

**STATEMENT INDICATING THE FINANCIAL POWERS OF THE CENTRAL GOVERNMENT DEPARTMENT DELEGATED BETWEEN THE SECRETARY AND THE MEMBERS IN THE DEPARTMENT OF POSTS**

Sl. No.	Items of expenditure	Existing monetary limit up to which expenditure can be incurred by the Secretary	Revised Monetary limit up to which expenditure can be incurred		Reference to DFPRs
			Level	Monetary Limit	
1	2	3	4	5	6
1.	<b>INDENT, CONTRACT AND PURCHASES</b>				
	(i) 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	Up to Rs.5 Crores	MEMBER SECRETARY	Up to Rs.3 Crores Beyond Rs.3 Crores and up to Rs.5 Crores	Rule 21 (a)
	(ii) Any negotiated or single tender contract (a limited or open tender which results in only one effective offer shall be treated as a single tender contract for this purpose)	Up to Rs.1 Crore	MEMBER SECRETARY	Up to Rs.50 Lakhs Beyond Rs.50 Lakhs and up to Rs.1 Crore	Rule 21 (b)
	(iii) Any indent for stores of a proprietary nature	Up to Rs. 60 Lakhs	MEMBER	Full Powers	Rule 21 (c)
	(iv) any purchase which has normally to be effected through the Central Purchasing Organisation, but which is proposed to be made direct on grounds of emergency	Up to Rs. 50 Lakhs	MEMBER SECRETARY	Up to Rs.40 Lakhs Beyond Rs.40 Lakhs and up to Rs.50 Lakhs	Rule 21 (e)
2.	<b>PRINTING AND BINDING</b>				

	(ii) Where printing is executed through or with the approval of Director of Printing	Full Powers	MEMBER	Full Powers	Sl. 14 of Schedule V
	(iii) Through private agencies To be resorted to only in exceptional circumstances	Full Powers	MEMBER SECRETARY	Up to Rs.10 Lakhs Beyond Rs.10 Lakhs	Sl. 14 of Schedule V
	(IV) Petty printing and binding jobs executed locally through private agencies (To meet emergent and unforeseen requirements)	Up to Rs.5 Lakhs	MEMBER	Up to Rs.5 Lakhs	Sl. 14 of Schedule V
	(a) When rates do not exceed those admissible under the schedule of rates maintained by Director of Printing	Full Powers	MEMBER	Full Powers	Sl. 14 of Schedule V
	(b) When rates exceed those admissible under the schedule of rates maintained by Director of Printing	Rs.50,000 p.a.	MEMBER	Up to Rs.50,000 p.a.	Sl. 14 of Schedule V
3.	<b>PETTY WORKS AND REPAIRS</b>				
	(i) Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such buildings	Rs.5000 each case	MEMBER	Up to Rs.5000 each case	Sl. 12 of Schedule V
	(ii) Repairs and alterations to hired and requisitioned buildings	Rs.50,000 per annum non-recurring Rs.5000 per annum recurring	MEMBER	Rs.50,000 per annum non-recurring Rs.5000 per annum recurring	Provisions of Rule 137, 142 and 152 of GFR, 1963 shall be observed

4.	<b>MOTOR VEHICLES</b>				
	(i) Purchase	Full Powers subject to the provisions contained at sl. no. 10 of Schedule-V of DFPRs and orders issued by M.O.F. from time to time	SECRETARY	Full Powers subject to the provisions contained at sl. no. 10 of Schedule-V of DFPRs and orders issued by M.O.F. from time to time	Provisions of Rule 137, 142 and 152 of GFR, 1963 shall be observed
	(ii) Replacement	Full Powers subject to certificate of condemnation being given by the competent authorities	MEMBER	Full Powers subject to certificate of condemnation being given by the competent authorities	Provisions of Rule 137, 142 and 152 of GFR, 1963 shall be observed
5.	<b>LOCAL PURCHASE OF PETTY STATIONERY STORES</b>	Full Powers	MEMBER	Full Powers	Sl. 21 (B) of Schedule-V
6.	<b>COMPUTERS</b> (including personal computers)	Full Powers	MEMBER	Full Powers subject to provision contained in Sl. 26 (a) of Schedule-V of DFPRs	Sl. 26 (a) of Schedule-V
7.	<b>CONTINGENT EXPENDITURE</b>				
	(i) Recurring expenditure	Full Powers	MEMBER	Full Powers	Schedule-V
	(ii) Non-recurring expenditure	Full Powers	MEMBER	Full Powers	Schedule-V
8.	<b>MISCELLANEOUS EXPENDITURE</b>				
	(I) Entertainment, foundation stone laying ceremonies and opening of buildings	Full Powers subject to general instructions issued	MEMBER	Full Powers subject to general instructions issued by the Finance	Schedule-VI

		by the Finance Ministry		Ministry	
9.	<b>WRITE OFF LOSSES</b>				
	The powers specified may be exercised provided that:				
	(a) The loss does not disclose a defect in rules or procedure, the amendment of which requires the orders of higher authority or Ministry of Finance (b) There has been any serious negligence on the part of any Government servant which may call for disciplinary action by a higher authority				
	(i) Irrecoverable losses of stores or of public money				
	(a) Losses of stores not due to theft, fraud or negligence	Rs. 20 Lakhs	MEMBER SECRETARY	Up to Rs. 10 Lakhs Beyond Rs. 10 Lakhs and up to Rs. 20 Lakhs	Schedule-VII
	(b) For other cases	Rs. 2 Lakhs	MEMBER SECRETARY	Up to Rs. 1 Lakh Beyond Rs. 1 Lakh and up to Rs. 2 Lakhs	Schedule-VII
	(ii) Loss of revenue or irrecoverable loans and advances	Rs. 50,000	MEMBER	Up to Rs. 50,000	Schedule-VII
	(iii) Deficiencies and depreciation in the value of stores (other than a motor vehicle or motor cycle) included in the stock and other accounts	Rs. 50,000	MEMBER	Up to Rs. 50,000	Schedule-VII

	(iv) Condemnation of motor vehicles and motor cycles	Rs. 2 Lakhs subject to restrictions specified in the schedule	Dy. Dir. Genl.  MEMBER	Up to Rs. 1 Lakh subject to the restrictions specified in the schedule  Beyond Rs. 1 Lakh and up to Rs. 2 Lakhs subject to the restrictions specified in the schedule	Schedule-VII
10.	<b>LAND</b>	Full Powers	MEMBER	Up to Rs. 5 Lakhs  Beyond Rs. 5 Lakhs	Subject to the conditions stipulated in sl. no. 8 of Schedule-V and Rule 18
11.	<b>EXPENDITURE ON SCHEMES OF PROJECTS</b>				
	(i) Sanction of plan schemes	Up to Rs. 15 Crores	MEMBER  SECRETARY	Up to Rs. 1.5 Crores  Beyond Rs. 1.5 Crores and up to Rs. 15 Crores	Subject to the conditions stipulated in Rule 18
	(ii) Sanction of non-plan schemes	Up to Rs. 5 Crores	MEMBER  SECRETARY	Up to Rs. 2 Crores  Beyond Rs. 2 Crores and up to Rs. 5 Crores	Subject to the conditions stipulated in Rule 18
12.	<b>RENT</b> (Ordinary office accommodation and for residential and other purposes)	Full Powers	MEMBER	Full Powers	Subject to the conditions stipulated in Sl. No. 16 of

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