CES

Government of India
Department of Atomic Energy
Directorate of Construction, Services & Estate Management
Director's office

3rd floor, V.S. Bhavan,
Mumbai 400 094.

No.DCSE:DIR:PA:215(A): 178

July 02, 2013

OFFICE ORDER NO. 83 /2013

In exercise of powers delegated to the undersigned in terms of Rule 3.2.1 of Exercise of Financial Powers (DAE) Rules-1978 the powers specified in the Annexure-I, are hereby delegated to the following listed Heads of Sections in DCSEM. The exercise of the powers is subject to such rules, procedures, scales etc., as may be laid down or prescribed by DAE/Director, DCSEM from time to time.

This supersedes all previous orders issued in this connection.

This will come into force with immediate effect.

2-7-2013

(N.S.Gabhane)
Director

1.Chief Engineer(E)
2.Chief Engineer(C2)
3.Chief Engineer(C3)
4.Chief Engineer(C1)
5.Chief Engineer(C4)
6.Chief Engineer(PCD)
7.Head, Design(E&M)
8.Chief Project Engineer(M)
9.Head, ESD
10.Head, GSS
11.Director(Security)

AK AO-III/S
PS... pl. keep a copy in the Council file
A 03/7/13

Cc:
1.Head, SDS
2.Head, QS
3.Head,Arch.Sec.
4.CAO,DCSEM
5.JC(F&A), DCSEM
6.Dy.CSO

2164/CAO
3/7/13

Annexure-I

Sr.No.	Nature of work	Extent to which Delegated
1.	Powers of Controlling Officer under TA Rules for Officers & Staff working under him a) Subject to normal TA Rules, Expenditure should be kept within the approved budget b) Director should be kept informed regarding such tours c) Prior approval of the Director should be obtained before permitting air journey.	**Full Powers**
2.	Sanction of Overtime allowance **Procedure/Conditions to be observed** a) Overtime allowance can be allowed only in respect of the work which cannot be postponed for the following working day. b) No overtime allowance should normally be paid for work done on Saturdays, Sundays and holidays. Compensatory off may be granted for the work done on these days. c) The payment of Overtime will be further subject to approved budget and cut introduced by Finance from time to time	**Full Powers**
3.	Conveyance charges & incidental expenses on records, equipments etc. **Procedures/Conditions to be observed** a) Expenditure should be for genuine official work b) The conveyance hire reimbursable shall be the fare by the most inexpensive mode of transport practicable, consistent with the urgency and requirements of the case and with due regard to economy in terms of time as well as money c) Engagement of taxi should be avoided as far as possible	**Not more than Rs.100/- at a time subject to overall limit of Rs.1000/-p.a.**
4.	Sanction of Leave	**Full Powers in respect of officers & staff under his control upto SO/E or equivalent grade.**

2-7-2013

DIRECTOR

Government of India
Department of Atomic Energy
Directorate of Construction, Services and Estate Management

Vikram Sarabhai Bhavan,
2nd Floor, North Wing,
Anushaktinagar,
Mumbai - 400 094.

No.DCSE/A/2(149)05-Rectt./ 1151

November 16 , 2005.

OFFICE ORDER

Sub : Delegation order in Directorate of Construction Services and Estate Management.

In exercise of powers delegated to the undersigned in terms of Rule 3.2.1 of Exercise of Financial powers (DAE) Rules 1978, the powers specified in the Annexure to the extent indicated each are hereby delegated to the Chief Administrative Officer, DCSEM. The exercise of powers delegated in these orders will be subject to availability of funds and to such Rules, procedures, scales etc as may be laid down or may be prescribed by Department of Atomic Energy, and/ or Director, DCSEM from time to time. This supercedes all the delegation orders and office orders regarding delegation of powers to Chief Administrative Officer issued earlier and this comes into effect immediately.

(K.S. Wagh)
Director, DCSEM.

Chief Administrative Officer,
DCSEM.

Copy to : 1. JC (F&A), DCSEM.
2. Director's Office, DCSEM.

ANNEXURE TO DELEGATION ORDER

Sub : Delegation of powers to Chief Administrative Officer

Sr. No.	Nature of powers delegated	Extent of powers delegated	Procedure/conditions under which expenditure towards powers delegated should be exercised
1.	Powers to sanction advance and incur expenditure for cash purchase of materials required for maintenance of Offices.	Rs. 5000/-	1. Prescribed purchase procedure to be followed 2. Purchases will be subject to certificates prescribed in adjustment bill. 3. Entry of purchase should be made in Centralised register and Sl.No. of the register should be noted in adjustment bill.
2.	Repairs and maitenance of typewriters, Xerox/fax machines and other office equipment	Full	Minimum 5 quotations to be obtained and work awarded on the basis of lowest technically suitable quotations and on reasonable rates unless servicing/maintenance repair is entrusted to the manufacturer/authorised dealer.
3.	Supply of uniforms, liveries, Safety shoes, badges and other articles of clothing etc. and washing allowance.	Full	The scale of uniform, type, financial limits, etc. prescribed by the DAE and GOI shall be followed .
4.	Sanction of rent, Municipal rates, taxes etc.	Full	---- do ----
5.	Postal, Telegraph, Telephone, and Fax charges	Full	
6.	Cash Purchase of petty stationery stores.	Rs. 5000	Subject to certification of non-availability of stationery items in Stores.

