

**ANNEXURE I TO OFFICE ORDER NO.2846**

| Sl. No. | Nature of Item                                                                        | Corresponding Rules & Orders of DOS                                                                                             | To whom delegated                                                                                                                            | Extent of delegation                                                                                  | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | RE-APPROPRIATION                                                                      | Para 4.3.1 of DOS Book of Financial Powers                                                                                      | Associate Director                                                                                                                           | 5.00 lakhs                                                                                            | 1) The powers shall be exercised subject to the conditions laid down in DOS BOFPs                                                                                                                                                                                                                                                                                                                                                                                               |
| 2       | PURCHASE OF STORES & EQPT. FOR R&D ACTIVITIES, SUPPORTING FACILITIES AND ANCILLIARIES |                                                                                                                                 | Dy. Directors/General Manager, MEE/Controller                                                                                                | 3.00 lakhs                                                                                            | 2) IFA's concurrence shall be obtained                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.1     | Where specific provision has been made in the approved budget                         | Para 6.1.7 of DOS BOFPs r/w DOS Ir. No. 3/1(2)/81-II dated 22-7-81 & 3/1(3)/95-II dt. 22-9-95 & 3/25(6) 2001-III dt. 17-10-2001 | Associate Director<br>Dy. Directors/General Manager, MEE/Controller<br>Group Directors/GM/GH<br>Dy. Gen. Managers/Head of Division/ Managers | Upto 100 lakhs per item<br>Upto 50 lakhs per item<br>Upto 25 lakhs per item<br>Upto 10 lakhs per item | 1. Purchase will have to be effected through P&S Division/Purchase Cells subject to DOS Purchase Procedure<br>2. The total value of the purchase of Stores and Equipment should not exceed the allotment of funds made for the financial year for the Entity/Group/Division<br>3. Purchase above Rs.3 lakhs per item will require the prior approval of appropriate committee for Need Aspect before placement of order.<br>4. The purchase should not result in over-stocking. |
|         |                                                                                       |                                                                                                                                 | Secn. Heads/Dy. Managers                                                                                                                     | Upto 3 lakhs per item                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Sl. No. | Nature of item                                                           | Corresponding Rules & Orders of DOS                                                       | To whom delegated                                                   | Extent of delegation                           | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.2     | Where no specific provision is made in the approved budget               | Para 6.1.7 of DOS BOFP r/w DOS Ir. No.3/1(2)81-II and 3/1(3)/95-II dtd. 22-9-95           | Associate Director<br>Dy. Directors/General Manager, MEE/Controller | Upto 3 lakhs per item<br>Upto 2 lakhs per item | <p>1. Purchase will have to be effected through Purchase and Stores Division/Purchase Cells subject to DOS Purchase Procedure</p> <p>2. Funds required for the purchase of the item should be found from the overall annual funds allotted to the Entity/Group/Division or covered by a special allotment of funds by Director, VSSC</p> <p>3. Purchase of items above Rs.50,000/- will require approval from the Need Aspect Committee</p> <p>4. The Purchase should not result in over-stocking</p> |
| 3.1(a)  | 3 SUPPLIES<br>Purchase/Hire/repairs of Fixtures and Laboratory furniture | Para 6.2.3 of BOFP r/w DOS Ir.No.3/1(2) 81-II dt. 22-7-1981 and 3/1(3)/95-II dtd. 22-9-95 | Associate Director/<br>Controller                                   | Full powers                                    | <p>1. Purchase of furniture and fixtures should be in accordance with the scales of entitlement and standardisation laid down for VSSC or any other restriction made by Director. Approval of the appropriate Need Aspect Committee would be required for other items.</p>                                                                                                                                                                                                                            |
| 3.1(b)  | Office Furniture                                                         | -do-                                                                                      | Associate Director/<br>Controller                                   | Full powers                                    | <p>2. The laboratory furniture and fixtures should be considered as item "Stores and Equipment" and dealt with as per Sl.No.2 of delegation of powers.</p> <p>3. The normal purchase procedure should be followed</p>                                                                                                                                                                                                                                                                                 |

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| 3.2     | Purchase of Air Conditioners for laboratory and scientific purpose only | Para 6.2.3 of BOFP<br>r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995 | Associate Director/<br>Dy. Directors/General<br>Manager, MEE/Controller  | Full powers                                     | 1. Normal Purchase Procedure should be followed<br>2. Prior approval of Need Aspect Committee should be obtained                                                            |
| 3.3     | Purchase of Water Coolers                                               | Para 6.2.3 of BOFP<br>r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995 | Associate Director/<br>Dy. Directors/GM, MEE/<br>Controller<br>Head, EMD | Full Powers<br><br>Upto Rs.2 lakhs in each case | 1. Prior approval of Need Aspect Committee should be obtained<br>2. Normal Purchase Procedure should be followed                                                            |
| 3.4     | Purchase of Uniforms & Liveries                                         | Para 6.2.3 of BOFP<br>r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995 | Controller<br>Head, PGA                                                  | Full Powers<br><br>Upto Rs.2 lakhs in each case | 1. The scale of entitlement as laid down in the Book of Financial Powers or as may be separately prescribed by the Department of Space from time to time should be followed |

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| 3.5     | Purchase of Books and periodicals<br><br>(a) Library | Para 6.2.3 of BOFPs r/w DOS letter No.3/1 (2)/81-II dt.22-7-1981 and No.3/1(3)/95-II dated 22-09-1995 | Group Director, CIG                                                                          | Full Powers                                                                                                            | Subject to purchase of books and periodicals being approved by the Library and Seminar Committee and periodicals being further approved by VCMC/Director, VSSC. |
| 3.5.1   | Purchase of re-prints of Scientific papers           | -do-                                                                                                  | Division Head, LIB<br><br>Section Head, LIB<br>Group Director, CIG<br><br>Division Head, LIB | Upto Rs.50,000/- in each case<br><br>Upto Rs.25,000/- in each case<br>Full Powers<br><br>Upto Rs.25,000/- in each case | Subject to approval of Library and Seminar Committee<br><br>-do-                                                                                                |

