NRB | Regional Director, RPUM | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director          |                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1       | 2                                                                                          | 3                                           | 4                       | 5                       | 6                        | 7                       | 8                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6       | Demurrage/ Wharfage Charges for clearance of inland consignments                           | Rs.5,000/- in each case                     | -                       | Rs.3,000/- in each case | Rs.3,000/- in each case  | Rs.5,000/- in each case | 1. The demurrage/wharfage charges to be recovered from the Suppliers' bills in case the delay in clearance is attributable to the supplier.<br>2. In other cases, suitable justification shall be provided indicating the circumstances under which expenditure had to be incurred. It should also be certified that such payment is not due to any lapse on the part of Purchase/ Stores concerned. |
| 7       | Payment of Survey Fees to Insurance Surveyors                                              | Full                                        | -                       | Full                    | Full                     | Full                    | 1. Applicable only for imported consignments.<br>2. Subject to rules and regulations applicable for payment of such charges.                                                                                                                                                                                                                                                                         |
| 8       | Payment of Fees to Chief Controller of Explosives or any other Authority for obtaining NOC | Full                                        | -                       | Full                    | Full                     | Full                    | 1. Subject to rules and regulations applicable for payment of such charges.<br>2. Applicable for storage licence of cylinders/inflammable stores/ filling permission of gas cylinders.                                                                                                                                                                                                               |



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Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                                                          | Extent of financial powers delegated                                                                                                       |                         |                         |                          |                                                                                                                                            | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                      | Regional Directors, HRP, IRP, MRP and NRB                                                                                                  | Regional Director, RPUM | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1       | 2                                                                                    | 3                                                                                                                                          | 4                       | 5                       | 6                        | 7                                                                                                                                          | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9 (i)   | Deviation in Terms of Payment<br><br>Advance Payment to reputed Indigenous Suppliers | 10% against Acceptance of Order. Progressive payment not exceeding 20% on completion of intermediate milestone. (Total restricted to 30%). | -                       | Nil                     | Nil                      | 10% against Acceptance of Order. Progressive payment not exceeding 20% on completion of intermediate milestone. (Total restricted to 30%). | <p>1. These deviations in payment terms should be exercised in respect of high value orders where the investment by the firm in manufacturing of the items ordered is substantial and firm is having a good financial standing.</p> <p>2. These advance payments should normally be made only to the Manufacturers of high repute.</p> <p>3. All the above Advance Payments should be against Bank Guarantee for equal amount as per the approved format valid till the satisfactory execution of the contract, with a claim period of six months.</p> <p>4. In consultation with respective Unit's Internal Finance. If there is a difference of opinion between the Internal Finance and Regional Director, the matter should be referred to Director, DPS.</p> <p>5. At any time, except the initial payment along with the order, the Progressive Advance Payment should not be more than the value of the work done.</p> <p>6. A monthly statement indicating the details of such deviations approved to be submitted to Director, DPS.</p> |



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| Sl. No. | Description                                                                                                 | Extent of financial powers delegated      |                         |                         |                          |                | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------|-------------------------|--------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                                             | Regional Directors, HRP, IRP, MRP and NRB | Regional Director, RPUM | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1       | 2                                                                                                           | 3                                         | 4                       | 5                       | 6                        | 7              | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 9 (ii)  | Delivery against Payment or proof of despatch for supply of standard items by manufacturers of high repute. | Full                                      | -                       | Nil                     | Nil                      | Nil            | <p>1. Normally the payment should be made only after pre-despatch inspection except in cases where the pre-despatch inspection is waived with the approval of the concerned Competent Authority.</p> <p>2. To the extent possible, payment against despatch documents should be discouraged.</p> <p>3. Normally, the Advance Payment should be against Shipping Release and a Clear Delivery Challan. Advance Payment against Despatch Documents should be to the minimum and only in respect of standard items by manufacturers of high repute. This payment should be only against negotiable documents.</p> <p>4. Periodical review regarding adjustments of these Advance Payments has to be carried out and any unadjusted payment for more than 30 days should be reviewed and action taken for regularization.</p> <p>5. These payments can be considered for Public Sector Undertakings, procurement of spares for existing equipment, proprietary items, where Rate Contract items are for payment against documents, manufacturers of very high repute.</p> <p>6. To be exercised in consultation with the Internal Finance of the respective Unit.</p> |



