

No.1(6)/2014-Pers.
Government of India,
Ministry of Communications & Information Technology
Department of Electronics & Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodhi Road, New Delhi

Dated: 19-01-2016

OFFICE ORDER

Subject: The Delegation of Powers in the National Informatics Centre (NIC), Department of Electronics & Information Technology (DeitY)

Department of Electronics & Information Technology have delegated administrative and financial powers vide Office Order No. M-11017/1/2014-MS(O&M) dated 17.07.2014 [amended from time to time] and letter No. M-11019-1-99-MS (O&M) dated 20.07.2001 respectively taking into account the circumstances prevailing then.

2. DeitY vide Letter No. M-11019-1-99-MS (O&M) dated 26.11.2015 reiterated that Director General, NIC was declared as Head of Department of NIC and under the powers conferred by Rule 13(2) of Delegation of Financial Powers Rules 1978, DeitY conveyed the sanction of the President to the delegation of all powers vested in the Ministries/Departments of the Government of India under the aforesaid Rules, to DG, NIC subject to the condition that DG, NIC will have no power in respect of the following:

- (a) Creation of posts;
- (b) Write off of losses; and
- (c) Re-appropriation of funds exceeding 10 per cent of the original budget provision for either of the primary units of appropriation or sub-head, i.e. the primary unit or sub-head from which the funds are being re-appropriated or the primary unit or sub-head to which the funds are to be re-appropriated, whichever is less.

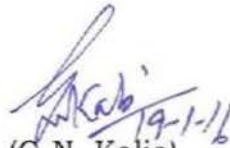
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3. With a view to minimize procedural delays and to speed up the process of disposing of routine matters, a review of the existing financial powers was undertaken for granting appropriate financial powers to the officers of various levels.

4. In exercise of powers conferred under sub-rule (3) of Rule 13 of Delegation of Financial Powers, 1978, Director General, NIC being 'Head of Department' re-delegate his financial and administrative powers, as indicated in the consolidated delegation of powers enclosed at Annexure-I to IV. The delegated Powers will be exercised in conformity with the general provisions of the relevant Rules.

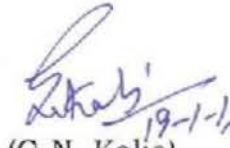
5. This issues with the approval of Competent Authority.


(G.N. Kalia)
Joint Director

Copy to:

1. PAO, NIC, New Delhi.
2. Principal Director of Audit (Post and Telecommunication), Shamnath Marg, Civil Lines, Delhi - 110054.
3. JS&FA, DeitY, New Delhi
4. Addl. FA, NIC Hqrs., New Delhi
5. DDG (Admin.) / Joint Director (Admin.)
6. DDG (GCS) / Director (GCS) / Joint Director (GCS) / DD (GCS)
7. DDG (Infra), NIC Hqrs., New Delhi
8. All SIOs / IFD Officers at NIC State / UT Centers.
9. Sr. PPS to Secretary / Staff Officer to Secretary, DeitY
10. OSD to DG (NIC)
11. Integrated Finance Division, DeitY
12. O&M Division, DeitY
13. IFS, NIC Hqrs., New Delhi
14. Vigilance Unit, NIC
15. RTI Section ... for uploading at RTI portal / NIC website.
16. All Heads of Groups (NIC)
17. All Sections / Divisions at NIC Hqrs.




(G.N. Kalia)
Joint Director

DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY (DeitY)
NATIONAL INFORMATICS CENTRE

STATEMENT INDICATING THE AUTHORITIES WHO WILL EXERCISE VARIOUS DELEGATED POWERS

1. DELEGATION OF FINANCIAL POWER RULES, 1978

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated		Remarks
1	2	3	4	5	6		7
1.1	Rule 11	Continuation of temporary posts and conversion of temporary posts into permanent ones.	Ministry/ Department	DG(NIC)	Upto JS level Posts		With the concurrence of AFA, NIC and subject to fulfillment of all the instructions issued by Govt. from time to time.
1.2	Rule 13	Contingent Expenditure	Ministry/ Department		Recurring	Non Recurring	With the concurrence of AFA, NIC and subject to ceiling / restrictions prescribed in Schedule V of DFPR and as per the instructions issued by Govt. from time to time.
				(i) DG(NIC)	Full Powers	Full Powers	
				(ii) One of the officer of the level of DDG, NIC Hqrs (to be nominated by DG, NIC;	Upto Rs.20.00 Lakhs (in each case)	Upto Rs.30.00 Lakhs (in each case)	
				(iii) Director (GCS)/Joint Director (GCS)	Upto Rs.10.00 lakhs (in each case)	Upto Rs.20.00 lakhs (in each case)	
				(iv) Director (GCS) OR Joint Director/Deputy Director (GCS) – posted in place of Director (GCS)/ Heads of States/UT Centres	Full powers in respect of: (i) Payment of Water/Electricity Bills. (ii) Payment of cut flowers and bouquet etc. (iii) Payment of air travel Bills pertaining to domestic and foreign tours in r/o NIC officers. (iv) Payment of Telephone Bills for office/ residences & reimbursement of telephone charges. (v) Newspaper reimbursement. (vi) Issue of brief cases and other items as per norms approved by the competent authority (vii) Washing of Towels/Curtains (viii) Payments / Reimbursement of Canteen bills. (ix) Expenditure towards purchase of Library Books/Magazines/News Papers		Without the concurrence of AFA, NIC / IFD Officer at State/UT Center and subject to ceiling / restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time on the subject.




Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
	Rule 13	Contingent Expenditure	Ministry/ Department		(x) Payment of annual maintenance contracts (AMC) bills at the approved rates/contracts.	
		Fixture and furniture purchase and repair		Head of NIC State/ UT Center	Full Power	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time. The purchase can be made against obsolete items duly approved by the competent authority as per GFR provisions and CVC guidelines. Proposal for additional requirement will be submitted to NIC Hqrs. for approval.
		Freight and demurrage/ wharfage charges		Head of NIC State/ UT Center	Full Power	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time.
		Legal Charges		Head of NIC State/ UT Center	Full Power	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time.
		Purchase of Motor Vehicle on Replacement basis		Head of NIC State/ UT Center	Full Power	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR / Staff Car Rules and as per the instructions issued by Govt. from time to time..



Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
		Maintenance, upkeep and repair of office vehicles		Head of NIC State/ UT Center	Full Power	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time.
		Municipal rates and taxes		Head of NIC State/ UT Center	Full Power	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time.
		Petty Works and Repairs		Head of NIC State/ UT Center	Full Power	In exercising these powers, the provisions of Rules 126 and 133 of GFR, 2005 shall be observed in addition to guidelines issued by NIC Hqrs., from time to time.
		Postal and Telegraphs charges		Head of NIC State/ UT Center	Full Power	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time.
		Printing and Binding		Head of NIC State/ UT Center	Full Power	With the concurrence of IFD Officer at State/UT and subject to ceiling/ restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time.
		Publication		Head of NIC State/ UT Center	Full Power	With the concurrence of IFD Officer at State/UT and subject to ceiling/ restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time.



Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
		Rent – Ordinary office accommodation		Head of NIC State/ UT Center	Full Power	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time, only for occupied space and existing rate of rent. For hiring of new/ additional office accommodation and increase in the existing rate of rent, the proposal will be submitted to NIC Hqrs. for approval.
		Repairs/AMC to and removal of machinery viz., ACs, Franking Machine etc (where the expenditure is not of a capital nature).		Head of NIC State/ UT Center	Rs.5.00 lakhs per annum	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR / GFR provisions / CVC guidelines and as per the instructions issued by Govt. from time to time.
		Rewards, fees, bonus etc. (other than fees or honoraria granted to Government Servant under the Service Rules.		Head of NIC State/ UT Center	Full Powers	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR / GFR provisions/CVC guidelines and as per the instructions issued by Govt. from time to time.
		Outsource Technical and Administrative manpower, Security Services, Housekeeping Services and Drivers.		Head of NIC State/ UT Center	Full Powers 	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR and as per the instructions issued by Govt. from time to time. The expenditure can be incurred only for the extension of previous work orders for same number of outsourced

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
						manpower which have already been approved by the competent authority and keeping in view GFR provisions and CVC guidelines and MoU signed between NIC and State/UT Governments. For additional outsourced manpower, proposal will be submitted to NIC Hqrs. for approval.
		Purchase of Computer consumables (at approved Rates/ Contracts), stationery, rubber stamps and office seals.		Head of NIC State/ UT Center	Rs.15.00 lakhs per annum	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR / GFR provisions / CVC guidelines and as per the instructions issued by Govt. from time to time.
		Purchase of other Stores, i.e. stores required for the working of an establishment, instruments, equipments and apparatus including intercom equipments, calculators, Photo copiers copying machines, franking machines, UPS Batteries etc. , excluding computers		Head of NIC State/ UT Center	Rs.25.00 lakhs per annum	With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR / GFR provisions / CVC guidelines and as per the instructions issued by Govt. from time to time. The purchase can be made against obsolete items duly approved by the Competent Authority keeping in view GFR provisions and CVC Guidelines. For additional requirements proposal will be submitted to NIC Hqrs., for approval.



Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated		Remarks
1	2	3	4	5	6		7
		Supply of uniforms, badges and other articles of clothing etc. and washing allowance		Head of NIC State/ UT Center	Full Power		With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR / GFR provisions / CVC guidelines and as per the instructions issued by Govt. from time to time.
		Purchase of Hardware items including UPS (at approved rates/contracts)		Head of NIC State/ UT Center	Full Power		With the concurrence of IFD Officer at NIC State/UT and subject to ceiling/ restrictions prescribed in DFPR / GFR provisions / CVC guidelines and as per the instructions issued by Govt. from time to time. The purchase can be made against the obsolete items duly approved by the competent authority, at approved rates/ contracts. For purchase of additional items, proposal will be submitted to NIC Hqrs., for approval.
		Fuel/ lubricants for Staff Cars		Head of NIC State/UT Center	Rs.1.00 lakh per annum		With the concurrence of IFD Officer at NIC State/ UT subject to instruction / ceiling prescribed in Staff Car Rules and other instruction issued by Govt. from time to time.
	Rule 13	Miscellaneous Expenditure (Towards refreshment including lunch during meetings/ Seminars/ Conference and Trainings etc.)	Ministry/ Department	(i) One of the officer of the level of DDG, NIC Hqrs (to be nominated by DG, NIC); (ii) Director (GCS) / Joint Director (GCS) and; (iii) Heads of NIC State / UT Centres	<u>Recurring</u> Full powers	<u>Non Recurring</u> Full Powers	With concurrence of AFA, NIC / IFD Officer at NIC State/UT Center and subject to ceiling/ restrictions prescribed in the Schedule VI of DFPR and as per the instructions issued by Govt. from time to time.



Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
1.3	Rule 13	Write off of losses	Ministry/ Department	DG(NIC)	—	—
1.4	Rule 14	Declaration of Head of Office	Ministry/ Department	DG(NIC)	Full powers	With the concurrence of AFA, NIC.
1.5	Rule 18	To incur expenditure on purchase of appliances/ Execution of Civil Works/ Electrical fittings, etc., on the basis of lowest quotations irrespective of the fact whether the expenditure is of Capital/ Revenue nature.	Ministry/ Department	(i) DG(NIC) (ii) Head of concerned Groups in NIC; and Head of NIC State / UT Centers	Up to Rs. 2 Crores (in each case) Upto Rs.10.00 Lakhs (in each case)	With the concurrence of AFA, NIC / IFD Officer at State/UT Center subject to ceiling/ restrictions procedures prescribed in DFPR/GFR Rules 126 and 133 and as per the instructions issued by Govt. from time to time.
1.6	Rule 20	Release of Grants & Loans in respect of projects already approved by the competent authority	Ministry/ Department	DG(NIC)	Upto Rs. 1 (one) Crore	With the concurrence of AFA, NIC upto Rs. 20 Lakhs and above Rs. 20 Lakhs with the concurrences of JS&FA, DeitY subject to recommendations of the Steering Committee / Working Group / PRSG and within approved outlay.
		<u>Escalation</u> i) Project Time		Head of the concerned Group in NIC	<u>Upto 1 (One) years</u> with no cost overrun	Subject to recommendations of the Steering Committee / Working Group / PRSG.
		ii) Project Cost		Head of the concerned Group in NIC	10% of approved project cost or Rs.20 Lakhs whichever is less.	Subject to recommendations of the Steering Committee / Working Group / PRSG and concurrence of AFA, NIC.



Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
1.7	Rule 21	Indents, Contracts & purchase after a project has been approved by the competent authority	Ministry/ Department	DG(NIC)	Full (Subject to restrictions/ ceiling given in Rule 21)	With the concurrence of AFA, NIC / IFD Officer at State/UT Center and subject to ceiling /restrictions prescribed in DFPR under Rule 21 and as per the instructions issued by Govt. from time to time and also subject to recommendations by Group Coordinator of concerned Group and within approved outlay and also compliance of the instructions contained in the GFRs and CVC guidelines on the subject.
				Head of concerned Groups in NIC / Heads of NIC State/UT Centres.	Rs.5.00 Lakhs (in each case)	
1.8		To place orders of not ignoring the lowest quotation or on the basis of single quotation/ limited tender/ orders for proprietary items.	Ministry/ Department	Head of Groups in NIC	-	-



- i) "Contingent Expenditure" means all incidental and other expenditure including expenditure on stores which is incurred for the management of an office, for the working of the Technical Establishment such as laboratory, workshop, industrial installation, store depot, and the like but does not include any expenditure which has been specifically classified as falling under some other head of expenditure, such as "works", "stock", "tools and plants", etc.
- ii) No formal sanction to be issued in the name of the President in case of Recurring & