

F.No. A. 45011/35/2012-Admn.I (LD)
Government of India
Ministry of Law & Justice
Legislative Department

New Delhi, the 27th September, 2013.

NOTE

Subject: - Information sought under RTI Act, 2005 by Shri ~~Krishna Mohan Arya, ALC~~
(Hindi). ~~Mani Ram Sharma~~

RTI Cell may please refer to their Note No. 9 (7)/2013-RTI dated 24th September, 2013, forwarding therewith an RTI application of Shri Mani Ram Sharma regarding miscellaneous matters related to this Department.

2. In reply to above, the point no. 4, 5, 6, 7, 9, 10, 11, 12, 13, 14 & 15 pertains to this Section, accordingly, concerned point wise reply are given as follows:-

4. This Department follows the instructions/procedure laid down by Government of India from time to time.

5. This Department follows the instructions/procedure laid down by DoP&T from time to time.

6. In financial matters this Department follows the instructions issued by M/o Finance from time to time.

7. This Department follows the instructions/procedure laid down by DoP&T from time to time. Mainly, Admn. I, Department of Legal Affairs is related in decision making process involving Disciplinary Matters.

9, 10 & 11. This ~~Department~~^{Section} has not received any application dated 7th June, 2013 of the applicant.

12 & 13. Copies of the Orders regarding Delegation of financial and administration powers to various officers are attached and may be given to the applicant after payment of due fees.

14. All the orders have been uploaded on the official website of this Department.

15. This Department is not a public dealing Department, hence there is no Public Relation Officer in this Department.

Gorke
26/9/13
(Gorke Beri)
Section Officer (Admn.)

To

RTI Cell,
Legislative Department

Me
26/9/13

No.A-36013/1/2008-Admn.1(L,D)
Government of India
Ministry of Law and Justice
Legislative Department

New Delhi dated the 12th February, 2013.

Order No. 13/2013.

Subject: -Delegation of financial and administrative powers to Shri B.M. Sharma, Deputy Secretary in the Legislative Department.

In supersession of this Department's Order No.76/2011 dated 31st October, 2011 bearing file No.A-36013/1/2008-Admn.1(LD) on the subject mentioned above, the following financial and administrative powers to be exercised in terms of provisions of Rule 13 of the Delegation of Financial Power Rules and provisions of CS(MA) Rules are delegated to Shri B.M. Sharma, Deputy Secretary to the extent indicated below in respect of the establishment of the Legislative Department (main Secretariat) with immediate effect and until further orders:-

- | | |
|---|---|
| (i) (a) Fixtures & furniture, purchase and repairs in terms of entry at S.No.5 of Annexure to Schedule V of the Delegation of Financial Power Rules. | Rs.25,000/- in each case. |
| (b) Maintenance, upkeep & repairs of Motor Vehicles in terms of entry at S. No.10 (iii) of Annexure to Schedule V of the Delegation of Financial Power Rules. | Rs.25,000/- in each case. |
| (c) Local purchase of petty stationary stores in terms of entry 21(B) of Annexure to Schedule V of Delegation of Financial Power Rules. | Rs.25,000/- in each case
subject to a limit of
Rs.50,000/- per annum. |
| (d) Purchase, upkeep & maintenance of all office equipment including computers as indicated against entry at S.No.26(a)(i) & (ii) and 26(b) of Annexure to Schedule V of the Delegation of Financial Power Rules. | Rs.25,000/- in each case |
| (ii) Grant of permission / approval in respect of medical tests/ treatment | Full Powers. |
| (iii) Reimbursement of medical claims | Rs.25,000/- in each case |
| (iv) Miscellaneous recurring expenditure as per Schedule VI to the Delegation of Financial Power Rules. | Rs.25,000/- in each case |
| (v) Miscellaneous non-recurring expenditure as per Schedule VI to the Delegation of Financial Power Rules. | Rs.25,000/- in each case |

2. In terms of rule 14 of the Delegation of Financial Power Rules, 1978, Shri B.M. Sharma, Deputy Secretary is also declared as the "Head of Office" to the extent of items indicated above in respect of establishment of the Legislative Department.

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3. Shri B.M. Sharma, Deputy Secretary shall observe the prescribed procedure, checks and other instructions issued by the Government from time to time, while exercising the delegated powers. Further, wherever needed, he should consult the I.F. Division.