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|         | (b) For Administrative Divisions           | -do-                                | Controller<br>Head, PGA/PSD/<br>Head, Accounts & IFA | Full Powers<br>Upto Rs.25,000/-<br>in each case | Purchase should be restricted to the Departmental codes and other books and periodicals required for the day-to-day working of the Administrative Divisions. The purchase of periodicals should further be approved by VCMC/Director, VSSC |
| 3.6     | Purchase of re-prints of scientific papers | -do-                                | Group Director, CIG<br>Division Head, LIB            | Full Powers<br>Upto Rs.25,000/-<br>in each case | Subject to approval of Library and Seminar Committee<br>Subject to approval of Library and Seminar Committee                                                                                                                               |
| 3.7     | Purchase/hire of LPG Cylinders             | -do-                                | Controller<br>CMO/Manager, C&GHS<br>Head, PSD        | Full Powers<br>Upto Rs.5 lakhs in each case     | Purchase/hire should not result in over-stocking                                                                                                                                                                                           |

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| 3.8     | Purchase of common stock items required for maintenance of office equipments                  | -do-                                                                                        | Associate Director/<br>Controller                                               | Full Powers                   | 1. Purchase should not result in over-stocking<br>2. Normal purchase procedure should be followed                                                                                                                                   |
| 4       | REPAIRS & MAINTENANCE                                                                         |                                                                                             | Head, PSD                                                                       | Upto Rs.5 lakhs in each case  |                                                                                                                                                                                                                                     |
|         | Repairs & Maintenance charges for equipments and Incurrence of exp. on minor fabrication jobs | Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995 | Associate Director/<br>Deputy Directors/<br>General Manager, MEE/<br>Controller | Full Powers                   | 1. Normal Purchase Procedure to be followed<br>2. The repairs and maintenance jobs and fabrication jobs should be got done only in India                                                                                            |
|         |                                                                                               |                                                                                             | Group Directors/GMs                                                             | Upto Rs.25,000/- in each case | 3. The repairs and maint. of eqpts. may be carried out directly by the Groups/Division upto Rs.2,000/- and beyond through Purchase                                                                                                  |
|         |                                                                                               |                                                                                             | Group Heads/Dy. GM                                                              | Upto Rs.15,000/- in each case | 4. Except in the case of M&E whose repairs are to be necessarily carried out by the manufacturers or their authorized agents, quotations should be invited and lowest suitable offer accepted                                       |
|         |                                                                                               |                                                                                             | Managers/Dvn. Heads                                                             | Upto Rs.10,000/- in each case | 5. Engagement of the services of specialist technicians/Engineers involving payment of air fare for their visit and/or reimbursement of actual expenses for hotel charges etc. for them will require the approval of Director, VSSC |
|         |                                                                                               |                                                                                             |                                                                                 |                               | 6. For minor fabrication jobs exceeding Rs.1,000/- in value, the normal purchase procedure should be followed                                                                                                                       |

5000/- *indian rupee* 600/- *10-5-2017*

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| 5       | SERVICES                                                                                                                                    |                                                                                             |                                                                                             |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5.1     | Electricity and Water charges                                                                                                               | Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995 | Associate Director/ Controller/Head,EMD                                                     | Full Powers                                                                                                                      | Subject to verification of actual consumption                                                                                                                                                                                                                                                                                                                                                                      |
| 5.2     | TELEPHONE/TELEX<br>(a) Installation of new Office and residential telephones and inter-comes<br>iii) Trunk-call/telegrams/telex expenditure | -do-<br><br>-do-                                                                            | Associate Director/ Controller<br><br>Associate Director/ Controller<br>Head, Communication | Full Powers<br><br>Full Powers<br><br>Upto Rs.1 lakh in each case                                                                | Installation of residential telephones and provision of STD facilities in both office and residential telephones are subject to approval by Telephone Advisory Committee/Director,VSSC<br><br>1.Subject to verification of approvals for official calls etc.<br><br>2.The hiring/purchase of a new telex/telephone speech circuit facility will require the approval of Telephone Advisory Committee/Director,VSSC |
| 5.3     | Service postage stamps                                                                                                                      | -do-                                                                                        | Controller/Head,PSD/ Head,PGA/SAO,GAD                                                       | Full Powers                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5.4     | Expenditure on Fire Fighting Services                                                                                                       | -do-                                                                                        | Chairman, Centre Safety Committee<br>Head, Fire Services<br><br>Fire Officer                | Full Powers<br><br>Upto Rs.10,000/- in each case<br><br>Upto Rs.2,000/- in each case subject to a ceiling of Rs.5000/- per month | 1. Subject to purchase being made through purchase Division<br><br>2. Purchase should not result in over-stocking<br><br>The power should be exercised only in case of emergency                                                                                                                                                                                                                                   |

