



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA
(विज्ञान एवं प्रौद्योगिकी मंत्रालय)
(MINISTRY OF SCIENCE & TECHNOLOGY)



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भारत के महासर्वेक्षक का कार्यालय
SURVEYOR GENERAL'S OFFICE
हाथीबड़कला एस्टेट, डाक बॉक्स सं० 37
HATHIBARKALA ESTATE, P.B. No. 37
देहरादून—248001 (उत्तराखण्ड), भारत
Dehradun—248001 (Uttarakhand), INDIA

DEPARTMENTAL ORDER NO. R- 91 /1442 DATED 30 MARCH 2022

SUB: Delegation of Financial Powers for Execution of Departmental work to Different Level of Officers in Survey of India.

In supersession to this office letter No. R-14407/1442 dated 01st October 2009 and Departmental Order No. R-7084/1442 dated 29 Sep.2020, the financial powers as mentioned in the **Appendix – 'A'** are hereby delegated to different level officers for execution of Departmental and Project Work by Survey of India with immediate effect. For execution of SVAMITVA project, the powers delegated vide this office Departmental Order No. R-32/1442 dated 25-01-2022 will be exercised for specified items, while the powers delegated now will be exercised for rest of the items.

Powers for according administrative approvals and sanction expenditure as mentioned in the **Appendix – 'A'** is delegated subject to the availability of funds.

The exercise of these powers will also be subject to relevant rules and regulations of Delegation of Financial Powers (DFPRs) / GFR and other orders issued by the Ministry of Finance from time to time.

The delegation of financial powers is subject to approval of the Surveyor General's Office in the following cases and would be necessarily required to be obtained for:

- a. Case of resultant single tender (single tender or effective single tender after Technical Evaluation).
- b. Any order to foreign principals.
- c. Holding of any International conference/ workshop/ meeting/ seminar.
- d. Entering into any international agreement or contract for technical collaboration and consultancy services.
- e. Write off losses.

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- f. Re-appropriation of funds from one budget head to another.
- g. Creation of posts.
- h. The expenditure shall be kept within limit of allocated funds and as per the rules in operation.

This is issued with the approval of Surveyor General of India.

Encl: As above.

(Shoorvir Singh Chauhan)
Director, Adm. and Finance
for Surveyor General of India

Distribution:

1. SMP Division, DST (Kind attention: Shri S. K. Pani, Deputy Secretary) for information please.
2. O/o Chief Controller of Accounts, DST for information please.
3. Addl. SGs – Spl. Zone, NZ, SZ, EZ, WZ, NEZ, CZ, PZ and NIGST for information and compliance please.
4. All GDCs, Specialized Directorates and Printing Groups for information and compliance please.
5. The E&AO 'A' & 'B', DSO/ ASO, OS LAP/ E-1/ E-2/ E-3/ Tech./JCM/Budget along with a copy of delegated financial powers for information and strict compliance.

Delegation of Financial Powers delegated to the officers of Survey of India.

Sl. No.	Nature of powers	Delegated Financial Powers [DEPARTMENTAL ORDER NO. R- 85 /1442 DATED 23 MARCH 2022]			Remarks/ Justification
		Addl. SG/ Zonal Chiefs	Directors	Heads of Offices	
1	(a) To give publications printed in Survey of India as complementary copies (unclassified) (b) To determine the scale of free issue of publications printed in SOI	Upto Rs. 50,000/- per year ---	Upto Rs. 20,000/- per year ---	Upto Rs. 10,000/- per year ---	
2	Repairs & Erection/ removal of machine including repair of surveying equipments/instruments including drones.	Rs. 2 Lakhs in each case and total upto Rs. 25 Lakhs per year	Rs. 1 Lakh in each case upto total Rs. 5 Lakhs per year	-----	
3	Hire of Office furniture, electric fans, heaters, coolers etc.	Rs. 50,000/- p.a. per office	Rs. 20,000/-p.a. per office	Rs. 2,000/- p.a. per office	
4	Fixtures and furniture purchase & repairs	Rs. 10 Lakhs per year per office	Rs. 5 Lakhs per year	Rs. 50,000/- per year	
5	Electric, gas & water charges	Full Power	Full Power	Full Power	
6	(a) Purchase of Tents, Camp furniture and other accessories. (b) Repair of tents, camp furniture and other accessories.	Full Power Full Power	Rs. 5 Lakhs p.a. Full Power	----- Rs.10,000/- p.a.	
7	Maintenance, upkeep and repairs motor vehicles.	Full Power	Full Power	Rs. 2,000/- p.a. per vehicle	