4. This issues with the concurrence of the IF Wing vide AS & FA's Office Dy. No.F-102 dated 11.02.2013.


(S.K. Chitkara)
Deputy Secretary to the Govt. of India

To

1. Shri B.M. Sharma, Deputy Secretary, Legislative Department
2. The Controller of Accounts, Ministry of Law and Justice
3. The Pay and Accounts Officer, Legislative Department
4. Shri Jose Thomas, Deputy Secretary
5. PS to Secretary/ PS to Additional Secretaries /PS to Dr. G.N. Raju, Additional Legislative Counsel
6. Admn. II/Cash (LD) Section
7. IF & B& A Section /Office Order folder.
8. OL Section for Hindi version

New Delhi dated the 18th July, 2013

Order No. 52 / 2013

Subject: -Delegation of financial and administrative powers to Dr. G. Narayana Raju, Joint Secretary and Legislative Counsel in respect of Legislative Department (Main Secretariat).

In accordance with Rule 13(2) of the Delegation of Financial Powers Rules, 1978, and in supersession of this Department's Order No.104/2012 dated 11th September, 2012 sanction of the President is hereby conveyed to the delegation of financial and administrative powers to Dr. G. Narayana Raju, Joint Secretary and Legislative Counsel in the Legislative Department, Ministry of Law and Justice in respect of the establishment of the Legislative Department (Main) to the extent enjoyed by the Head of Department under the General Financial Rules, 2005, Fundamental Rules and Supplementary Rules, GPF(CS) Rules, 1960 and CCS(Leave) Rules, 1972 as listed below:-

(i) (a) Grant of advances from GPF in respect of Group 'A' officers	Full powers except for advances sought under Rule 12(1-A) of GPF (CS) Rules, 1960 and also cases covered by Department of Personnel & Training's OM No.10(1)-Pen/85, dated the 11 th February, 1986.
(b) Withdrawals from GPF in respect of Group 'A' officers	Full powers except for cases regulated under Department of Personnel & Training's OM No.10 (1)-Pen/85 dated 11 th February 1986.
(c) Grant of advances for purchase of Motor Car/motorcycle/scooter in respect of Group 'A' officers	Full Powers.
(d) Grant of advance for purchase of Computers	Full Powers
(e) Grant of House Building Advance	Full Powers
(f) Grant of T.A/L.T.C. for Group 'A' officers.	Full Powers
(g) Sanctioning of official tours in respect of officers upto PB-3	Full Powers
(ii) Grant of regular leave to Group 'A' officers in PB-3.	Full powers only specific to the kind of leave indicated in Column 2 against entry at S.No. 1 of the First Schedule to the CCS (Leave) Rules, 1972.

2. He may exercise these powers without consulting the Internal Financial Advisor.

3. The Financial Adviser shall be consulted for advice where the powers beyond the powers of the Head of the Department are to be exercised.

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Annexure to Legislative Department's (Order No. C-2013).
A-36013/1/2013-Admn. (LD) dated 30th August, 2013.

Sl. No. of items (1) of Annexure to Schedule V	Item of Expenditure (2) of Annexure to Schedule V	Extent of power delegated
1.	Bicycle	Full
3.	Conveyance Hire	Full
4.	Electric, Gas & Water Charges	Full
5.	Fixtures and furniture, purchase and repair	Full
7.	Hire of Office furniture, electric fans, heaters, coolers, clock and call bells.	Full
9.	Legal charges:	
	(i) Fee to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	Full
	(ii) Other Legal charges	Full
	(iii) Re-imbusement of legal expenses incurred by Govt. servants in cases arising out of their official duties	Full
10.	Motor Vehicles: (iii) Maintenance, upkeep and repair	Full
11.	Municipal rates and taxes.	Full
12.	Petty works and repair: (iii) Repairs and alterations to hired and requisitioned buildings.	Full
13.	Postal and Telegraph charges: (ix) Charges for issue of letter, telegram etc. (x) Commission on money orders	Full Full
14.	Printing and Binding	Full
15.	Publications: (i) Official publications	Full
16.	Rent: (ix) Ordinary Office accommodation (x) For residential and other purposes	Full Full
18.	Rewards, fees, bonus, etc. (other than fee or honoraria granted to Govt. servants under the Service Rules)	Full
20.	Staff paid from contingencies	Full
21.	(A) Purchase of stationery stores. (B) Local purchase of petty stationery stores (C) Local purchase of rubber stamps and officials seals	Full Full Full
22.	Stores: (ix) Stores required for works (x) Other stores i.e. stores required for the working on an establishment, instruments, equipments and apparatus.	Full Full
23.	Supply of uniforms, badges and other articles of clothing, etc. and washing allowances.	Full
26(a)	(ix) All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers copying machines, franking machines, addressographs, filing and indexing system etc. excluding computers of all kinds. (x) Computers (including personal computers)	Full Full
26(b)	Hire and maintenance of computers of all kinds	Full


