

BY FAX/SPEED POST
No/10/4/Reqn/Hrg/Buildings/DE
Govt of India, Min of Defence
Dte General of Defence Estates
RakshaSampadaBhawan
Ulaanbaatar Road, Delhi Cantt-10
Dated: 14 June 2016


To

The Principal Director, DE
Ministry of Defence
Central /Northern/Southern/Eastern/Western/South Western Command
Lucknow/Jammu/ Pune/ Kolkata/ Chandigarh/ Jaipur

Sub : Delegation of Powers for hiring of accommodation for office and Residential purpose for the Defence Estates Organisation.

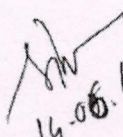
Reference this Dte. Genl letter of even No. dated 08/06/2016.

2. It is requested that date **07/07/2016** as mentioned in line 3 of para (6) in the letter under reference may be read as **07/06/2016**.
3. Inconvenience caused is regretted.


(Sharmistha Maitra)
Deputy Director General (Acq/Hrg)
for Director General
Defence Estates

Copy to:-

1. Director NIDEM
2. All Addl DGs
3. All DDGs/Asst. DG/Dy. Asst. DG
4. AU&RC
5. IT Division – for uploading in the website of DGDE


14.06.16
Pradeep / dardar

No.10/4/Reqn/Hrg/Buildings/DE

Govt. of India,Min of Defence

Dte General Defence Estates

Raksha Sampada Bhawan

Ulaanbaatar Marg

Delhi Cantt - 110 010

Dated 04 June 2016

To

The Principle Director,DE

Ministry of Defence

Central/Northern/Southern/Eastern/Western/South Western Command

Lucknow/Jammu/Pune/Kolkata/Chandigarh/Jaipur

Sub : Delegation of Powers for hiring of accommodation for office and Residential purpose for the Defence Estates Organisation

A case was taken up with the MOD for delegating the powers to hire accommodation-official and residential-for the purpose of the department. It has since been clarified by MOD that full powers for incurring contingent expenditure including rent has already been delegated to DGDE in accordance with Note 2 under Schedule V of Rule 13 of Delegation of Financial Powers Rules 1978 vide MOD letter dated 30/03/2007 (**copy enclosed as Annexure -A**).

2. These powers are to be exercised subject to restrictions stipulated in Col.3 of annexure to Schedule V. In case accommodation (Office/Residential) is hired beyond scales and restrictions stipulated in Col.3 of Annexure to Schedule V(**copy enclosed as Annexure -B**) of Rule 13 of DFPR 1978,proposal shall be submitted to Ministry on case to case basis for obtaining approval of the competent authority.


3. Procedure to be followed while hiring of Accommodation (Office/Residential) are contained in **Annexure C**.

4. The expenditure towards payment of rentals shall be booked under Budget Head 2052.00.092.03.01.14, code head 094/79.

5. In view of the above, you are requested to hire accommodation (Off/Res) where ever required for Defence Estates Organisation following the procedure (**Annexure C**).

6. Wherever buildings are under hiring or proposed to be hired for DE organization, details thereof may be furnished as requested vide letter

NO.10/4/Reqn/HRG/ Building/DE dated 07/07/2016 so that we may arrange for fund allotment under the budget head mentioned in para 4 above. Once sufficient funds are allotted, expenditure on account of rental payment may be booked under the said budget head of DGDE.



(Sharmistha Maitra)
Dy. Dir General
Defence Estates

Copy to :

- a) Director NIDEM
- b) All Addl DGs
- c) All DDGs/Asst.DG/Dy.Asst.DG
- d) AU&RC
- e) IT Division – for uploading in the website of DGDE

To

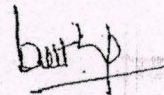
The Director General,
Defence Estates,
Ministry of Defence.