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| Sl. No. | Description                                            | Extent of financial powers delegated      |                         |                         |                          |                | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|--------------------------------------------------------|-------------------------------------------|-------------------------|-------------------------|--------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                        | Regional Directors, HRP, IRP, MRP and NRB | Regional Director, RPUM | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1       | 2                                                      | 3                                         | 4                       | 5                       | 6                        | 7              | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|         |                                                        |                                           |                         |                         |                          |                | 7. A monthly statement indicating the details of such deviations approved to be submitted to Director, DPS.<br>8. Waiver of PDI after placement of Order is possible only with the approval of Head of Department of respective Unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 9(iii)  | Waiver of Performance Security Deposit                 | Full                                      | -                       | Nil                     | Nil                      | Nil            | 1. This Power to be exercised after careful consideration before placement of the order.<br>2. No Post-contract deviation is permitted.<br>3. In consultation with Internal Finance of the respective Unit.<br>4. The firm should be encouraged to obtain the Registration and Registration to eligible firms should be given in time.<br>5. This deviation should be restricted to the firms of high repute and based on past performance.<br>6. These powers can be exercised normally when the supply involves development efforts or manufacture of special items of equipments and machinery.<br>7. A monthly statement indicating the details of such deviations approved to be submitted to Director, DPS. |
| 9(iv)   | Waiver of Liquidated Damage without hindrance register | Full                                      | -                       | Nil                     | Nil                      | Nil            | 1. Waiver of Liquidated Damage without hindrance register may be allowed in exceptional cases with the recommendations of Head of the Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



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Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                       | Extent of financial powers delegated                                                                                          |                         |                         |                          |                | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|--------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                   | Regional Directors, HRP, IRPU, MRPU and NRB                                                                                   | Regional Director, RPUM | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1       | 2                                                 | 3                                                                                                                             | 4                       | 5                       | 6                        | 7              | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9 (v)   | Delivery against 100% Payment, wherever necessary | Full<br><br>Petroleum products supplied by Public Sector Undertakings, Supplies from Central and State Government Departments | -                       | Nil                     | Nil                      | Nil            | 1. In consultation with Internal Finance of the respective Unit.<br>2. A review has to be made on monthly basis of such advance for settlement of the advance within 30 days of payment.                                                                                                                                                                                                                                                                                                                                                                                           |
| 9(vi)   | Airlifting of Stores                              | Full                                                                                                                          | -                       | Nil                     | Nil                      | Nil            | 1. Report should be sent to the next higher authority/DAE on monthly basis.<br>2. Airlifting of the material should be to the minimum and where it is absolutely necessary like delicate nature of the stores, radioactive materials/ perishable stores etc.<br>3. Requirements of extremely urgent nature duly certified by the Indenting Officer and approved by the Group Director/ Competent Authority in the Unit concerned.<br>4. Item of fragile nature where airlifting alone will reasonably ensure safe receipt.<br>5. Airlifting is the most economic way of transport. |



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| Sl. No. | Description                                                                    | Extent of financial powers delegated                                                                                         |                         |                         |                          |                                                                                                                            | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                | Regional Directors, HRP, IRP, MRP and NRB                                                                                    | Regional Director, RPUM | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1       | 2                                                                              | 3                                                                                                                            | 4                       | 5                       | 6                        | 7                                                                                                                          | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10      | Freight and Demurrage/ Wharfage Charges for clearance of imported Consignments | <b><u>Freight</u></b><br>Full<br><br><b><u>Demurrage and Wharfage Charges</u></b><br>Upto Rs.10,000/- in each case of import | -                       | Nil                     | Nil                      | <b><u>Freight</u></b><br>Nil<br><br><b><u>Demurrage and Wharfage Charges</u></b><br>Upto Rs.5,000/- in each case of import | 1. Subject to using the economic mode of transport.<br>2. Efforts should be made to avoid wharfage charges. The authority approving the wharfage charges should satisfy himself/herself that there is no defect in the system and no individual is responsible. The payment of wharfage charges is unavoidable.                                                                                                                                                                 |
| 11      | Approval of Temporary Advance for local purchase                               | Rs.5,000/- on each occasion                                                                                                  | -                       | Nil                     | Nil                      | Nil                                                                                                                        | 1. Before resorting to Cash Purchase, "non-availability certificate" from Stores should be obtained.<br>2. The expenditure to be incurred immediately after drawal of advance and the balance amount to be refunded at once.<br>3. The advance should be settled within a week's time after the drawal of advance to avoid keeping government money out of Consolidated Fund of India.<br>4. Drawal of Advance should be to the minimum and only in cases of extreme necessity. |