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| 6       | TRANSPORT & MEDICAL                               |                                                                                             |                                                     |                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6.1     | Maintenance, upkeep and repairs of Motor Vehicles | Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt. 22.7.81 & 3/1(3)/95-II dt. 22.9.1995 | Associate Director/<br>Controller<br><br>Head, TOMD | <p>Full Powers</p> <p>a) Full powers for Petrol, diesel, lubricants and for registration of motor vehicles, cranes etc. and incidental taxes</p> <p>(b) For purchase of spare parts/tyres up to Rs. 50,000/- in each case</p> <p>(c) For repairs/reconditioning of vehicles by outside agencies upto Rs. 10,000/- in each case and upto a ceiling of Rs. 30,000/- in a month</p> | <p>1. The purchases should be made through the Purchase Division and purchase should not result in over-stocking</p> <p>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.</p> <p>3. Cash purchase of spare parts upto Rs. 1500/- from manufacturers/authorised dealers only can be made by Head, TOMD. In cases where the value of the indent exceeds Rs. 1500/- but does not exceed Rs. 5,000/-, Purchase may be arranged by Head, TOMD after obtaining quotations and such cases need not be routed through P &amp; S. When the value of the indent is over Rs. 5,000/-, purchase should be arranged through P&amp;S Division in the usual manner.</p> |

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| 6.2     | Expenditure on purchase of medical stores/supplies and on repairs/purchase/hire of medical eqpts. | Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995 | Associate Director/<br>Controller<br><br>CMO                                                                     | Full Powers<br><br>Upto Rs. 2 lakhs in each case                                 | 1. The purchase should be made through Purchase Division<br>2. For equipment, provision for the purchase of the specific item should exist in the approved budget<br>3. The purchase should not result in over-booking |
| 7       | PRINTING & STATIONERY                                                                             |                                                                                             |                                                                                                                  |                                                                                  |                                                                                                                                                                                                                        |
| 7.1     | Printing & Binding of scientific papers and reports                                               | Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995 | Associate Director/<br>Deputy Directors/GMs/<br>Controller/Group<br>Director, CIG                                | Full Powers                                                                      | Subject to scales and standards of printing and distribution being approved by the Library and Seminar Committee. Normal purchase procedure should be followed                                                         |
| 7.2     | Printing & binding of non-scientific papers, reports and publicity materials                      | Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995 | Division Head, Library<br><br>Associate Director/<br>DDs/GMs/Controller/<br>Group Director, CIG<br><br>Head, CDD | Upto Rs.10,000/- in each case<br>Full Powers                                     | Normal purchase procedure should be followed                                                                                                                                                                           |
| 7.3     | Printing of routine office forms, registers and expenditure on binding                            | Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995 | Associate Director/<br>Deputy Directors/<br>GM, MEE/Controller<br>Head, PSD/Head, PGA/<br>Head, Accounts & IFA   | Upto Rs.2 lakhs in each case<br>Full Powers<br><br>Upto Rs.25,000/- in each case | Normal purchase procedure should be followed                                                                                                                                                                           |

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| 7.4     | Purchase of stationery items                       | -do-                                                                                                    | Associate Director/<br>Dy.Directors/GM,MEE/<br>Controller<br>Head, PSD                                                                                   | Full Powers<br><br>Upto Rs.2.00 lakhs                                                                                              | Subject to purchase not resulting in over-stock-<br>ing. Necessity of Purchase and transfer of<br>funds to Purchase Division will require the<br>approval of the Head of the Division concerned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8       | FREIGHT, CUSTOMS<br>DUTY/DEMURRAGE<br>CHARGES ETC. | Para 6.2.3 of BOFP<br>r/w DOS Letter No.<br>3/1(2)/81-II dt.22.7.81<br>& 3/1(3)/95-II dtd.<br>22.9.1995 | Associate Director/<br>Dy.Directors/GM,MEE/<br>Controller/Head,PSD<br><br>Sr.P.O./Sr.Stores<br>Officer<br><br>Stores Officer<br><br>Asstt.Stores Officer | Full Powers<br><br>Upto Rs.25,000/- in<br>each case<br><br>Upto Rs.10,000/- in<br>each case<br><br>Upto Rs.1,000/- in<br>each case | 1. No advance payment should be made for<br>freight and clearance<br><br>2. Payment of Customs Duty "under Protest"<br>should have the approval of Associate Director/<br>Dy.Directors/General Managers/Controller/<br>Head, PSD and such cases should be routed<br>through concerned IFA, VSSC<br><br>3. Airlifting of consignments in cases where<br>air-lifting was not "ab-initio" provided in the<br>purchase order should be approved by the<br>following authorities:<br>(a) Head of Division upto Rs.10,000/- in each<br>case<br>(b) Group Head upto Rs.20,000/- In each case<br>(c) Group Director upto Rs.25,000/- In each<br>case<br>(d) Dy.Directors/General Managers/Controller-<br>upto Rs.50,000/- In each case<br>(e) Associate Director - upto Rs.1 lakh in each<br>case<br><br>4. A quarterly statement of air-freight charges<br>will be put up by the concerned purchase cells<br>to the Director through concerned IFA |
| 8.1     | Freight, Customs Duty<br>and Clearance Charges     |                                                                                                         |                                                                                                                                                          |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| No. | 8.2 | Demurrage/Wharfage & Warehousing charges                | & Orders of DOS<br>Para 6.2.3 of BOFP<br>r/w DOS Letter No.<br>3/1(2)/81-II dt.22.7.81<br>& 3/1(3)/95-II dtd.<br>22.9.1995 | Associate Director/<br>Dy. Directors/GM, MEE/<br>Controller<br>Head, PSD<br><br>SPO/Sr. Stores Officer | Full Powers<br><br>Upto Rs.10,000/- in<br>each case<br><br>Upto Rs.2000/- in<br>each case | 1. The demurrage/wharfage and warehousing charges should not be on account of negligence of staff, clearing agents and suppliers<br>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                                                                                                                                                                                                                                                                                               |
|     | 9   | OTHER CONTINGENT EXPENDITURE ITEMS                      |                                                                                                                            |                                                                                                        |                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|     | 9.1 | Rent, Rates & Taxes                                     | Para 6.2.3 of BOFP<br>r/w DOS Letter No.<br>3/1(2)/81-II dt.22.7.81<br>& 3/1(3)/95-II dtd.<br>22.9.1995                    | Associate Director/Dy.<br>Directors/GM, MEE/<br>Controller<br><br>Head, PGA/EMD                        | Full Powers<br><br>Upto Rs.25,000/- in<br>each case                                       | Subject to Rent, Rates & Taxes being in accordance with the lease agreement approved by the competent authority                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|     | 9.2 | Legal Charges                                           | -do-                                                                                                                       | Controller                                                                                             | Upto Rs.5,000/- in<br>each case                                                           | Subject to the rates and conditions stipulated in Annexure to Schedule-I of the DOS Book of Financial Powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|     | 9.3 | CONVEYANCE HIRE CHARGES<br>(a) For Group A & B Officers | Para 6.2.3 of BOFP<br>r/w DOS Letter No.<br>3/1(2)/81-II dt.22.7.81<br>& 3/1(3)/95-II dtd.<br>22.9.1995                    | Associate Director/<br>Deputy Directors/Gen.<br>Manager, MEE/Controller                                | Full Powers                                                                               | The taxi hire/conveyance hire charges actually paid by an Officer may be re-imbursed to a Gp.A and B Officer who performs the journey in public interest within a radius of 24 Kms in his headquarters in taxi or public conveyance when Head, TOMD certifies that a staff car is not available and in lieu of travelling allowance. To the extent practicable, a taxi should be shared by more than one Officer. The authorities mentioned in Col.4 may sanction to themselves the re-imbusement of the taxi or other conveyance hire charges subject to the conditions mentioned above. |