Subject: Delegation of Full Powers to Director General, Defence Estates -
Contingent Expenditure

1. Director General, Defence Estates being the Head of the Department and Head of the Defence Estates Organization is hereby delegated full powers to incur contingent expenditure out of the budgetary allocation of the Defence Estates Organization under Civil Estimates in accordance with the provisions of Note 2 under Schedule V to Rule 13 of the Delegation of Financial Powers Rules, 1978 (DFPR, 1978) subject to the following conditions and limitations: -

“the financial powers to incur contingent expenditure will be exercised in accordance with the provisions of the General Financial Rules, economy instructions issued by the Ministry of Finance, Fiscal Codes, procedures and limits being within the budgetary allocations for the year and also subject to the rules, restrictions or scales mentioned in Column 3 for the items specified in Column 1 of the Annexure to Schedule V of DFPR, 1978.”

2. This issues with the concurrence of Secretary (Defence Finance). Their U.O. No. 504/QB/07 dt 23.03.07 refers.



(SD Paul)

Under Secretary to the Govt. of India

Copy to: -

1. Secretary, Defence (Finance)
2. CGDA, West Block V, RK Puram, New Delhi
3. Joint Secretary (C&W), Ministry of Defence
4. D (Q&C)
5. Director (Finance/QB)
6. PCDA HQrs., G Block, New Delhi
7. PCs DA, Southern/Central/Eastern/Northern/Western Command
Pune/Lucknow/Patna/Jammu/Chandigarh
8. CDA, Guwahati/Jaipur

to be purchased, the powers of the sanctioning authority should be reckoned with reference to the total value of articles of furniture to be purchased on that occasion, and not with reference to individual articles like tables, chairs, racks, etc., constituting the furniture. Thus subordinate authority empowered to incur expenditure on the purchase of furniture to the extent of Rs. 1,000 in each case, would be competent to purchase various articles of furniture not exceeding Rs. 1,000 in value on each occasion.

[G.I., M.F., O.M. No. F. 1 (44)-E. II (A)/65, dated the 5th November, 1965.]

(2) **Exercise of enhanced powers.**— Reference is invited to this Ministry's Notification, dated the 16th September, 2003, wherein this Ministry had, *inter alia*, authorized Departments of the Central Government in consultation with their Financial Adviser, to decide the financial limits up to which they wish to delegate powers to their Heads of Department for incurring Contingent and Miscellaneous Expenditure as given under Schedules V and VI of DFPRs. In this regard, it is clarified that the Heads of Departments would be required to consult the Financial Adviser of their Department concerned for exercising their enhanced powers delegated to them by their Ministry / Department in pursuance of this Department's Notification, dated 16-9-2003 (referred to above). In other words, consultation with the Financial Adviser would have to be made by Head of Department for exercising powers beyond the earlier delegation (i.e., prior to 16th September, 2003).

2. This issues with the approval of Secretary (Exp.).

[G.I., M.F., O.M. No. 1 (11)/E. II (A)/2003, dated the 1st February, 2005.]

Subsequent to the issuance of above order, dated 1-2-2005, references have been received from the Departments regarding the difficulties being faced in implementation of the above directions. The matter has been considered in this Department and in partial modification of the order, dated 1-2-2005, it has been decided that Secretaries of Ministries / Departments may, in consultation with their Financial Adviser decide the extent to which enhanced powers may be delegated to the Head of Departments, under Schedules V and VI of DFPRs, clearly laying down the financial limits where consultation with the Financial Adviser would not be required by Head of Departments for exercising these powers.

This issues with the approval of Secretary (Exp.).

[G.I., M.F., O.M. No. 1/7/E. II (A)/2008, dated the 30th May, 2008.]