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Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                                                                         | Extent of financial powers delegated                                 |                         |                                                                       |                                                                       |                                                                      | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                                     | Regional Directors, HRP, IRP, MRP and NRB                            | Regional Director, RPUM | Officer-in-Charge, AMPU                                               | Manager (Purchase), RPUM                                              | Joint Director                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1       | 2                                                                                                   | 3                                                                    | 4                       | 5                                                                     | 6                                                                     | 7                                                                    | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 12      | Repairs to equipments (including Furniture and Fixtures) and concluding of Annual Service Contracts | Rs.50,000/- on each occasion subject to a maximum of Rs.2 lakhs p.a. | -                       | Rs.20,000/- on each occasion subject to a maximum of Rs.75,000/- p.a. | Rs.20,000/- on each occasion subject to a maximum of Rs.75,000/- p.a. | Rs.50,000/- on each occasion subject to a maximum of Rs.2 lakhs p.a. | 1. In consultation with the Internal Finance of the respective Unit.<br>2. The work to be carried out/contract to be concluded after observing the normal procedure.<br>3. Normally payment should be made only on completion of work and in respect of service contracts, on pro-rata basis, after satisfactory completion of the service. In exceptional cases where advance payment is necessary, the advance payment should be against a Bank Guarantee for an equal amount and with reference to GFR provisions.<br>4. Subject to availability of funds certified by the concerned Accounts. |
| 13      | Purchase of Books, Periodicals, Newspapers, etc.                                                    | Rs.20,000/- p.a.                                                     | -                       | Rs.10,000/- p.a.                                                      | Rs.10,000/- p.a.                                                      | Rs.20,000/- p.a.                                                     | 1. Subject to availability of Funds.<br>2. The economy instructions issued by the Government of India should be strictly followed.<br>3. In consultation with Internal Finance of the respective Unit.<br>4. A Quarterly Statement of Expenditure should be sent to Director, DPS by 10 <sup>th</sup> July, October, December and April.                                                                                                                                                                                                                                                          |
| 14      | Electricity, Gas and Water Charges                                                                  | Full                                                                 | -                       | Full                                                                  | Full                                                                  | Nil                                                                  | 1. The economy instructions issued by the Government of India should be strictly followed.<br>2. Subject to availability of funds and in consultation with Internal Finance of the respective Unit.<br>3. Subject to verification of actual consumption.                                                                                                                                                                                                                                                                                                                                          |



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| Sl. No. | Description                                                        | Extent of financial powers delegated                                  |                         |                                                                       |                                                                       |                                                                       | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|--------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                    | Regional Directors, HRP, IRPU, MRPU and NRB                           | Regional Director, RPUM | Officer-in-Charge, AMPU                                               | Manager (Purchase), RPUM                                              | Joint Director                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1       | 2                                                                  | 3                                                                     | 4                       | 5                                                                     | 6                                                                     | 7                                                                     | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 15      | (i) Maintenance of Motor Vehicles, Upkeep and Repairs              | Not exceeding Rs.50,000/- on each occasion                            | -                       | Nil                                                                   | Nil                                                                   | Not exceeding Rs.50,000/- on each occasion                            | 1. The economy instructions issued by the Government of India should be strictly followed.<br>2. Subject to availability of Funds and in consultation with Internal Finance of the respective Unit.<br>3. Subject to verification of actual consumption and the consumption pattern with reference to mileage to be checked and certified.<br>4. The services of Transport Maintenance Section of concerned Unit shall be availed of.<br>5. These powers are to be exercised by the Authority wherever exclusive DPS vehicles are in operation. |
|         | (ii) Petrol, Oil, Lubricants, Payment of Taxes, Etc.               | Full                                                                  | -                       | Nil                                                                   | Nil                                                                   | Full                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 16      | Printing and Binding                                               | Rs.20,000/- on each occasion subject to a maximum of Rs.1 lakh p.a.   | -                       | Rs.10,000/- on each occasion subject to a maximum of Rs.50,000/- p.a. | Rs.10,000/- on each occasion subject to a maximum of Rs.50,000/- p.a. | Nil                                                                   | 1. The economy instructions issued by the Government of India should be strictly followed.<br>2. Subject to availability of Funds and in consultation with Internal Finance of the respective Unit.                                                                                                                                                                                                                                                                                                                                             |
| 17      | Local Purchase of Stationery, Rubber Stamps and Office Seals, etc. | Rs.10,000/- on each occasion subject to a maximum of Rs.20,000/- p.a. | -                       | Rs.5,000/- on each occasion subject to a maximum of Rs.10,000/- p.a.  | Rs.5,000/- on each occasion subject to a maximum of Rs.10,000/- p.a.  | Rs.10,000/- on each occasion subject to a maximum of Rs.20,000/- p.a. | 1. The economy instructions and also the procurement instructions issued by the Government of India should be strictly followed.<br>2. Subject to availability of Funds and in consultation with Internal Finance of the respective Unit.                                                                                                                                                                                                                                                                                                       |