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|         | (b) For Group C & D Officers    | Para 6.2.3 of BOFP<br>r/w DOS Letter No.<br>3/1(2)/81-II dt.22.7.81<br>& 3/1(3)/95-II dtd.<br>22.9.1995 | Associate Director/<br>Dy.Directors/GM,MEE/<br>Controller | Full Powers          | Conveyance hire may be re-imbursed to a non-gazetted Government Servant who (i) is depute on duty to a place at some distance from his office, if the Govt. Servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey or (2) is summoned to office outside the ordinary hours of duty by special order of a Gazetted Officer.<br><br>The total amount of Taxi hire re-imburement to Gazetted and Non-Gazetted Officers taken together shall not exceed Rs.5,000/- per month for VSSC<br><br>The conveyance hire reimbursable shall be the fare by the most inexpensive mode of transport practicable, consistent with urgency and requirements with due regard to economy in terms of time as well as money.<br><br>A monthly statement of expenditure incurred on conveyance hire re-imburement shall be submitted to Director through IFA, VSSC<br>The hiring of a conveyance for Departmental use should be done only in urgent cases and when the Head, TOMD certifies that the Departmental vehicles are not available.<br><br>The various Accounts Cells will put up a monthly statement to Director through IFA, VSSC showing the particulars of expenditure incurred on conveyance hire for Department use. |
|         | (c) For Casual Departmental use | Para 6.2.3 of BOFP<br>r/w DOS Letter No.<br>3/1(2)/81-II dt.22.7.81<br>& 3/1(3)/95-II dtd.<br>22.9.1995 | Associate Director/<br>Dy.Directors/GM,MEE/<br>Controller | Full Powers          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| 9.4     | Expenditure on staff paid from Contingencies                                                           | Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995<br>-do-       | Associate Director/<br>Dy. Directors/GM, MEE/<br>Controller | Full Powers                   | The employment of staff paid from Contingency shall be subject to the general instructions which DOS/Director, VSSC may issue from time to time                                              |
| 9.5     | Other Items of Contingent Expenditure                                                                  |                                                                                                           | Associate Director/<br>Dy. Directors/GM, MEE/<br>Controller | Full Powers                   | IFA, VSSC shall be consulted regarding whether a particular item falls under the category of 'Contingent Expenditure' or 'Miscellaneous Expenditure'.                                        |
| 10      | CONCLUSION OF AGREEMENT RELATING TO CONSULTANCY SERVICES                                               |                                                                                                           | Group Director/Gen. Manager                                 | Upto Rs.10,000/- in each case |                                                                                                                                                                                              |
|         | Any Contract for consultancy services with consultants within India involving consultancy service fees | Rule 9.2(a) of DOS BOFP & DOS Ir.No. 3/1(2)/81-II dt.22-7-81 & DOS Ir.No.3/1(3)/2000-II(I) dt. 28-7-2003  | Associate Director                                          | Upto Rs.25 lakhs in each case | Subject to the conditions laid down in the DOS Book of Financial Powers and after obtaining the advice of the IFA. Guidelines to be followed as given in Annexure-II                         |
| 11      | DECLARATION OF STORES & VEHICLES AS SURPLUS, OBSOLETE OR UNSERVICEABLE                                 |                                                                                                           |                                                             |                               |                                                                                                                                                                                              |
| 11.1    | Stores                                                                                                 | Rule 11.1 of DOS BOFP & DOS Ir.No. 3/1(2)/81-II and 3/1(3)/95-II dt.22-9-1995 & 3/1(3)2000-II dt.14-12-00 | Controller, VSSC                                            | Upto Re.1 lakh in each case   | The stores which are surplus, obsolete or unserviceable will be disposed off only after a report to the effect is obtained from the Committee constituted for this purpose by Director, VSSC |