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Sl. No.	Nature of powers	Delegated Financial Powers [DEPARTMENTAL ORDER NO. R- 85 /1442 DATED 23 MARCH 2022]			Remarks/ Justification
		Addl. SG/ Zonal Chiefs	Directors	Heads of Offices	
8	Purchase of Petrol, Oil and lubricants.	Full Power	Full Power	Full Power	
9	(i) Purchase of Bicycle. (ii) Upkeep and maintenance of bicycles	Full Power Full Power	Full Power Full Power	Rs. 5,000/- Full Power	
10	Purchase of medicines etc for the Survey of India Dispensaries. Purchase of medicines for Field work in Sol	Rs. 5 Lakhs per year only of Addl.SG Printing Zone, Spl. Zone & NIGST. Rs. 50,000/- p.a. per office	----- Rs. 25,000/- p.a.	----- -----	
11	Local purchase of Rubber Stamps and Office Seals.	Rs. 10,000/- p.a.	Rs. 5,000/- p.a.	Rs. 2,000/- p.a.	
12	Legal Charges.	Full Power except in the case of engagement of private Legal Practitioners, for which existing procedure will continue to be followed	Upto Rs. 2 Lakhs p.a. except in the case of engagement of private Legal Practitioners, for which existing procedure will continue to be followed	-----	

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Sl. No.	Nature of powers	Delegated Financial Powers [DEPARTMENTAL ORDER NO. R- 85 /1442 DATED 23 MARCH 2022]			Remarks/ Justification
		Addl. SG/ Zonal Chiefs	Directors	Heads of Offices	
13	Payment of Fees/ registration charges to institutes for training or participations for seminar/conferences which are of interest to the Department.	Full power for such training / seminar held within Zone. maximum Rs. 30,000/- in each case and upto Rs. 2 Lakhs p.a.	Upto Rs. 15,000/- in each case held within AoR of GDC subject to the limit of Rs. 50,000/- p.a.	-----	
14	Purchase and repair of all office equipment including intercom/EPBX equipment, calculators, photo copier, Printers, scanners, fax machine, franking machines, filling and indexing systems, etc. excluding computers of all kinds.	Non-recurring Rs. 5 Lakhs p.a. Recurring Rs.1 Lakh per month	Non -recurring Rs. 2 Lakhs p.a. Recurring Rs. 50,000/- per month	Rs. 10,000/- p.a Recurring Rs. 1,000/- per month	
15	Supply of uniform badges and other articles of clothing etc. and washing allowance.	Full Power	-----	-----	
16	Hiring of vehicles Field Work Contingency work	Full Power Rs. 5 Lakhs p.a.	Rs. 20 Lakhs p.a Rs. 2 Lakhs p.a.	----- -----	
17	(a) Outsourcing of essential services – Security / Safaiwala / Mali / Clerk/Drivers up to authorized strength for specific contingencies.	Full Power up to Rs. 50 Lakhs p.a.	-----	-----	
	(b) Hiring of professional/ technical manpower including digitizers, field assistants, MTS etc.	Rs. 50 Lakhs p.a.	Rs. 10 Lakhs p.a.	-----	

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Sl. No.	Nature of powers	Delegated Financial Powers [DEPARTMENTAL ORDER NO. R- 85 /1442 DATED 23 MARCH 2022]			Remarks/ Justification
		Addl. SG/ Zonal Chiefs	Directors	Heads of Offices	
18	Sanction of employment of staff on OTA in excess of 20 hrs. a month in relaxation of the existing restrictions.	Grant of OTA in excess of 20 hrs. but limited to 40 hrs. in a month.	Grant of OTA up to 20 hrs.	Grant of OTA up to 20 hrs.	
19	Fixation of the amount of permanent contgt. adv. (Imprest) for static office / unit of SOI for which Head of Department has the power already vide GFR.291	Rs. 50,000/- per Directorate	-----	-----	
20	Purchase of stores in emergency.	Rs. 1 Lakh (Non-Recurring)	-----	-----	
21	Hospitality and entertainment charges.	Rs. 5,000/- p.a.	Rs. 3,000/- p.a.	-----	Serving of refreshment during meetings etc., ceiling of 150/- per head for working lunch etc. have been increased 750/- per head, tea snacks 200/- per head vide No. OM No. 7(3)/E-Coord/2013 dt 06-05-2015 (copy enclosed) Hence, enhanced power is needed. Accordingly, enhanced powers are proposed.
22	Sanction of amount of Field Contingent Advance (FCA) to each unit / office employed on field work.	Rs. 5 Lakhs per Directorate/ GDC.	Rs. 2 Lakhs p.a.	-----	