7.	Powers of Head of Department under FRs/SRs, HBA Rules, GFRs, GPF/CPF, Leave Rules, SC/ST rules and orders, Rule 18 of CCS (Conduct Rules) and Re-employment of Army Pensioners orders	Full	1. To the extent and subject to the conditions laid down in the relevant rules. 2. Internal Finance should be consulted whenever necessary.
8.	Powers of controlling Officer for the purpose of TA Rules	Full	] For Officers and staff working under them and own Controlling Officer except for journeys by air which are to be approved by Director.
9.	Powers of controlling officer for the purpose of CSMA Rules/CGHS Rules	Full	Subject to CSMA Rules/CGHS Rules.
10.	a) Sanction of all kinds of leave except special disability leave, hospital leave and study leave	Full	For staff & officers working under him.
	b) Sanction of casual leave to Gazetted Officers working under him.	Full	CL should not normally be granted for more than 5 days at any one time, except under special circumstances.
11.	Sanction of Over Time Allowance	Full	1. Expenditure on O.T. is kept to the minimum possible. 2. Payment of overtime should be resorted only under unavoidable circumstances. 3. The monthly expenditure should be commensurate with the annual allocation of funds for the particular group/activity.
12.	Powers of Controlling Officers for local journey	Full	1. Expenditure to be incurred for bonafide official work 2. If more than one official is deputed to work at the same place and time, conveyance should be shared.

			3. Total monthly reimbursement in individual case to be restricted as per ceilings prescribed. 4. Mode of journey to be regulated as per entitlements.
13.	Printing and binding	Full	Printing and binding work should be given based on lowest quotation on reasonable rates.
14.	Powers to sanction expenditure on official entertainment	Rs.10,000 per year, as a whole subject to RS. 500/- per occasion	The entertainment should not be on a lavish scale but should be commensurate with the dignity of guest and subject to the budget provisions and economy instructions issued by the Govt. from time to time.
15.	Purchase of books for reference in Admn. & Accts and periodicals for Hindi Section.	Full Rs. 2000 at a time	
16.	Conveyance hire	Full	1. Funds should be available in approved budget to meet the expenditure. 2. Expenditure not listed in this schedule if required to be incurred, the limits laid down in Schedule-1 of EFP (DAE) Rules, 1978 will apply.
17.	Running of Guest House	Full	

भारत सरकार
GOVERNMENT OF INDIA
परमाणु ऊर्जा विभाग
DEPARTMENT OF ATOMIC ENERGY
निर्माण, सेवा एवं संपदा प्रबंध निदेशालय
DIRECTORATE OF CONSTRUCTION, SERVICES & ESTATE MANAGEMENT

विक्रम साराभाई भवन,
Vikaram Sarabhai Bhavan,
अणुशक्तिनगर/ Anushaktinagar,
मुंबई/ Mumbai-400 094.

No.DCSE/A/2(149)/05-Rectt./ 14

April 09 , 2008

OFFICE ORDER

Sub: Delegation order in Directorate of Construction Services and Estate Management.

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In exercise of powers delegated to the undersigned in terms of Rule 3.2.1 of Exercise of Financial Powers (DAE) Rules 1978, the powers specified in the Annexure to the extent indicated against each are hereby delegated to Administrative Officer (Estate Management)/Administrative Officer (Land)/Administrative Officer (Administration). The Exercise of Powers delegated in these orders will be subject to availability of funds and to such Rules, procedures, scales etc., as may be laid down or may be prescribed by Department of Atomic Energy and/or Director, DCSEM from time to time. This supersedes all the delegation orders and office orders regarding delegation of powers to Administrative Officers issued earlier and this comes into effect immediately.

S. Ramanujam

(S. Ramanujam)
Director
8/4/08

Administrative Officer (EM)
Administrative Officer (L)
Administrative Officer (A)

Copy to: 1. Chief Engineer, DCSEM.
2. All Chief Project Engineers/ Heads of Sections
3. CAO, DCSEM.
4 JC(F&A), DCSEM.
5. DCA, DCSEM.
6. All AO IIs/APOs
7. Director's office.