| Sl. No. | Nature of item          | Corresponding Rules & Orders of DOS                                                                                       | To whom delegated                  | Extent of delegation | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------|-------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.2    | Condemnation of Vehicle | Rule 11.1 of DOS<br>BOFP & DOS Ir.No.<br>3/1(2)/81-II and 3/1(3)/<br>95-II dt.22-9-1995 & 3/1<br>(3)2000-II dt. 29-1-2002 | Associate Director/<br>Controller. | Upto Rs.3,00,000/-   | <p>2.It should be ascertained that the items proposed to be disposed off cannot be used in other Centres/Units.</p> <p>3.If the circumstances in which the Stores have become surplus, obsolete or unserviceable, disclose any serious error of judgement in the procurement of stores, it will be necessary to fix the responsibility for the loss of stores and devise remedial measures to prevent recurrence of such cases</p> <p>4.Declaration of Stores as surplus, obsolete and unserviceable will also be subject to such conditions as laid down in GFRs and by Govt from time to time</p> <p>1.It should be ensured that the vehicle cannot be repaired and put to use after incurring reasonable expenditure on repairs and replacement of worn out parts.</p> <p>2. It should be ensured that it is not worthwhile to maintain such vehicle as the running expenses are very high and it is comparatively unremunerative to operate such a vehicle any more</p> <p>3. It should be certified that the span of utility under optimum maintenance conditions &amp; costs</p> <p>4. The report of the Committee constituted for the purpose by Director, VSSC will have to be obtained before the vehicle is declared as unserviceable.</p> |

| Sl. No. | Nature of Item                                                                            | Corresponding Rules & Orders of DOS                                                                            | To whom delegated                                          | Extent of delegation                                                                | Remarks                                                                                                                                                                             |
|---------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12      | WRITE-OFF OF IRRECOVERABLE LOSSES OF STORES                                               |                                                                                                                |                                                            |                                                                                     |                                                                                                                                                                                     |
| 12.1    | Irrecoverable loss of Stores not due to theft, fraud or negligence                        | Rule 10 and Sch. IV of DOS BOFP and Ir.No. 3/2(2)/81-II & 3(3)/95-II dt.22-9-1995 & 3/1 (3)2000-II dt 14-12-00 | Associate Director/<br>Controller<br><br>DDs/GM, MEE       | Upto Rs.50,000/- in each case<br><br>Upto Rs.25,000/- in each case                  | 1. The loss should not disclose any defect in rules or procedure.<br><br>2. The loss should not be due to serious negligence of any person such as to call for disciplinary action. |
| 12.2    | Losses other than those falling under 12.1 above                                          | -do-                                                                                                           | Associate Director/<br>Dy.Directors/GM,MEE<br>Controller   | Upto Rs.10,000/- in each case                                                       | 3. Procedure regarding disposal should not involve departure from prescribed rules and instructions issued from time to time.                                                       |
| 12.3    | Losses of Revenue or irrecoverable loans and advances                                     | -do-                                                                                                           | Associate Director/<br>DDs/GM,MEE/Controller               | Upto Rs.10,000/- in each case                                                       | 4. A quarterly return to sanctions issued should be submitted to Director, VSSC.                                                                                                    |
| 12.4    | Deficiencies and Depreciation in the value of Stores included in Stock and other Accounts | -do-                                                                                                           | Associate Director/<br>DDs/GM,MEE/Controller               | Upto Rs.10,000/- in each case                                                       |                                                                                                                                                                                     |
| 13      | EXPENDITURE ON WORKS                                                                      |                                                                                                                |                                                            |                                                                                     |                                                                                                                                                                                     |
| 13.1    | Maintenance & Repairs                                                                     | Rule 6.1.8 of DOS BOFP & DOS Ir.No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dt. 22.9.95 of DOS,Bglor.           | Associate Director/<br>DDs/GM,MEE/Controller/<br>Head, EMD | Full Powers (as available to Director as per BOFP i.r.o. exp. Debitable to Revenue) | The power shall be exercised in accordance with the principles and subject to the conditions laid down in the DOS Book of Financial Powers.                                         |

| Sl. No. | Nature of item                                                                                             | Corresponding Rules & Orders of DOS                                                                  | To whom delegated                                                        | Extent of delegation                                                                                                                                                                                                                                                                                                                                                                                          | Remarks                                                                                                                                                                                                                                                                                                                                       |
|---------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13.2    | Minor Works (for items included in the approved Annual Budget)                                             | Rule 6.1.8 of DOS BOFP & DOS Ir.No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dt. 22.9.95 of DOS Bglor. | Associate Director<br>DDs/GM, MEE/Controller<br>Head, EMD                | Upto Rs. 3 lakhs in each case<br>Upto Rs.2 lakhs in each case<br>Upto Re.1 lakh provided the work is included in the approved budget l.r.o. exp. debitable to Revenue                                                                                                                                                                                                                                         | The powers shall be exercised in accordance with the principles and after Minor Civil Works Committee's clearance and subject to the conditions laid down in the DOS Book of Financial Powers and any other restrictions imposed by Director from time to time. A monthly statement should be filed by Head, EMD on the Minor Works taken up. |
| 13.3    | Petty Works (for items not included in the approved budget and not cleared by Minor Civil Works Committee) | -do-                                                                                                 | Associate Director/ Controller<br><br>Dy. Directors/General Manager, MEE | Administrative approval for works costing less than Rs.20,000/- subject to a limit of such works in an Entity at Re.1 lakh in any F.Y. depending on the Entity constitution and strength of personnel.<br><br>Admn. approval for works costing less than Rs.10,000/- subject to a limit of such works in an Entity at Rs.20,000/- in any F.Y. depending on the Entity constitution and strength of personnel. | The powers shall be exercised in accordance with the principles and subject to the condition that funds required for the work should be found from the overall annual funds allotted to the Entity/Group/Division as covered by a Special allotment of funds by Director, VSSC<br><br>-do-                                                    |

