

B.13011/1/2008-Sec.2
Government of India
Department of Space

Antariksh Bhavan,
New BEL Road,
Bangalore – 560 231

August 7, 2009

Subject : Amendment to the DOS Book of Financial Powers (4th Edition – 2003) – reg.

In terms of Cabinet Secretariat Resolution No:83/1/1/72-CF dated June 1, 1972, the following amendments are made to the DOS Book of Financial Powers (4th Edition – 2003):-

2.1 Para 6.1.1 may be replaced by the following:-

The Department of Space shall have the power subject to funds being available by valid appropriation or reappropriation, to sanction expenditure on any project, scheme or work or a scheme or work constituting part of a project, irrespective of the magnitude of the expenditure involved, provided the acceptance of the Member for Finance, or the Space Commission has been obtained on the basis of a specific proposal. Provided however that in the case of a project, scheme or work the estimated cost of which does not exceed Rs.40.00 crores, the Department of Space shall have the power to sanction expenditure on such a project, scheme or work without reference to Member for Finance on the basis of a mention thereof in the budget proposals submitted to the Space Commission; provided however, if the estimated cost exceeds Rs.3.00 crores, the Department's powers shall be exercised in consultation with the Internal Financial Adviser, Department of Space and if the estimated cost exceeds Rs.15.00 crores, the Department's powers shall be exercised in consultation with the representative of the Member for Finance, Space Commission.

2.2 Para 9.2 (a) may be replaced by the following:-

The previous consent of Member for Finance shall be obtained in the following cases, namely:

- (a) (i) any contract for purchase of stores and for services finalized through Public Tender other than the types covered under Note (b) (c) & (d) below, the value of which exceeds Rs.15.00 crores; provided however that, if the value of the contract exceeds Rs.10.00 crores, the Department's powers shall be exercised in consultation with the

representative of the Member for Finance, Space Commission; if a contract extends over a period of time, the total value over the entire period of its currency shall be taken as the value for the purpose of applying the limit.

- (ii) any contract for purchase of stores and for services finalized through limited tender other than types cover under Note (b) (c) & (d) given below, the value of which exceeds Rs.5.00 crores; provided however than, if the value of the contract exceeds Rs.3.00 crores, the Department's powers shall be exercised in consultation with the representative of the Member for Finance, Space Commission; if a contract extends over a period of time, the total value over the entire period of its currency shall be taken as the value for the purpose of applying the limit.

3. This issues with the approval of competent authority.


(S.K. Jha)
Director

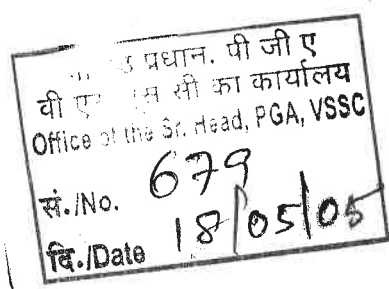
To:

1. Director, VSSC/IISU/SDSC-SHAR/ISAC/LEOS/SAC/DECU/
LPSC/ISTRAC/MCF/NRSC
2. Scientific Secretary, ISRO
3. Director, CEPO, ISRO Hq
4. Director, BEA, ISRO Hq
5. Controller, VSSC/SDSC-SHAR/ISAC/SAC/LPSC
- 6. Sr. Head P&GA, ISRO Hq/VSSC
7. Head P&GA, VSSC/SDSC-SHAR/ISAC/SAC/LPSC/ISTRAC/MCF/NRSC
8. Sr. Head Accounts & IFA, ISAC/SDSC-SHAR
9. Head Accounts & IFA, VSSC(G)/(P)/SDSC-SHAR/ISAC/SAC/
LPSC/ISTRAC/MCF
10. Sr. Head Purchase & Stores Officer, VSSC
11. Head Purchase & Stores Officer, SDSC-SHAR/ISAC/SAC/LPSC
12. Sr. Purchase & Stores Officer, NRSC
13. Purchase & Stores Officer, ISTRAC/MCF/CMD/ISRO HQ.

Copy to:

1. Joint Secretary (Finance), DOS
2. CCA, DOS
3. OSD, DOS, Bangalore
4. OSD, DOS Br. Sectt., New Delhi

No. 3/1/3/95-II
Government of India
Department of Space
* * *



Antariksh Bhavan,
New BEL Road,
Bangalore - 560 094,

May 11, 2005.

ORDER

Subject: Delegation of powers to the Heads of Department in DOS/ISRO under the DOS Book of Financial Powers - enhancement of - reg.