Annexure B

ANNEXURE TO SCHEDULE V

Column (3) and entries relating thereto omitted and Column (4) renumbered as Column (3) vide G.I., M.F., Notification No. 1 (11)/E. II (A)/03, dated the 16th September, 2003

Sl. No. of Item (1)	Item of expenditure (2)	Rules, orders, restrictions or scales subject to which the expenditure shall be incurred (3)
1.	Bicycle.	<p>The supplies shall be obtained through the Director-General, Supplies and Disposals or against the rate contract placed by him.</p> <p>Government of India's Decision:</p> <p>(1) Government bicycles shall not be used for private purposes.</p> <p>(2) Before sanctioning purchase of bicycles, the sanctioning authority should consider whether in view of the saving of time effected by the use of bicycles, a simultaneous reduction cannot be made in the Group 'D' establishment of the office concerned.</p> <p>(3) Bicycles may be got repaired locally or at the nearest repairing centre. If the repairs to a bicycle including transit charges would cost so much that it would be more economical to purchase a new bicycle, the machine should be condemned under the orders of the Competent Authority, the sale proceeds being credited to Government.</p> <p>(4) In view of the practical difficulties involved in getting back bicycles from messengers daily in the evening, Group 'D' employees, who have been allotted bicycles for official use may be allowed to take them to their residences in the evening. The appropriate departmental authority will, however, ensure that proper acknowledgements for the issue of bicycles are taken and the Group 'D' employees concerned are made personally responsible for loss or damage to bicycles while in their custody.</p> <p>[G.I., M.F., No. F. 11 (13)-E. II (A)/59.]</p>

Sl. No. of Item (1)	Item of expenditure (2)	Rules, orders, restrictions or scales subject to which the expenditure shall be incurred (3)						
		<p>than 3,000 and in such cases, the Ministry / Department concerned should get the requisite copies cyclostyled or get them printed through private presses. In all these cases, a Department of the Central Government shall have full powers without any monetary limit for Printing / Binding, at private presses. Scrutiny of printer's bills and payment thereof shall be made direct by the Ministries / Departments themselves.</p> <p>2. The following authorities may get their emergent and unforeseen petty printing and binding jobs executed locally through private agencies up to the monetary limits indicated against them, which shall include the cost of paper and other binding materials.</p> <table border="0"> <tr> <td>(i) All Departments</td> <td>1[Rs. 1,00,000 per annum.</td> </tr> <tr> <td>(ii) Heads of Departments</td> <td>Rs. 20,000 per annum.</td> </tr> <tr> <td>(iii) Heads of Offices</td> <td>Rs. 10,000 per annum.]</td> </tr> </table> <p>2[...] No approval of rates by the Director of Printing is necessary.</p> <p>3. Where in respect of emergent and special cases, the cost of printing and binding executed locally through private agencies exceeds the monetary limit specified in Paragraph 2 and the Department of the Government of India considers it essential to get such jobs executed through agencies, such Department may, if the rates to be paid to such private agencies do not exceed those admissible under the Schedule of Rates maintained for the time being by the Director of Printing, get the jobs executed through such private agencies without obtaining the approval of the Director of Printing. The scrutiny of bills and payment to printers will be made direct by the Department and the</p>	(i) All Departments	1[Rs. 1,00,000 per annum.	(ii) Heads of Departments	Rs. 20,000 per annum.	(iii) Heads of Offices	Rs. 10,000 per annum.]
(i) All Departments	1[Rs. 1,00,000 per annum.							
(ii) Heads of Departments	Rs. 20,000 per annum.							
(iii) Heads of Offices	Rs. 10,000 per annum.]							

15.	Publications: (i) Official Publications (ii) Non-official Publications. 1[16. Rent— (i) Ordinary office accommodation.	<p>Director of Printing shall, if so required, render assistance in drawing up specifications and conditions of contract:</p> <p>Provided that where it is proposed to entrust jobs to private agencies in excess of the rates specified in the Schedule of Rates referred to above, the Department may decide each case in consultation with its associated integrated Finance.</p> <p>(1) Priced publications of the Central Government shall be purchased in accordance with the provisions of Appendix-XIII to the Rules for Printing and Binding.</p> <p>(2) The distribution of unpriced publications of the Central Government should be controlled by the Heads of Departments responsible for their issue. The distribution lists should be vetted by them before the printing is undertaken. In the case of Departments of the Central Government, the vetting should be done by an officer not below the rank of a Deputy Secretary.</p> <p>(3) Maps produced by Survey of India shall be purchased in accordance with the rules issued in this behalf by the Surveyor-General of India.</p> <p>Non-official publications include books, newspapers, other periodical publications, etc.</p> <p>(1) Normally the Central Public Works Department should hire accommodation required for public purposes and also enter into the lease deeds and pay the rent. The power conferred by this serial number is an exception to this general principle and shall be exercised subject to the following conditions:—</p>
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1. Substituted *vide* G.I., M.F., Notification No. 1 (20)-E. II (A)/2000, dated the 23rd October, 2001, published as S.O. No. 2946 in the Gazette of India, dated the 3rd November, 2001.