| Sl. No. | Nature of Item                                                             | Corresponding Rules & Orders of DOS                                                                     | To whom delegated                                                                                                                      | Extent of delegation                                                                | Remarks                                                                                                                  |
|---------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 14      | Release of Foreign Exchange                                                | DOS Ir.No. 1/3(1)/78-II (FE) dt.3-10-78 & Ir. No.4/1(3)94-II dtd. 23-3-1995 & 3/1(3) 2000 dt.14.12.2000 | Associate Director/<br>Dy.Directors/GM,MEE<br>Controller                                                                               | Upto Rs.8.00 lakhs for Addition and Maintenance                                     | 1. Subject to the availability of funds in the approved FE Budget<br>2. All proposals of FE are to be routed through IFA |
| 15      | ESTABLISHMENT MATTERS-LEAVE                                                |                                                                                                         |                                                                                                                                        |                                                                                     |                                                                                                                          |
| 15.1    | Casual Leave(including Spl. C.L. of 2 days in lieu of restricted holidays) | --                                                                                                      | All Officers upto the Grade SD nominated for this purpose by the Heads of Divisions/Managers with powers of Controlling Officer for TA | Full Powers in respect of staff under their administrative control                  | Powers regarding grant of casual leave should be exercised in accordance with the normal rules on the subject.           |
| 15.2    | Special Casual Leave (as per CCS Leave Rules for JCM matters, Sports etc.) | --                                                                                                      | Sr.Accts.Officer/Sr. Admn.Officer/SPO/SSO/Manager,C&GHS<br><br>DDs/GM,MEE/Controller/Head, PGA                                         | Full powers in respect of Group C & D staff under their control.<br><br>Full Powers |                                                                                                                          |

| Sl. No. | Nature of Item                                                                                                                                                                    | Corresponding Rules & Orders of DOS | To whom delegated                                                                                                      | Extent of delegation                                                                 | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15.3    | Earned Leave, Half Pay Leave, Commuted Leave, Leave Not Due, EOL, Maternity Leave, Hospital Leave excluding Spl. Disability Leave, Study Leave, Quarantine Leave & Terminal Leave |                                     | Associate Director/<br>Dy. Directors/GM, MEE/<br>Controller/Gp. Directors/<br>Group Heads, DGMs/<br>Heads of Divisions | Full Powers in respect of Officers and Staff in their Entity/Group/ Division/Section | The power to sanction leave should be exercised subject to the following:<br><br>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.<br><br>b) If the leave is to be granted, he will forward the application to PGA Division with his approval for further check regarding eligibility of the leave as per the leave account maintained. 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. |
| 15.4    | Quarantine Leave                                                                                                                                                                  | --                                  | Sr. Admn. Officer/Sr. Accts. Officer/Sr. Stores Officer/SPO/Manager, C&GHS                                             | Full Powers in respect of Group C & D under their control                            | Quarantine leave can be granted on the certificate of Medical or Public Health Officer when a person is precluded from attending office in consequence of an infectious disease in the family or household subject to the extant of rules in this regard.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 15.5    | Terminal Leave                                                                                                                                                                    | --                                  | Associate Director/<br>Controller/Head, PGA                                                                            | Full Powers                                                                          | Subject to the extant of rules in this regard.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Sl. No. | Nature of Item                                                                                                                                                                                  | Corresponding Rules & Orders of S                                                                          | To whom delegated                                                                                                                               | Extent of delegation                                                                                      | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16      | TRAVEL WITHIN INDIA                                                                                                                                                                             |                                                                                                            |                                                                                                                                                 |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 16.1    | All Kinds of Travel                                                                                                                                                                             | DOS Order No. 1/2(5)/75-III dt. 15-5-75 and DOS Order No. 3/1(3)/98/II dt. 3-12-99 & amendmt. dt. 4.5.2000 | Associate Director/<br>Dy. Directors/Controller/<br>GMs/Gp. Directors/<br>Gp. Heads/DGMs/<br>Heads of Divisions/<br>Managers<br>Manager, C&GHS* | Full Powers * in respect of Officers and staff for whom they have been declared as "Controlling Officers" | 1. The power to approve tour programme includes the power to grant of tour TA advance as per rules.<br><br>2. In respect of Officers declared as their own Controlling Officers (Officers in the Grade of G Head and above)<br>a) A copy of the proposed tour programme indicating the purpose of the journey should be sent to the next higher authority as far in advance as possible and they shall ascertain before finalising the tour programme whether they are likely to be required in the HQs.<br><br>3. The grant of travelling allowance (or actual travelling, hotel and carriage expenses instead of travelling allowance) to persons not in Govt. service for attending meetings, conferences or for any other official purpose will require the approval of Director, VSSC. |
| 16.2    | Re-imbursment of cancellation charges of unused rail tickets/bus tickets<br>a) Solely due to official reasons<br>b) Circumstances which are unavoidable and beyond control of the Govt. Servant |                                                                                                            | Associate Director/<br>Controller/DDs/GMs/<br>Gp. Directors/Group Heads/Heads of Divns.<br><br>Associate Director                               | Full powers in respect of officers and staff under their control<br><br>Full Powers                       | Their own claims will be approved by the next higher authority.<br><br>Their own claims will be approved by Director, VSSC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