 (B.M. Sharma)
 Deputy Secretary (Administration)

No.A.36013/1/2013-Admn.I(L.D.)
Government of India
Ministry of Law and Justice
Legislative Department

New Delhi, dated the 23rd July, 2013

ORDER NO. 54/2013

Subject: -Delegation of financial and administrative powers to Dr.(Ms.) Mukulita Vijaywargiya, Joint Secretary and Legislative Counsel in the Legislative Department

In accordance with Rule 13(2) of the Delegation of Financial Powers Rules, 1978, and in supersession of this Department's Order No.11/2013 dated 30th January, 2013, sanction of the President is hereby conveyed to the delegation of financial and administrative powers to Dr. Mukulita Vijaywargiya, Joint Secretary and Legislative Counsel in the Legislative Department, Ministry of Law and Justice in respect of the establishment of Administration-II Section of the Legislative Department (Main) to the extent enjoyed by the Head of Department under the Delegation of Financial Powers Rules, 1978, General Financial Rules, 2005, Fundamental Rules and Supplementary Rules and as listed out in the Annexure to this Order in terms of Note 2 to Schedule V of the said Delegation of Financial Powers Rules. She may exercise these powers without consulting the Internal Financial Advisor.

2. The Internal Financial Adviser shall be consulted for advice where the powers beyond the powers of the Head of the Department are to be exercised.
3. Dr. Mukulita Vijaywargiya, Joint Secretary and Legislative Counsel shall observe the procedure, checks and other instructions issued by the Government from time to time while exercising the delegated powers.
4. These powers shall exclude powers of creation of permanent posts, creation of temporary posts, appropriation and re-appropriation and write-off losses as listed in Rule 13 of the Delegation of Financial Powers Rules, 1978.
5. This order will take effect from the date of its issue.
6. This issues with the concurrence of the Integrated Finance Wing vide AS & FA's Office Dy. No. 557 dated 22.07.2013.


(B.M. Sharma)

Deputy Secretary to the Govt. of India
Phone: 23389014

To:

- (i) Dr. (Ms.) Mukulita Vijaywargiya, Joint Secretary and Legislative Counsel
- (ii) P.S. to Secretary / PS to AS (NLM)/PS to AS (Dr. SS)/PS to JS&LC (Admn.)
- (iii) Controller of Accounts, Legislative Department, Lok Nayak Bhawan, New Delhi.
- (iv) Pay & Accounts Officer, Legislative Department, IJI Building, New Delhi.
- (v) All the Officers in the Legislative Department.
- (vi) IF&B&A Section /Admn.II (L.D.) / Cash Section/O. L Section for Hindi Version
- (vii) Admn.I(L.D.) Section/Office Order Folder

Annexure to Legislative Department's Order No. 2013
A-36013/1/2013-Admn.1(LD) dated the 23rd July, 2013

Sl. No of items (1) of Annexure to Schedule V.	Item of Expenditure (2) of Annexure to Schedule V.	Extent of power delegated
1.	Bicycle	Full
3.	Conveyance Hire	Full
4.	Electric, Gas & Water Charges	Full
5.	Fixtures and furniture, purchase and repair.	Full
7.	Hire of Office furniture, electric fans, heaters, coolers, clock and call bells	Full
9.	Legal charges: (i) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires; (ii) Other Legal charges; and (iii) Re-imbusement of legal expenses incurred by Govt. servants in cases arising out of their official duties.	Full
10.	Motor Vehicles: (iii) Maintenance, upkeep and repair.	Full
11.	Municipal rates and taxes.	Full
12.	Petty works and repair: (iii) Repairs and alterations to hired and requisitioned buildings.	Full
13.	Postal and Telegraph charges: (i) Charges for issue of letter, telegram etc. (ii) Commission on money orders.	Full
14.	Printing and Binding.	Full
15.	Publications: (i) Official publications.	Full
16.	Rent: (i) Ordinary Office accommodation (ii) For residential and other purposes.	Full
18.	Rewards, fees, bonus, etc. (other than fee or honoraria granted to Government servants under the Service Rules).	Full
20.	Staff paid from contingencies.	Full
21.	(A) Purchase of stationery stores mentioned in list under Appendix 9 to Compilation of the GFRs, 1963. (B) Local purchase of petty stationery stores. (C) Local purchase of rubber stamps and official seals.	Full
22.	Stores. (i) Stores required for works (ii) Other stores i.e. stores required for the working on an establishment, instruments, equipments and apparatus.	Full
23.	Supply of uniforms, badges and other articles of clothing, etc. and washing allowances.	Full
24.	Telephone charges.	Full
26(a)	(i) All Office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers copying machines, Franking machines, addressographs, filing and indexing system etc. excluding computers of all kinds. (ii) Computers (including personal computers)	Full
26(b)	Hire and maintenance of computers of all kinds	Full