ANNEXURE TO DELEGATION ORDER

Sub: Delegation of powers to Administrative Officers

Sr. No.	Nature of powers delegated	Extent of powers delegated	Procedure conditions under which expenditure towards powers delegated should be exercised
	Administrative Officer III (Administration)		
1.	Sanction of Festival Advance and advances towards purchase of bicycle, fan in respect of eligible employees.	Full	
2.	Sanction of advances and settlement of claims of all employees under Leave Travel Concession Rules	Full	
3.	Sanction of Pension and other retirement benefits in respect of all employees	Full	
4.	Sanction of reimbursement of tuition fee/grant of Children Educational Allowance	Full	
5.	Approval for fixation of pay on promotion etc.	Full	

Sr. No.	Nature of powers delegated	Extent of powers delegated	Procedure conditions under which expenditure towards powers delegated should be exercised
6.	Acceptance of nominations in respect of Provident Fund/CGEGIS/Gratuity, etc.	Full	
7.	Sanction of all kinds of leave except Special Disability leave/Hospital leave for Group 'C' & 'D' employees working under his control.	Full	
8.	Sanction of Casual Leave for Group 'C' & 'D' employees working under his control.	Full	CL should not normally be granted for more than 5 days at any one time, except under special circumstances.
9.	Sanction of advances and settlement of claims under CSMA (1944) Rules (Ayurvedic/Allopathic systems of medicine)	Full	
10.	Sanction of advances from Provident Fund (limited to 3 months pay or 50% of the amount at credit	Full	
11.	Sanction of immediate relief payable to the family of deceased Government servants	Full	

Sr. No.	Nature of powers delegated	Extent of powers delegated	Procedure conditions under which expenditure towards powers delegated should be exercised
12.	Sanction of advance of pay and traveling allowance on transfer and settlement of Traveling Allowance claims of all employees including retired employees.	Full	
13.	Settlement of claims of outstation candidates called for interview/trade test, against public advertisement	Full	
14.	Grant of Family Planning Allowance under Small Family Norms	Full	
15.	Prescribed Authority for intimation and or/grant of permission for transaction in movable/immovable property in respect of Group 'C' & 'D' officials. (Rule 18 of CCS (Conduct)Rules, 1964.	Full	
16.	Purchase of petty stationery items	Rs.500/- on each occasion subject to a maximum of Rs.3000/- per annum	Subject to certification of non-availability of stationery items in Stores

Sr. No.	Nature of powers delegated	Extent of powers delegated	Procedure conditions under which expenditure towards powers delegated should be exercised
18.	Purchase of books for Administration & Accounts	Rs.1000/- on each occasion subject to a maximum of Rs.5,000/- per annum	
19.	Conveyance hire	Rs.100/- on each occasion	1. Funds should be available in approved budget to meet the expenditure. 2. Expenditure not listed in this schedule if required to be incurred, the limits laid down in Schedulre-1 of EFP (DAE) Rules, 1978 will apply.

Sr. No.	Nature of powers delegated	Extent of powers delegated	Procedure conditions under which expenditure towards powers delegated should be exercised
	Administrative Officer III (Estate Management)		
1.	Sanction of all kinds of leave except Special Disability leave/Hospital leave to all Group 'C' & 'D' employees working under his control	Full	
2.	Sanction of Casual Leave for Group 'C' & 'D' employees working under his control	Full	CL should not normally be granted for more than 5 days at any one time, except under special circumstances.
3.	Purchase of petty stationery items	Rs.500/- on each occasion subject to a maximum of Rs.3000/- per annum	Subject to certification of non-availability of stationery items in Stores
4.	Purchase of books for Administration & Accounts	Rs.1000/- on each occasion subject to a maximum of Rs.5,000/- per annum	

Sr. No.	Nature of powers delegated	Extent of powers delegated	Procedure conditions under which expenditure towards powers delegated should be exercised
5.	Conveyance hire	Rs.100/- on each occasion	1. Funds should be available in approved budget to meet the expenditure. 2. Expenditure not listed in this schedule if required to be incurred, the limits laid down in Schedulre-1 of EFP (DAE) Rules, 1978 will apply.
6.	Telephone and fax charges	Full	

Sr. No.	Nature of powers delegated	Extent of powers delegated	Procedure conditions under which expenditure towards powers delegated should be exercised
	Administrative Officer III (Land)		
1.	Sanction of all kinds of leave except Special Disability leave/Hospital leave to all Group 'C' & 'D' employees working under his control.	Full	
2.	Sanction of Casual Leave for Group 'C' & 'D' employees working under his control	Full	CL should not normally be granted for more than 5 days at any one time, except under special circumstances.
3.	Purchase of petty stationery items	Rs.500/- on each occasion subject to a maximum of Rs.3000/- per annum	Subject to certification of non-availability of stationery items in Stores
4.	Purchase of books for Administration & Accounts	Rs.1000/- on each occasion subject to a maximum of Rs.5,000/- per annum	