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Sl. No.	Nature of powers	Delegated Financial Powers [DEPARTMENTAL ORDER NO. R- 85 /1442 DATED 23 MARCH 2022]			Remarks/ Justification
		Addl. SG/ Zonal Chiefs	Directors	Heads of Offices	
23	Incurring Contg. Exp. (a) Recurring and (b) Non-Recurring	Rs. 10,000/- per month in each case Rs. 1 Lakh p.a. in each case	Rs. 5,000/- p.a. in each case Rs. 50,000/- p.a. in each case/	Rs. 2,000/- per month in each case Rs. 10,000/- p.a.in each case	
24	Execution of petty works special repairs to Govt. owned building etc.	Power upto Rs. 30,000/- in each case	-----	-----	
25	Repairs and alterations to hired building.	Rs. 30,000/- p.a (Non-Recurring) .	Rs. 10,000/- p.a. (Non-Recurring)	-----	
26	Printing and Binding – Printing and binding jobs executed through private agencies including cost of printing paper.	Rs. 50,000/- p.a.	Rs. 20,000/- p.a.	Rs. 10,000/- p.a.	
27	Local purchase of stationery stores:- (a) Office Stationery (b) Technical stationery	Rs. 2 Lakhs p.a per office. Rs. 5 Lakhs p.a per office.	Rs. 2 Lakhs p.a. Rs. 2 Lakhs p.a.	Rs. 10,000/- p.a -----	

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Sl. No.	Nature of powers	Delegated Financial Powers [DEPARTMENTAL ORDER NO. R- 85 /1442 DATED 23 MARCH 2022]			Remarks/ Justification
		Addl. SG/ Zonal Chiefs	Directors	Heads of Offices	
28	To incur Misc. Expenditure a) Recurring b) Non-Recurring vide Schedule IV DFPRs, 1976	Non-Recurring Rs. 2,500/- in each case	Non-Recurring Rs. 2,000/- in each case	----- -----	
29	To declare stores obsolete, surplus and unserviceable and order disposal there for.	Rs. 25,00,000/- in each case/per office	Rs. 25,000/- in each case	-----	
30	Purchase of books and publication.	Rs. 1 Lakh p.a per office	Rs. 30,000/- p.a.	Rs. 2,000/- p.a.	
31	Computer peripherals & plotter stationery and consumable stores such as plotter paper, Cartridge, Data Storage, HDD, Key board and other peripherals etc.	Rs. 5 Lakhs p.a.	Rs. 2 Lakhs p.a.	Rs. 10,000/- p.a.	
32	Reproduction stores	Rs. 5 Lakhs in each case	Rs. 2 Lakhs pa in each	Rs. 10,000/- in each case	
33	Demurrage and wharf age charges.	Rs. 50,000/- in each case.	Rs. 5,000/- in each case.	Rs. 1,000/- in each case	
34	AMC of AC, Computer, Printer, Plotter, Scanner, UPS, Photocopier, EPBX and Water Purifier system etc.	Rs. 2 Lakhs in each case and total upto Rs. 10 Lakhs per year	Rs. 50,000/- in each case upto total Rs. 2 Lakhs per year	-----	

No. 7(3)/E-Coord/2013
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 6th May, 2015

OFFICE MEMORANDUM

Subject: Economy in expenditure – serving of refreshments during meetings etc.

The undersigned is directed to refer to the Department of Expenditure O.M. No. 7(2)E-Coord/03 dated 25.3.2004 on the subject mentioned above whereby the ceiling of Rs. 150/- per head was fixed for serving refreshment/working lunch during meetings/seminars/conferences.

2. A number of proposals have been received from various Ministries/Departments seeking relaxation of the above ceiling.

3. The matter has been re-examined and it has been decided to revise the ceiling of Rs. 150/- per head for serving refreshments/working lunch during meetings/seminars/conferences etc. in the following manner –

S.No.	Item	Ceiling (Rs.)
1.	Tea+Snacks	Rs. 200/-
2.	High Tea	Rs. 500/-
3.	Lunch/Dinner	Rs. 750/-

4. The Administrative Secretary in consultation with the Financial Advisor would need to exercise utmost discretion while deciding expenditure on above account keeping in mind economy in expenditure and adherence of financial rules/norms/propriety.

5. This issues with the approval of Secretary (Expenditure).


[N. Radhakrishnan]
Director

Secretaries of all Ministries / Departments
All Financial Advisors