(B.M. Sharma)
Deputy Secretary (Admn.)
Phone: 23389014

No.A-36013/1/2013-Admn.1(L.D)
Government of India
Ministry of Law and Justice
Legislative Department

New Delhi dated the 23rd July, 2013.

Order No.55/2013.

Subject: -Delegation of financial and administrative powers to Smt. Manmohini Sood, Under Secretary in the Legislative Department.

In supersession of this Department's Order No.13/2013 dated 12th February, 2013 bearing file No.A-36013/1/2008-Admn.1(LD) on the subject mentioned above, the following financial and administrative powers to be exercised in terms of provisions of Rule 13 of the Delegation of Financial Power Rules and provisions of CS(MA) Rules are delegated to Smt. Manmohini Sood, Under Secretary to the extent indicated below in respect of the establishment of Administration-II (LD) Section of the Legislative Department (main Secretariat) with immediate effect and until further orders:-

- | | |
|---|---|
| (i) (a) Fixtures & furniture, purchase and repairs in terms of entry at S.No.5 of Annexure to Schedule V of the Delegation of Financial Power Rules. | Rs.25,000/- in each case. |
| (b) Maintenance, upkeep & repairs of Motor Vehicles in terms of entry at S. No.10 (iii) of Annexure to Schedule V of the Delegation of Financial Power Rules. | Rs.25,000/- in each case. |
| (c) Local purchase of petty stationary stores in terms of entry 21(B) of Annexure to Schedule V of Delegation of Financial Power Rules. | Rs.25,000/- in each case
subject to a limit of
Rs.50,000/- per annum. |
| (d) Purchase, upkeep & maintenance of all office equipment including computers as indicated against entry at S.No.26(a)(i) & (ii) and 26(b) of Annexure to Schedule V of the Delegation of Financial Power Rules. | Rs.25,000/- in each case |
| (iii) Grant of permission / approval in respect of medical tests/ treatment | Full Powers. |
| (iii) Reimbursement of medical claims | Rs.25,000/- in each case |
| (iv) Miscellaneous recurring expenditure as per Schedule VI to the Delegation of Financial Power Rules. | Rs.25,000/- in each case |
| (v) Miscellaneous non-recurring expenditure as per Schedule VI to the Delegation of Financial Power Rules. | Rs.25,000/- in each case |

2. In terms of rule 14 of the Delegation of Financial Power Rules, 1978, Smt. Manmohini Sood, Under Secretary is also declared as the "Head of Office" to the extent of items indicated above in respect of establishment of Administration-II (LD) Section of the Legislative Department.

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3. Smt. Manmohini Sood, Under Secretary shall observe the prescribed procedure, checks and other instructions issued by the Government from time to time, while exercising the delegated powers. Further, wherever needed, she should consult the I.F. Division.

4. This issues with the concurrence of the IF Wing vide AS & FA's Office Dy. No557 dated 22.07.2013.

(B.M. Sharma)

Deputy Secretary to the Govt. of India
Ph.:23389014

To

1. Smt. Manmohini Sood, Under Secretary, Legislative Department
2. PS to Dr. Mukulita Vijaywargiya, JS&LC
3. The Controller of Accounts, Ministry of Law and Justice
4. The Pay and Accounts Officer, Legislative Department
5. Shri B.M. Sharma, Deputy Secretary (Admn.)
6. PS to Secretary/ PS to Additional Secretaries /PS to JS&LC (Admn.)
7. Admn. II(LD) Section/Cash (LD) Section
8. IF & B& A Section /Office Order folder.
9. OL Section for Hindi version

LS/MS
2/1/13

No.A-36013/1/2013-Admn.1(L.D)
Government of India
Ministry of Law and Justice
Legislative Department


New Delhi dated the 30th August, 2013

Order No.60 /2013.

Subject: -Delegation of financial and administrative powers to Smt. Sharda Jain, Joint Secretary, and Legislative Counsel in the Legislative Department.