Sr. No.	Nature of powers delegated	Extent of powers delegated	Procedure conditions under which expenditure towards powers delegated should be exercised
5.	Conveyance hire	Rs.100/- on each occasion	1. Funds should be available in approved budget to meet the expenditure. 2. Expenditure not listed in this schedule if required to be incurred, the limits laid down in Schedulre-1 of EFP (DAE) Rules, 1978 will apply.
6.	Postal, telegraph and courier charges	Full	
7.	Printing and binding	Rs.1000/- on each occasion subject to a maximum of Rs.10,000/-per annum.	Printing and binding work should be given based on lowest quotation on reasonable rates.

Sr. No.	Nature of powers delegated	Extent of powers delegated	Procedure conditions under which expenditure towards powers delegated should be exercised
8.	Repair of furniture & fixtures, office equipment	Rs.500/- on each occasion subject to a maximum of Rs.5,000/per annum	Minimum 5 quotations to be obtained and work awarded on the basis of lowest technically suitable quotations and on reasonable rates unless servicing maintenance repair is entrusted to the manufacturer/authorized dealer
9.	Rents and taxes	Rs.5000/- on each occasion	

(S. Ramanujam)
Director

FINANCIAL POWERS OF JCFA

Annexure – I

Sl. No	Nature of Power	Extent to which delegated
1.	Approve Temporary Advances for Local Purchase excluding items of stationery and authorize adjustment of the same. Procedures/Conditions to be observed :- a) Before resorting to Cash Purchase, Non-availability Certificate from the Stores should be obtained. b) When the total value of an item or items of similar nature to be purchased at a time does not exceed Rs.500/-, cash purchases can be made without obtaining competitive quotations. c) Where the value of an item or items of similar nature to be purchased at a time exceed Rs.500/-, quotations should be obtained from atleast 3 firms in the line either by telephone or by on-the-spot enquiry to be got confirmed in writing subsequently, before effecting purchase. d) Quantities required should not be split into a number of indents in order to maintain the total cost of individual purchases. e) All such cases of Cash Purchases must be accounted in Stores.	Rs. 5,000/-
2.	Conveyance Charges & incidental expenses on carriage of records, equipment etc. Procedures/Conditions to be observed:- a) The expenditure should be for genuine official work. b) The conveyance hire reimbursable shall be the fare by the most inexpensive mode of transport practicable, consistent with the urgency and requirement of the case and with due regard to economy in terms of time as well as money. c) Engagement of Taxi should be avoided.	Not more than Rs.200/- at a time subject to overall limit of Rs.2,000/- per annum.
3.	Powers of Controlling Officer under TA rules for Officers & Staff working under them excluding air travel. Procedures/Conditions to be observed: a) Subject to normal TA rules. Expenditure should be kept within the approved budget.	Full Powers
4.	Sanction of Over Time allowances Procedures/Conditions to be observed: a) Over time can be allowed only in respect of the work which cannot be postponed for the following working day.	Full Powers

M. Sundaram
31/1/18

Sl. No	Nature of Power	Extent to which delegated
	b). No over time allowance should normally be paid for work done on Saturdays. Sundays and holidays. Compensatory off may be granted for the work done on these days. In case the Compensatory off cannot be granted for the work done on Saturdays, Sundays and holiday, prior approval of the Director should be obtained for the payment of over time. c) The payment of over time will be further subject to approved budget and cuts introduced by Finance from time to time.	
5.	Sanction of Leave: All leave except special disability leave, special leave & study leave	Group 'A' Officers of grade upto SO/E / Officers & Staff of Group B, C & D working under his/her control, upto the level of Pay & Accounts Officer and Accounts Officer in case of JC(F&A).
6.	Raising of indents and approval of purchase for the requirement of Section. <u>Procedures/Conditions to be observed</u>: a) Purchase is to be made as per the directives of Government from time to time. b) Powers to purchase of furniture/stationery items rest with Director /Head of Office. c) For Maintenance of Motor Vehicles, expenditure should be sanctioned based on lowest quotations obtained from atleast three firms. d) Procurement should be carried out subject to availability of funds.	Rs. 50,000/- in individual case
7.	For Head GSS - regarding Motor Vehicle. a) Raising of indents for spares for Motor Vehicles. b) <u>Maintenance of Motor Vehicles</u> <u>Procedures/Conditions to be observed</u> i) Expenditure should be sanctioned based on lowest quotations obtained from atleast three firms. ii) Availability of funds should be ascertained before according the approval	Rs. 20,000/- Rs. 5,000/- per case

A monthly statement of the expenditure in respect of TA and over time allowance should be submitted to the undersigned.

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31/1/08