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| Sl. No. | Description                                                                                                | Extent of financial powers delegated        |                         |                                    |                                    |                                     | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------|------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------|------------------------------------|------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                                            | Regional Directors, HRP, IRPU, MRPU and NRB | Regional Director, RPUM | Officer-in-Charge, AMPU            | Manager (Purchase), RPUM           | Joint Director                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1       | 2                                                                                                          | 3                                           | 4                       | 5                                  | 6                                  | 7                                   | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 18      | Postage                                                                                                    | Full                                        | -                       | Full                               | Full                               | Full                                | 1. The economy instructions issued by the Government of India should be strictly followed.<br>2. Subject to availability of Funds and in consultation with Internal Finance of the respective Unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 19      | Reimbursement of Local Conveyance Charges and incidental expenses on carriage of records, equipments, etc. | Not to exceed Rs.10,000/- per month         | -                       | Not to exceed Rs.5,000/- per month | Not to exceed Rs.5,000/- per month | Not to exceed Rs.10,000/- per month | 1. The economy instructions issued by the Government of India should be strictly followed.<br>2. Hiring should be minimum and only when it is absolutely necessary.<br>3. Subject to availability of Funds and in consultation with Internal Finance of the respective Unit.<br>4. Reimbursement of Taxi Hire/Public transport charges should be at actuals not exceeding the charges prescribed by the respective Road Transport Authority and subject to eligibility. Such reimbursement should be made in exceptional situation when no government vehicle can be arranged for carrying out urgent government work.<br>5. A Quarterly Statement of Expenditure should be sent to Director, DPS by 10 <sup>th</sup> July, October, December and April. |



Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                                                                                                            | Extent of financial powers delegated                                      |                         |                                                                           |                                                                           |                                                                           | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                  |
|---------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                                                                        | Regional Directors, HRP, IRPU, MRPU and NRB                               | Regional Director, RPUM | Officer-in-Charge, AMPU                                                   | Manager (Purchase), RPUM                                                  | Joint Director                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1       | 2                                                                                                                                      | 3                                                                         | 4                       | 5                                                                         | 6                                                                         | 7                                                                         | 8                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 20      | Hiring of Conveyance for casual departmental use                                                                                       | Rs.50,000/- p.m. subject to a maximum of Rs.5 lakhs p.a.                  | -                       | Nil                                                                       | Nil                                                                       | Nil                                                                       | 1. Conveyance may be hired in urgent cases where the departmental vehicles are not available and should be kept to the minimum.<br>2. The economy instructions issued by the Government of India should be strictly followed.<br>3. Subject to availability of Funds and in consultation with Internal Finance of the respective Unit.                                                                                     |
| 21      | Rent, Rate and Taxes                                                                                                                   | Full                                                                      | -                       | Nil                                                                       | Nil                                                                       | Nil                                                                       | 1. Subject to approval of the Competent Authority for hiring the building and fixing the rent.<br>2. Subject to availability of Funds and in consultation with Internal Finance of the respective Unit.                                                                                                                                                                                                                    |
| 22      | Entertainment/ Hospitality to Distinguished, Foreign and Indian Visitors on official business or in the interest of the Establishment. | Rs.2,000/- on each occasion subject to a ceiling of Rs.20,000/- per annum | -                       | Rs.1,000/- on each occasion subject to a ceiling of Rs.10,000/- per annum | Rs.1,000/- on each occasion subject to a ceiling of Rs.10,000/- per annum | Rs.1,500/- on each occasion subject to a ceiling of Rs.15,000/- per annum | 1. The economy instructions issued by the Government of India should be strictly followed.<br>2. Subject to availability of Funds.<br>3. Entertainment should not be on lavish scale but should commensurate with the dignity of the guest.<br>4. A monthly statement of expenditure should be sent to Director, DPS by 10 <sup>th</sup> of every month indicating the full details of entertainment expenditure incurred. |



Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                                                                                                                          | Extent of financial powers delegated      |                         |                             |                             |                              | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                      |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                                                                                      | Regional Directors, HRP, IRP, MRP and NRB | Regional Director, RPUM | Officer-in-Charge, AMPU     | Manager (Purchase), RPUM    | Joint Director               |                                                                                                                                                                                                                                                                                                                                                                                                |
| 1       | 2                                                                                                                                                    | 3                                         | 4                       | 5                           | 6                           | 7                            | 8                                                                                                                                                                                                                                                                                                                                                                                              |
| 23      | Acceptance/ Discharge approval of Bank Guarantees/Demand Drafts for Advance Payment, PSDBG and EMD                                                   | Full                                      | -                       | Full                        | Full                        | Full                         | 1. Before acceptance of the Bank Guarantee, genuineness of the same should be ascertained from the issuing bank.<br>2. Provisions of GFR should be strictly complied with.                                                                                                                                                                                                                     |
| 24      | Air Freight for import of Goods                                                                                                                      | Rs.40 lakhs                               | -                       | Nil                         | Nil                         | Rs.40 lakhs                  | 1. Shall be exercised in consultation with Internal Finance.<br>2. Specific recommendation and approval from the Unit of Airlifting of stores should be available.                                                                                                                                                                                                                             |
| 25      | Approving and Signing of Indents/Purchase – Stationery Stores, Office Machinery and Appliances, Drawing Materials and Miscellaneous requisites, etc. | Rs.15,000/- on each occasion              | -                       | Rs.5,000/- on each occasion | Rs.5,000/- on each occasion | Rs.15,000/- on each occasion | 1. Subject to conformity with the provisions of GFR and other Government instructions, Acts, Rules and Regulations and CVC instructions issued from time to time. It should also be in conformity with the provisions of Purchase Procedure of the Department.<br>2. Approved budget provision exists to meet the expenditure.<br>3. Shall be exercised in consultation with Internal Finance. |
| 26      | Any amendment not involving financial implications viz., Delivery Period extension, change in name of the supplier, etc.                             | Rs.2.50 Cr.                               | Rs.40 lakhs             | Rs.40 lakhs                 | Rs.25 lakhs                 | Rs.2.00 Cr.                  | If certified and approved by the User Department, amendment could be issued without pre-auditing and a copy of the amendment should however be forwarded to the concerned Accounts Officer for settlement of bills at appropriate time.                                                                                                                                                        |



Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                                                                                         | Extent of financial powers delegated                     |                         |                         |                          |                | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                  |
|---------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------|-------------------------|--------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                                                     | Regional Directors, HRP, IRPU, MRPU and NRB              | Regional Director, RPUM | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director |                                                                                                                                                                                                                                                                                                                                                                            |
| 1       | 2                                                                                                                   | 3                                                        | 4                       | 5                       | 6                        | 7              | 8                                                                                                                                                                                                                                                                                                                                                                          |
| 27      | Admitting Pro-Rata payments over and above 4 instalments                                                            | Full                                                     | Full                    | Full                    | Full                     | Full           | 1. Can be admitted for chemicals where material is required on as and when basis.<br>2. A certificate from Indenting Officer is to be obtained stating that in the event of the part quantity / item received is such that it can be used independently even if the balance items/quantity indicated in the purchase order are not supplied by the firm at the later date. |
| 28      | Acceptance of Insurance Policy where Free Issue Material's value is upto                                            | Rs.2.50 Cr.                                              | Rs.40 lakhs             | Rs.40 lakhs             | Rs.25 lakhs              | Rs.2.00 Cr.    | Subject to covering all the risks specified in the NIT in the Insurance Policy. (Ref : Office Order No. DPS/ HQ/09/2004 dated 26.07.2004)                                                                                                                                                                                                                                  |
| 29      | Release of Performance Security Deposit Bank Guarantee (PSDBG) amount deducted by Accounts due to Non-Receipt of BG | Full                                                     | Full                    | Full                    | Full                     | Full           | 1. A warning letter is to be issued to the supplier prior to release of Performance Security Deposit Bank Guarantee (PSDBG) amount.                                                                                                                                                                                                                                        |
| 30      | Rejection of Bids                                                                                                   | Rs.1.25 Cr. for HRP & MRPU<br><br>Rs.50 lakhs for others | Rs.25 lakhs             | Rs.15 lakhs             | Rs.15 lakhs              | Rs.1.25 Cr.    | 1. Rejection of bids shall be done for the reasons specified in NIT/Bid Document.<br>2. Rejection of bids shall be approved after concurrence of DCA/IFA, DPS.<br>3. The bidders should be informed in writing the reasons for rejection of their bid.                                                                                                                     |
| 31      | Approval for Re-Tender                                                                                              | Rs.1.25 Cr. for HRP & MRPU<br><br>Rs.50 lakhs for others | Rs.25 lakhs             | Rs.15 lakhs             | Rs.15 lakhs              | Rs.1.25 Cr.    | 1. Re-tender shall be approved after the concurrence of DCA/IFA, DPS of the Unit.<br>2. In case of change in technical specifications and estimated cost, new indent may be insisted.                                                                                                                                                                                      |



Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No.                       | Description                                 | Extent of financial powers delegated                                  |                         |                                                                       |                                                                       |                                                                                                                                                        | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------|---------------------------------------------|-----------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               |                                             | Regional Directors, HRP, IRP, MRPU and NRB                            | Regional Director, RPUM | Officer-in-Charge, AMPU                                               | Manager (Purchase), RPUM                                              | Joint Director                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1                             | 2                                           | 3                                                                     | 4                       | 5                                                                     | 6                                                                     | 7                                                                                                                                                      | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Administrative Matters</b> |                                             |                                                                       |                         |                                                                       |                                                                       |                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1                             | Controlling Officer for the purpose of T.A. | Full in respect of all Officers/ Staff under his/her control and Self | -                       | Full in respect of all Officers/ Staff under his/her control and Self | Full in respect of all Officers/ Staff under his/her control and Self | Full in respect of all Officers/ Staff under his/her control and Self<br><br>Prior approval of Director, DPS for SelfTourProgramme should be obtained. | <ol style="list-style-type: none"> <li>1. Subject to availability of funds.</li> <li>2. Subject to economy orders issued by the Government from time to time and standing instructions issued by Director, DPS/DAE.</li> <li>3. Tours to be performed by Air by all Officers/Staff shall require prior approval from respective Regional Director/Director, DPS.</li> <li>4. The period of tour should be minimum and should commensurate with the purpose for which the tour is undertaken.</li> <li>5. TA advance on medical grounds should be duly recommended by the Medical Officer.</li> <li>6. Tour relating to Association purpose should have recommendation of CAO/AO-III and the prior approval of Director, DPS.</li> <li>7. Tour relating to Sports / Cultural events should be as per the rules on the subject.</li> </ol> |



Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                                                                                               | Extent of financial powers delegated                            |                         |                                                                 |                                                                 |                                                                 | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                                                           | Regional Directors, HRP, IRP, MRPU and NRB                      | Regional Director, RPUM | Officer-in-Charge, AMPU                                         | Manager (Purchase), RPUM                                        | Joint Director                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1       | 2                                                                                                                         | 3                                                               | 4                       | 5                                                               | 6                                                               | 7                                                               | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2       | Sanction of Leave<br><br>Earned Leave, Commuted Leave, Extraordinary Leave, Maternity and Paternity Leave, Half Pay Leave | Full in respect of all Officers and staff under his/her control | -                       | Full in respect of all Officers and staff under his/her control | Full in respect of all Officers and staff under his/her control | Full in respect of all Officers and staff under his/her control | <p>1. Application for leave shall be in the prescribed form.</p> <p>2. The spells of leave should be limited to the barest minimum and should be limited to number of occasions as decided by Director, DPS from time to time. In case an employee seeks regular leave for more than the number of occasions as decided in a year, approval of next Leave Sanctioning Authority is required.</p> <p>3. Subject to the principles contained in CCS (Leave) Rules, 1972 as amended from time to time.</p> <p>4. Officers to whom powers are delegated shall forward their own applications to the next higher authority. Leave applications of subordinate officers and staff should be recommended and forwarded to the authority who is competent to sanction leave.</p> <p>5. Prior approval of Director, DPS is required before sanctioning leave for any officers/ staff who are visiting abroad on short/ long leave.</p> <p>6. E.O.L. on any ground for period exceeding three months to be forwarded to Director, DPS for approval with recommendations.</p> <p>7. Ex-post facto sanction of leave should be discouraged. Unless otherwise the situation is beyond the control of the government servant, the leave should be applied well in advance and got sanctioned before the commencement of leave.</p> |



Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                  | Extent of financial powers delegated                                                  |                         |                                                                                       |                                                                                       |                                                                                       | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                |
|---------|----------------------------------------------|---------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                              | Regional Directors, HRP, IRPU, MRPU and NRB                                           | Regional Director, RPUM | Officer-in-Charge, AMPU                                                               | Manager (Purchase), RPUM                                                              | Joint Director                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1       | 2                                            | 3                                                                                     | 4                       | 5                                                                                     | 6                                                                                     | 7                                                                                     | 8                                                                                                                                                                                                                                                                                                                                                                                                                        |
|         |                                              |                                                                                       |                         |                                                                                       |                                                                                       |                                                                                       | 8. Sanction of Compensatory Off for staff working under the officer concerned – within one month of performance of duty and maximum of 2 days at a time.<br>9. For any other kind of leave that has not been specified under Column No.2, approval of Director, DPS is required.<br>10. When the applied leave exceeds 30 days, prior permission of Director, DPS shall be obtained.                                     |
| 3       | Child Care Leave (CCL)                       | Upto 30 days at a time in respect of Officers and Staff working under his/her control | -                       | Upto 10 days at a time in respect of Officers and Staff working under his/her control | Upto 10 days at a time in respect of Officers and Staff working under his/her control | Upto 30 days at a time in respect of Officers and Staff working under his/her control | 1. Subject to availability and exigencies of work.<br>2. When the applied leave exceeds 30 days, prior approval of Director, DPS shall be obtained.<br>3. Prior approval of Director, DPS is required before sanctioning leave for officers/staff who are visiting abroad.<br>4. Leave shall be availed after obtaining prior approval of Competent Authority.                                                           |
| 4       | Casual Leave (CL)/Special Casual Leave (SCL) | Full in respect of all Officers and Staff under his/her control                       | -                       | Full in respect of all Officers and Staff under his/her control                       | Full in respect of all Officers and Staff under his/her control                       | Full in respect of all Officers and staff under his/her control                       | 1. Subject to availability and exigencies of work.<br>2. Officers to whom powers are delegated shall forward their own applications to the next higher authority.<br>3. Prior approval of Director, DPS is required before sanctioning leave to officers/ staff who are visiting abroad.<br>4. Proper record of Casual Leave availed shall be maintained by each Officer in respect of all personnel working under them. |



Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                                                           | Extent of financial powers delegated                                               |                         |                         |                          |                                                                 | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                 |
|---------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------|-------------------------|--------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                       | Regional Directors, HRP, IRP, MRPU and NRB                                         | Regional Director, RPUM | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1       | 2                                                                                     | 3                                                                                  | 4                       | 5                       | 6                        | 7                                                               | 8                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5       | Controlling Officer for the purpose of LTC where condonation is required/not required | Full in respect of all Officers and staff under his/her control (only to RD, MRPU) | -                       | Nil                     | Nil                      | Nil                                                             | 1. Leave should be sanctioned in advance by the Competent Authority.<br>2. Will exercise the powers of the <b>HEAD OF OFFICE</b> for the purpose of LTC.<br>3. Eligibility for availability of LTC advance should be certified by the concerned Administration.<br>4. Any deviation, approval should be subject to LTC rules.                                                                                                             |
| 6       | Powers to approve Overtime Allowance in respect of Non-Gazetted Staff                 | Full in respect of all non-gazetted staff under his/her control                    | -                       | Nil                     | Nil                      | Full in respect of all non-gazetted staff under his/her control | 1. Subject to the orders in force from time to time and also subject to availability of funds.<br>2. Compensatory Off should be given to personnel who are required to perform duty for the full prescribed hours of work on Sundays and closed holidays. Where this is not possible, in exceptional circumstances, cash compensation in the form of overtime allowance can be approved with a quarterly report to Director, DPS, Mumbai. |
| 7       | PF Advance/ Withdrawals                                                               | Full in respect of all Officers and staff under his/her control (only to RD, MRPU) | -                       | Nil                     | Nil                      | Nil                                                             | 1. Will exercise the powers of the <b>HEAD OF DEPARTMENT</b> for the purpose.<br>2. All the provisions under GPF/CPF Rules, as amended from time to time should be followed.<br>3. A monthly statement (including a NIL statement) of PF advance/ withdrawals under GPF/CPF rules should be sent to Director, DPS, Mumbai by 10 <sup>th</sup> of the following month.                                                                     |



Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

| Sl. No. | Description                                                                  | Extent of financial powers delegated                                               |                         |                         |                          |                | Procedures, conditions to be observed in the exercise of financial powers                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------|-------------------------|--------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                              | Regional Directors, HRP, IRPU, MRPU and NRB                                        | Regional Director, RPUM | Officer-in-Charge, AMPU | Manager (Purchase), RPUM | Joint Director |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1       | 2                                                                            | 3                                                                                  | 4                       | 5                       | 6                        | 7              | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8       | Payment of Immediate Relief to family in case of death of Government Servant | Full in respect of all Officers and staff under his/her control (only to RD, MRPU) | -                       | Nil                     | Nil                      | Nil            | 1. As per the rules.<br>2. Will exercise the powers of <b>HEAD OFFICE</b> for this purpose.                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9       | Establishment matters – All powers that are available to Head of Office      | Full in respect of all Officers and staff under his/her control (only to RD, MRPU) | -                       | Nil                     | Nil                      | Nil            | 1. Subject to the provisions of FR/SR, Leave Rules, as amended from time to time and Compendium of Rules on various Advances in consultation with Pay and Accounts Officer/Dy. Controller of Accounts, wherever required.<br>2. Assistant Personnel Officer at MRPU, Chennai would assist Regional Director, MRPU while exercising the powers delegated to him as "Head of Office".                                                                                                                 |
| 10      | Transaction of Immovable/ Movable Properties                                 | Full in respect of all Group "C" Staff under his/her control (only to RD, MRPU)    | -                       | Nil                     | Nil                      | Nil            | 1. Intimation for acquisition of immovable/ movable properties should be in the prescribed proforma.<br>2. If the transaction is with a person having official dealings with the government servant, previous sanction of the prescribed Authority should be obtained before entering into it.<br>3. Subject to the principles contained in Rule 18 of CCS (Conduct) Rules, 1964 and subsequent clarifications/ orders and amendments, if any, issued by the Government of India from time to time. |



Directorate of Purchase & Stores  
Regional Director, Officer-in-Charge, AMPU, Manager (Purchase), RPUM and Joint Director

Annexure to Delegation Order No.DPS/HQ/02/2022 dated 30.03.2023

**Note :**

1. All the Financial and Administrative powers delegated under the various Orders should also be exercised as per the prescribed guidelines, Rules and Instructions issued by Government of India/DAE. It should also be as per the conditions stipulated under EFP (DAE) Rules, 1978 as amended from time to time.
2. A register should be maintained to keep watch on the progressive total of expenditure approved for all the items wherever there is an upper ceiling on the financial powers delegated.
3. All the authorities shall incur expenditure with the concurrence of Internal Finance.
4. Sanction of Earned Leave, Commuted Leave, Extraordinary Leave, Maternity/Paternity Leave, Half Pay Leave and Special Casual Leave upto 5 days, Compensatory Off wherever applicable, subject to other conditions being fulfilled, shall be sanctioned to the Officers and Staff of the Regional Accounts Unit of DPS subject to limitations stipulated in the above table by the following authorities:

| Units                                        | Authority                           | Personnel to whom applicable |
|----------------------------------------------|-------------------------------------|------------------------------|
| MRPU, Chennai                                | RD, MRPU                            | DCA                          |
| HRPU(DPS), NFC, Hyderabad                    | DCA/JC(F&A), NFC                    | AAO& Staff                   |
| DPSAccounts, RRCAT, Indore                   | DCA/JC(F&A), RRCAT, Indore          | Accounts Staff of DPS        |
| CRPU, Kolkata                                | DCA/JC(F&A), VECC, Kolkata          | AAO and Staff                |
| Regional Purchase Unit (Manuguru), Hyderabad | Manager (Purchase), RPUM, Hyderabad | SAO and Staff                |

5. However, all Accounts personnel will report to IFA, DPS, Mumbai for general Administrative purposes, who coordinates with various AccountsHeads of the respective Units for smooth functioning.