* * *

In the Department's Order of even number dated September 22, 1995, the power available to the Heads of Department in DOS/ISRO for incurring expenditure on Minor Works is Rs.5.00 lakhs. Considering the escalation in the cost of construction over the years, it has since been decided in the Department to enhance the above limit of Rs.5.00 lakhs to Rs.10.00 lakhs in each case in respect of expenditure debitable to Revenue provided the Minor Work is included in the approved Budget.

K. Mayavan
11/05/05
(K. Mayavan)

Under Secretary to the Government of India

To:

- 1) Chairman, ISRO
- 2) Director, VSSC/LPSC/SDSC-SHAR/ISAC/SAC/ISTRAC/MCF/ISRAD
- 3) Joint Secretary, DOS
- 4) Chief Controller of Accounts, DOS
- 5) Chief Engineer, CED

Copy to :

- 1) Director, IISU/DECU
- 2) Scientific Secretary, ISRO
- 3) Controller VSSC/SDSC-SHAR/ISAC/SAC/LPSC
- 4) CCNE VSSC/SDSC-SHAR/SAC/LPSC(B)
- 5) Sr.Head P&GA VSSC/ISRO HQs.
- 6) Head P&GA SDSC-SHAR/LPSC/ISAC/SAC/ISTRAC/MCF
- 7) Sr.Head Accounts & IFA ISAC/SDSC-SHAR
- 8) Head Accounts & IFA VSSC(G)/VSSC(P)/LPSC/ISAC/SDSCSHAR/SAC/ISTRAC/MCF
- 9) Sr.Accounts Officer CED/LPSC(B)/LPSC(M)/ISRO HQs.
- 10) Sr.Head (Audit)/Sr.PPS/P&AO/LAO/US(Projects)

1 P86A

VSSC

VSSC ACCOUNTS DIVISION

NO.VSSC/ACCTS/HA/81/00

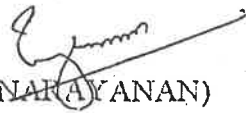
Dated : November 17, 2000

Sub : Delegation of powers to Manager, Catering and
Guest House services

-XX-

A proposal to delegate power to Manager, Catering and Guest House services for the following items submitted to Director, VSSC has been approved by him to the extent indicated against each item.

1. Power to approve all cash purchase indents - Upto Rs.1000/-
on each item
2. Power to approve all purchase indents - Upto the cost
of Rs.15000/-
3. Power to certify bills of maintenance - To the extent
Contract relating to cooking gas units, of Rs.5000/-
Wet grinders and dough making machine
etc.


(C.K. NARAYANAN)
HEAD ACCOUNTS/IFA(G) & (P)
VSSC

: To

Head, Purchase & Stores
Sr.Accounts Officer, VSSC
Accounts Officer, Bills
Asst.Accounts Officer, Bills along with approval of Director, VSSC

Copy to Manager, Catering and Guest House services, VSSC

J.No. of Office Order No.2138 dated 27-8-97	Nature of item	To whom delegated	Extent of delegation	Remarks
5.	Maintenance, upkeep and repairs of motor vehicles.	Deputy Manager, TOMC, VMC	a) For purchase of consumable items subject to a maximum of Rs.1500/- in each case. b) For purchase of spare parts upto Rs.15000/- in each case. c) For repairs and reconditioning of vehicles by outside agencies upto Rs.1500/- in each case and upto Rs.10,000/- in a month.	1. Purchase should be made through the Purchase Division and purchase should not result in over stocking. 2. For repairs and reconditioning of vehicles by outside agencies in India, quotations should be invited and lowest suitable offer accepted except in cases where such servicing/repairs/reconditioning have to be necessarily done by the original manufacturers or their authorised agents. 3. Cash purchase of spare parts upto Rs.1500/- from representative (manufacturers) or authorised dealers only can be made directly by Dy.Head, TOMC and shall be routed through Stores. In cases where the value of the indent exceeds Rs.1500/- but does not exceed Rs.5000/- purchase may be arranged by Dy. Head, TOMC after obtaining quotations and such cases need not be routed through P&S. When the value of the indent is over Rs.5000/-, purchase should be arranged through P&S Division in the usual manner. 4. The powers exercisable by Head, TOMD for item 3 above shall be Rs.3000/- and Rs.10,000/- respectively (in the place of Rs.1500/- and Rs.5000/-)

Amendment no 1

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
VIKRAM SARABHAI SPACE CENTRE
TRIVANDRUM-695022

NO.VSSC/DR/3.7/98

Dated : December 2, 1998

OFFICE ORDER NO.2286

Subject to any general or special orders issued by Director, VSSC from time to time, the modifications to Office Order No.2138 dated August 27, 1997 are ordered to the extent indicated in the Annexure to this Office Order.

R. Z. g/w
(Rajaram Nagappa)
Acting Director

To
Deputy Manager, TOMC/VMC
Admn. Officers-II/Accounts Officers-II/Purchase Officers-II/Stores Officers-II/
Canteen Manager-II

cc: Associate Director/Deputy Directors AVN/AERO/SR/MVIT/PRSO/PCM/
Controller/General Manager, MEE/Head, PGAs/Head, PSD/IFAs(G)/P/E/
Head, TOMD

Sl.No. of Office Order No. 2133 dt. 27-8-97	Nature of item	To whom delegated	Extent of delegation	Remarks
15.	Travel within India			
15.1	Travel other than air travel	Deputy Manager TOMC VMC	Full powers in respect of staff reporting to Deputy Manager, TOMC, VMC	The power to approve tour programme includes the power to grant of tour TA advance as per rules.

Sl.No.of Office Order No. 2138 dt. 27-8-1997	Nature of item	To Whom delegated	Extent of delegation	Remarks
7.2	Demurrage/ wharfage & warehousing charges	Purchase Officer-II Stores Officer- II	Upto Rs.500/- in each case -do-	1. The demurrage/wharfage and warehousing charges should not be on account of negligence of staff, clearing agents and suppliers. 2. A quarterly statement of wharfage, demurrage and warehousing charges will be put up by the concerned Purchase Cell to the Director through IFA, VSSC.
14.1	Casual Leave (other than special casual leave)	Deputy Manager, TOMC,VMC Admn.Officers- II/Accounts Officers- II/Purchase Officers- II/Stores Officers-II/ Canteen Manager-II	Full powers in respect of staff under his admini- strative control. Full powers in respect of Group C & D under their control.	Powers regarding grant of casual leave should be exercised in accordance with normal rules on the subject.
14.3(a)	Earned Leave, half pay leave, commuted leave, leave not due, extra ordinary leave, maternity leave, hospital leave excluding special disability leave, study leave, quarantine leave and terminal leave	Deputy Manager, TOMC/VMC Admn.Officers- II/Accounts Officers- II/Purchase Officers- II/Stores Officers-II/ Canteen Manager-II	Powers to sanction leave to staff reporting to Dy.Manager, TOMC/VMC	1. The powers to sanction leave should be exercised subject to the following : a) The leave application in the prescribed form should be submitted through proper channel to the sanctioning authority who will decide whether the leave applied for can be granted or not. If the leave is to be granted, they will forward the application to PGA Division with their approval for further check regarding eligibility of the leave as per the leave account maintained. The PGA Division will check up the entitlement of leave as per leave account of the employee as per the rules and formal orders conveying the sanction of leave will be issued under intimation to the sanctioning authority, Accounts Division and to the employee concerned.
14.3(b)	-do-		Full powers in respect of Group C & D under their control.	

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
VIKRAM SARABHAI SPACE CENTRE
TRIVANDRUM-695022

NO.VSSC/DR/ 3.7/00

Dated : January 27, 2000

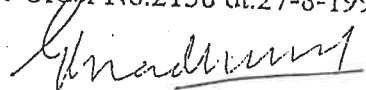
OFFICE ORDER NO.2406

With immediate effect, modifications to the Office Order No.2138 dated August 27, 1997 are ordered to the extent indicated below.

Sl. No.	Nature of item	To whom delegated	Amended clause (To whom delegated)	Extent of delegation
		Existing clause		
2.6.	Purchase of books and periodicals	Chairman, Library and Seminar Committee	Group Director, CIG	Full powers*
2.7	Purchase of reprints of scientific papers	Chairman, Library and Seminar Committee	Group Director, CIG	Full powers*
6.1	Printing & binding of Scientific papers and reports	-do-	Group Director, CIG	Full powers*
5 c	Maintenance, upkeep and repairs of motor vehicles	Head, TOMD For repairs/reconditioning of vehicles by outside agencies upto Rs.5000/- in each case and upto a ceiling of Rs.15,000/- in a Month.	Head, TOMD for repairs/reconditioning of vehicles by outside agencies upto Rs.5000/-in each case and upto a ceiling of Rs.30,000/- in a month.	for repairs/* reconditioning of vehicles by outside agencies upto Rs.5000/-in each case and upto a ceiling of Rs.30,000/- in a month.

*Subject to conditions indicated in column 6 of the Office Order No.2138 dt.27-8-1997

Associate Director
Controller, VSSC/ DDs/GDs
Group Director/CIG/Head, TOMD


(G.MADHAVAN NAIR)
DIRECTOR