2. Deleted *vide* G.I., M.F., Notification No. F. 1 (10)-E. II (A)/83, dated the 7th July, 1984, published as S.O. No. 2502 in the Gazette of India, dated the 4th August, 1984.

Sl. No. of Item (1)	Item of expenditure (2)	Rules, orders, restrictions or scales subject to which the expenditure shall be incurred (3)
	<p>(a) Where the accommodation is entirely utilized for the office.</p> <p>(b) Where the accommodation is used partly as office and partly as residence.</p> <p>(ii) For residential and other purposes.</p>	<p>(a) No accommodation may be hired under these powers at Delhi, Mumbai, Simla and Kolkata for any office which is entitled to general pool accommodation provided in these places by the Works and Housing Ministry;</p> <p>(b) Where the Central Public Works Department operates, it shall invariably be consulted as to the reasonableness of the rent;</p> <p>(c) Where the Central Public Works Department does not operate, the authority hiring the accommodation should avail of the assistance of the appropriate local Public Works Department or Rent Control authority and obtain a certificate of reasonableness of rent from such local authorities;</p> <p>(d) When accommodation is hired by an authority within the limits of its financial powers, the hiring will be arranged and paid for by that authority and not by the Central Public Works Department; and</p> <p>(e) Where the accommodation is hired exclusively for office, the area of the accommodation shall not exceed what is admissible by more than 10 per cent.</p>

(2) Private accommodation should normally be hired for office purposes only. Where, however, such accommodation of the proper scale and according to requirement of the officer concerned is not available or where special circumstances exist, accommodation may be hired for office-cum-residence, residence or other purposes. Where accommodation is hired for office-cum-residential purposes, the residential portion shall be allotted to a specific post and thereafter it shall be incumbent on the Government servant holding the post and also his successors in that post to occupy the residential portion until alternative accommodation is secured for office alone, *vide* Supplementary Rules 311 and 312. Only such accommodation as is surplus to office requirements may be set apart as residential accommodation and in allotting it to any post, it should be ensured that the residential accommodation is not in excess of what is appropriate to the status of the incumbent of the post according to the prescribed standard subject to a variation up to 5 per cent.

(3) The standard rent for the residential portion of the accommodation under Fundamental Rule 45-A should be determined on the plinth area basis.

(4) Outhouses, if any, which form part of the accommodation hired, should be utilized for storage of stationery forms, old records or any other appropriate purposes. Where this is not possible, these should be let out to members of Group 'D' staff and rent recovered from them under the rules in force.

(5) Accommodation shall not be hired for a period exceeding five years at a time.

(6) The Ministry of Works and Housing have full powers for hiring accommodation and restrictions in the above paras. will not apply to them. They will also be competent to relax these restrictions when other Ministries hire accommodation.