## DELEGATION OF POWERS TO MANAGER, APEP, ALWAYE

| Sl.No. | Nature of Item                                                                                    | Corresponding Rules/<br>Orders of DOS                               | Extent of Delegation            | Remarks                                                                                                                                                                              |
|--------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | PURCHASE OF STORES &<br>EQUIPMENT                                                                 |                                                                     |                                 |                                                                                                                                                                                      |
| 1.1    | Emergency Cash Purchase of<br>Stores                                                              |                                                                     | Upto Rs.1,000/-<br>at a time    | This power will be exercised only in cases of urgency and in no case cash purchase of items costing more than Rs.1000/- should be made at a time.                                    |
| 2      | SUPPLIES                                                                                          |                                                                     |                                 |                                                                                                                                                                                      |
| 2.1    | Purchase of reference books,<br>periodicals, re-prints, scientific<br>papers etc. for Project use | Para 6.2.3 of BOFP r/w<br>DOS Ir.No.1/2(3)/75-III<br>dt. 30-3-1975  | Upto Rs.1,000/- in each<br>case | Prescribed VSSC purchase procedure should be followed                                                                                                                                |
| 2.2    | Washing charges of Uniforms/<br>linen etc                                                         | Para 6.2.3 of BOFP r/w<br>DOS Ir.No.1/2(3)/75-III<br>dtd. 30-3-1975 | Upto Rs.1,000/- per<br>month    |                                                                                                                                                                                      |
| 2.3    | Purchase/Hire of Gas Cylinders                                                                    | -do-                                                                | Upto Rs.1,000/- in each<br>case | Purchase should not result in over-stocking                                                                                                                                          |
| 2.4    | Purchase of common items of<br>Stores required for running and<br>maintenance of Office/Plant     | -do-                                                                | Upto Rs.1,000/- in each<br>case | 1. Purchase should not result in over-stocking<br>2. Prescribed VSSC Purchase Procedure should be followed<br>3. The list of common items of Stores will be got approved by DD, PRSO |

| Sl.No. | Nature of Item                                                                                                                        | Corresponding Rules/<br>Orders of DOS                        | Extent of Delegation         | Remarks                                                                                                                                                                                                                                                                                                        |
|--------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3      | <u>SUPPLIES</u>                                                                                                                       |                                                              |                              |                                                                                                                                                                                                                                                                                                                |
| 3.1    | Rent of Hired Building/Electricity, Gas and Water charges for Office purposes                                                         | Para 6.2.3 of BOFP r/w DOS Ir.No.1/2(3)/75-III dt. 30-3-1975 | Full Powers                  | 1. Hiring of the Buildings have been approved by the appropriate authority.<br>2. Subject to verification of actual consumption of Electricity, Gas and Water charges.                                                                                                                                         |
| 3.2    | <u>Telex/Telephone, Rental etc.</u><br>Trunkcall/telex rentals/telegram charges and maintenance charges                               | -do-                                                         | Full Powers                  | 1. Subject to provision made in this regard in the approved budget and availability of funds.<br>2. Subject to verification of official telephone calls.                                                                                                                                                       |
| 4      | <u>TRANSPORT</u>                                                                                                                      |                                                              |                              |                                                                                                                                                                                                                                                                                                                |
| 4.1    | Maintenance and Upkeep of Motor vehicles including Purchase of spare parts, repairing, reconditioning of vehicles by outside agencies | -do-                                                         | Upto Rs.5,000/- in each case | Normal VSSC Procedure should be followed. These powers relate to vehicles located at APEP, Always only.                                                                                                                                                                                                        |
| 4.2    | Petrol, diesel, lubricants and registration of vehicles etc.                                                                          | -do-                                                         | Full Powers                  | Subject to any general/specific orders that may be issued by Govt/DOS in regard to consumption of Petrol, diesel etc.                                                                                                                                                                                          |
| 5      | Printing and Stationery                                                                                                               | -do-                                                         | Upto Rs.2,000/- in each case | 1. Subject to the scales and standards applicable in this regard.<br>2. Prescribed VSSC Purchase Procedure should be followed                                                                                                                                                                                  |
| 6      | <u>Other Items of Contingent Expenditure</u>                                                                                          |                                                              |                              |                                                                                                                                                                                                                                                                                                                |
| 6.1    | Conveyance Charges, transportation & Incidental expenses                                                                              | -do-                                                         | Upto Rs.100/- in each case   | 1. Subject to the conditions laid down in the Annexure to Sch. To DOS Book of Financial Powers.<br>2. The Manager, APEP may approve transportation and other incidental expenses incurred by staff upto Rs.100/- on each instance when they are required to transport/carry materials or stores while on tour. |

| Sl.No.                                                                                                                                                                                                                                            | Nature of item                                                                                                                   | Corresponding Rules/<br>Orders of DOS                               | Extent of Delegation                                                                    | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.2                                                                                                                                                                                                                                               | Hiring of Taxis                                                                                                                  | Para 6.2.3 of BOFP r/w<br>DOS Ir.No. 1/2(3)/75-III<br>dt. 30-3-1975 | Upto Rs.10,000/- per<br>annum                                                           | 1. Taxis shall be engaged only when one or more of<br>the Project Vehicle is/are out of order/out of station<br>and it is absolutely necessary for hire a taxi.<br>2. Engaging taxis in circumstances other than those<br>mentioned in (i) above will require the approval of<br>DD, PRSO<br>3. A monthly statement of expenditure on engagement<br>of taxis shall be submitted to Director, VSSC<br>through Dy. Director, PRSO/IFA, VSSC.                                                                          |
| 6.3                                                                                                                                                                                                                                               | Wages of Casual Labour debit-<br>able to Contingencies                                                                           | -do-                                                                | Upto Rs.5,000/-<br>per annum                                                            | 1. Engagement of Casual Labour on rates permissible<br>only for activities of purely sporadic such as shifting<br>of furniture, equipments etc. unloading of consign-<br>ments, materials movement, area cleaning etc.<br>2. Subject to rates prescribed under the Minimum<br>Wages Act at the place of work and orders issued<br>by DOS/Director, VSSC from time to time.<br>3. A quarterly statement of wages paid to casual<br>labour should be put up to Director, VSSC through<br>Dy. Director, PRSO/IFA, VSSC |
| 7                                                                                                                                                                                                                                                 | Other items of Contingent Exp.<br>of non-recurring nature                                                                        | -do-                                                                | Upto Rs.1,000/- at a<br>time                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8                                                                                                                                                                                                                                                 | Miscellaneous Expenditure<br>Hospitality & Entertainment<br>expenses-Entertainment of dis-<br>tinguished foreign/Indian visitors | Rule 6.2 and Sch.II of<br>BOFP of DOS                               | Not exceeding Rs.200/-<br>on each occasion and<br>not exceeding Rs.2,000/-<br>in a year | Subject to conditions, procedure and guidelines pre-<br>scribed by DOS/Director, VSSC from time to time.                                                                                                                                                                                                                                                                                                                                                                                                            |
| N.B.- He will also exercise the powers of Head of Office in respect of Staff and Officers working under him for the following<br>Items:<br>1) Sanction of Festival Advance<br>2) Sanction of Medical Advance<br>3) Sanction of Washing Allowance. |                                                                                                                                  |                                                                     |                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