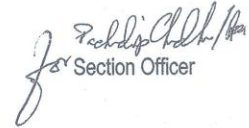
In accordance with Rule 13(2) of the delegation of Financial Powers Rules, 1978, and in supersession of this Department's Order No.9/2013 dated 30th January,2013, sanction of the President is hereby conveyed to the delegation of financial and administrative powers to Smt. Sharda Jain, Joint Secretary and Legislative Counsel in the Legislative Department, Ministry of Law and Justice in respect of the establishment of the **Vidhi Sahitya Prakashan** to the extent enjoyed by the Head of Department under the Delegation of Financial Powers Rules, 1978, General Financial Rules, 2005 Fundamental Rules and Supplementary Rules and as listed out in the Annexure to this order in terms of Note 2 to Schedule V of the said Delegation of Financial Powers Rules. The powers may be exercised by her without consulting the Financial Advisor.

2. The Financial Adviser shall be consulted for advice where the powers beyond the powers of the Head of the Department are to be exercised.
3. Smt Sharda Jain, Joint Secretary and Legislative Counsel shall observe the procedure, checks and other instructions issued by the Government from time to time while exercising the delegated powers.
4. These powers shall exclude powers of creation of permanent posts, creation of temporary posts, appropriation and re-appropriation and write-off losses as listed in Rule 13 of the Delegation of Financial Powers Rules, 1978.
5. This order will take effect from the date of its issue.
6. This issues with the concurrence of the Integrated Finance Wing vide AS & FA's Office Dy. No. 631 dated the 29th August, 2013.


(B.M. Sharma)
Deputy Secretary (Administration)
Phone: 23389014

To:

- (i) Smt. Sharda Jain, Joint Secretary and Legislative Counsel
- (ii) P.S. to Secretary / PS to AS/ PS to JS&LC (Admn.)
- (iii) Under Secretary, Vidhi Sahitya Prakashan
- (iv) Controller of Accounts, Legislative Department, Lok Nayak Bhawan, New Delhi.
- (v) Pay & Accounts Officer, Legislative Department, ILL Building, New Delhi.
- (vi) Admn. Section, Vidhi Sahitya Prakashan
- (vii) Admn.(L.D.) Section/Office Order Folder


Section Officer

Annexure to Legislative Department's (Order No. 2013).
A-36013/1/2013-Admn. (LD) dated 30th August, 2013.

Sl. No. of items (1) of Annexure to Schedule V	Item of Expenditure (2) of Annexure to Schedule V	Extent of power delegated
1.	Bicycle	Full
3.	Conveyance Hire	Full
4.	Electric, Gas & Water Charges	Full
5.	Fixtures and furniture, purchase and repair	Full
7.	Hire of Office furniture, electric fans, heaters, coolers, clock and call bells.	Full
9.	Legal charges:	
	(i) Fee to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	Full
	(ii) Other Legal charges	Full
	(iii) Re-imbusement of legal expenses incurred by Govt. servants in cases arising out of their official duties	Full
10.	Motor Vehicles:	
	(iii) Maintenance, upkeep and repair	Full
11.	Municipal rates and taxes.	Full
12.	Petty works and repair:	
	(iii) Repairs and alterations to hired and requisitioned buildings.	Full
13.	Postal and Telegraph charges:	
	(ix) Charges for issue of letter, telegram etc.	Full
	(x) Commission on money orders	Full
14.	Printing and Binding	Full
15.	Publications:	
	(i) Official publications	Full
16.	Rent:	
	(ix) Ordinary Office accommodation	Full
	(x) For residential and other purposes	Full
18.	Rewards, fees, bonus, etc. (other than fee or honoraria granted to Govt. servants under the Service Rules)	Full
20.	Staff paid from contingencies	Full
21.	(A) Purchase of stationery stores.	Full
	(B) Local purchase of petty stationery stores	Full
	(C) Local purchase of rubber stamps and officials seals	Full
22.	Stores:	
	(ix) Stores required for works	Full
	(x) Other stores i.e. stores required for the working on an establishment, instruments, equipments and apparatus.	Full
23.	Supply of uniforms, badges and other articles of clothing, etc. and washing allowances.	Full
26(a)	(ix) All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers copying machines, franking machines, addressographs, filing and indexing system etc. excluding computers of all kinds.	Full
	(x) Computers (including personal computers)	Full
26(b)	Hire and maintenance of computers of all kinds	Full


 (B.M. Sharma)
 Deputy Secretary (Administration)