(7) The powers of the officers of Central Public Works Department for renting accommodation will be as follows:—

No. Item	Item of expenditure	Rules, orders, restrictions or scales subject to which the expenditure shall be incurred		
		(3)		
1)	(2)	Designation of the Officer	Maximum annual rent	Period of lease
			Rs.	Years
		Chief Engineer/Additional Chief Engineer ...	10,000	5
		Superintending Engineer ...	7,500	3
		Executive Engineers ...	5,000	3
		<p>(8) The Ministry of External Affairs have powers to sanction renting of accommodation abroad both for office as well as residential purposes up to Rs. 7,500 per month in consultation with their Financial Adviser. Any case involving lease of a building where rent exceeds Rs. 7,500 per month will be referred by the Ministry of External Affairs to Finance Ministry. In all these cases, prior consultation with Ministry of Works and Housing and Central Public Works Department will not be necessary.</p> <p>(9) Where private accommodation is hired wholly for residential purposes or for office-cum-residence purposes, the rent payable to the landlord by the Government for the residence or for the residential portion, as the case may be, shall not exceed an amount equivalent to the total of the rent recoverable under FR 45-A-IV (b) from an officer of the class for whom it is intended and the house rent allowance which that officer would normally be entitled to. In a case where the rent payable for any such accommodation exceeds that amount, prior approval of the Finance Ministry shall be obtained.</p>		
17.	Repairs to and removal of machinery (where the expenditure is not of a capital nature).	<p><i>Note.</i>— Emoluments for the purpose of recovery of rent and pay for the purpose of determining the house rent allowance shall be the mean of the minimum and the maximum prescribed for the class.</p> <p><i>Clarification.</i>— Wherever private accommodation is hired by Heads of Departments, the monetary limits prescribed in Col. (3) will apply; wherever the amount of rent payable exceeds the monetary limits prescribed in Col. (3), the approval of the concerned Administrative Ministries may be obtained and references on this account only need not be made to the Directorate of Estates. [Directorate of Estates, O.M. No. 16013 (1)/82-Pol. III, dated the 7th June, 1989.]</p>		
18.	Rewards, fees, bonus, etc. (other than fees or honoraria granted to Government servants under the Service Rules).	<p>The powers of Heads of Departments may be regulated by separate orders to be issued by the Department of the Central Government in consultation with Internal Finance Adviser, except in cases where it is authorized by separate orders referred to in Serial No. 19 below.</p>		
19.	Special charges relating to a particular Departments.	<p>The powers of Heads of Departments in regard to such expenditure are regulated by separate orders.</p>		
20.	Staff paid from contingencies.	<p>Remuneration of such staff shall be regulated in accordance with general or special orders issued by the President in this behalf.</p>		
21.	(A) Purchases of stationery stores mentioned in the list under Appendix-9	<p>These powers shall be exercised subject to the general or special instruction contained in the "Rules for the Supply and Use of Stationery Stores" and other instructions issued by the President from time to time.</p>		

**Procedure to be followed while hiring of Accommodation
(Office/Residential)**

(a) A permanent station board will be constituted by the Principal Directors(PD), Defence Estates for each DEO circle under their jurisdiction comprising the following:-

- i. The Defence Estates Officers/Assistant Defence Estates Officers(independent) of the respective DEO Circle (Presiding Officer);
- ii. One Sub Divisional Officer to be nominated by the DEO (Member Secretary);
- iii. A representative of the Garrison Engineer, not below the rank of junior Engineer/Surveyor cum Draughtsman -Grade -I;
- iv. A representative of the Station Health Organisation (SHO); and
- v. A representative of Central Public Works Department (CPWD).

(b) The Functions of the Board will be:

- i. To survey the available houses from the point of view of sanitation, security, suitability of locality, scale of accommodation and so on.
- ii. To fix the rent of the house without further reference to the civil Authorities. The rent thus fixed will be final.
- iii. The Station Board will record its reason and the basis on which rent is fixed in each case giving details of location, plinth area, facilities, rent in the locality, availability of accommodations and so on.
- iv. CPWD rep should be consulted to ascertain reasonability of rent. In places where CPWD does not operate, assistance of appropriate local Public Works Dept. or Rent Control Authority should be availed to ascertain rent reasonability.

(c) If the rent of the house, as assessed by the Station Board is accepted by the owner, administrative sanction for hiring the accommodation will be issued by the Competent Authority.