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

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Antariksh Bhavan,  
New BEL Road,  
Bangalore – 560 231

August 7, 2009

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

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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 (4<sup>th</sup> 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:

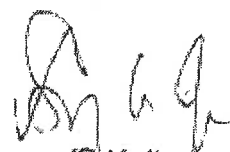
- (a) (i) any contract for purchase of stores and for services finalized through Public Tender other than the types covered under Note (b) (c) & (d) below, the value of which exceeds Rs.15.00 crores; provided however that, if the value of the contract exceeds Rs.10.00 crores, the Department's powers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

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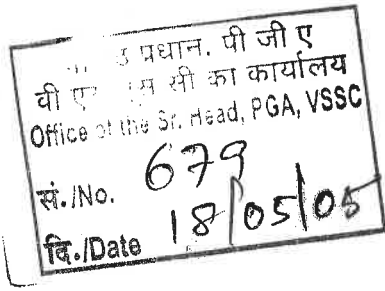
1. Joint Secretary (Finance), DOS
2. CCA, DOS
3. OSD, DOS, Bangalore
4. OSD, DOS Br. Sectt., New Delhi



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(Project)

1 P86A

2/02

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



| Sl.No. of<br>Office<br>Order<br>No.2138<br>dated<br>27-8-97 | Nature of<br>item                                              | To whom<br>delegated            | Extent of<br>delegation                                                                                                                                                                                                                                                                              | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------|----------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.                                                          | Maintenance,<br>upkeep and<br>repairs of<br>motor<br>vehicles. | Deputy<br>Manager,<br>TOMC, VMC | <p>a) For purchase of consumable items subject to a maximum of Rs.1500/- in each case.</p> <p>b) For purchase of spare parts upto Rs.15000/- in each case.</p> <p>c) For repairs and reconditioning of vehicles by outside agencies upto Rs.1500/- in each case and upto Rs.10,000/- in a month.</p> | <p>1. Purchase should be made through the Purchase Division and purchase should not result in over stocking.</p> <p>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.</p> <p>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&amp;S. When the value of the indent is over Rs.5000/-, purchase should be arranged through P&amp;S Division in the usual manner.</p> <p>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/-)</p> |

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. Nagappa*  
(Rajaram Nagappa)  
Acting Director

To  
Deputy Manager, TOMC/MC  
Admn. Officers-II/Accounts Officers-II/Purchase Officers-II/Stores Officers-II/  
Canteen Manager-II  
cc:Associate Director/Deputy Directors AVN/AERO/SR/MVT/PRSO/PCM/  
Controller/General Manager, MEE/Head, PGAs/Head, PSD/MFAs/G/P/E/  
Head, TOMD

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

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                             |                                                                                                                                                  |                                                                      |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Sl.No. of Office Order No. 27-8-1997 | 7.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Demurrage/wharfage & warehousing charges                                                                                                                                                                    | Nature of item                                                                                                                                   | Office Order No. 27-8-1997                                           |
| 14.1                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Casual Leave (other than special casual leave)                                                                                                                                                              | Deputy Manager, TOMC, VMC                                                                                                                        | Full powers in respect of staff under his administrative control.    |
| 14.3(a)                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Earned Leave, half pay leave, communicated 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<br>Admn. Officers-II/Accounts<br>Officers-II/Purchase<br>Officers-II/Stores<br>Officers-II/Stores<br>Canteen Manager-II | Powers to sanction leave to staff reporting to Dy. Manager, TOMC/VMC |
| 14.3(b)                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | -do-                                                                                                                                                                                                        | Admn. Officers-II/Accounts<br>Officers-II/Purchase<br>Officers-II/Stores<br>Officers-II/Stores<br>Canteen Manager-II                             | Full powers in respect of Group C & D under their control.           |
| Extent of delegation                 | Upto Rs.500/- in each case                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | The demurrage/wharfage and warehousing charges should not be on account of negligence of staff, clearing agents and suppliers.                                                                              |                                                                                                                                                  |                                                                      |
| Remarks                              | <p>1. The demurrage/wharfage and warehousing charges should not be on account of negligence of staff, clearing agents and suppliers.</p> <p>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.</p> <p>Powers regarding grant of casual leave should be exercised in accordance with normal rules on the subject.</p> <p>1. The powers to sanction leave should be exercised subject to the following :</p> <p>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.</p> |                                                                                                                                                                                                             |                                                                                                                                                  |                                                                      |

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

NO.VSSC/DR/ 3.7/00

Dated : January 27, 2000

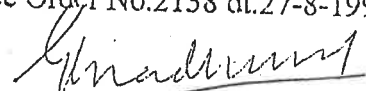
**OFFICE ORDER NO.2406**

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<br><u>Existing clause</u>                                                                                                            | Amended clause<br>(To whom delegated)                                                                                                                 | Extent of delegation                                                                                                                     |
|---------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 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<br><br>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<br><br>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/*<br>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

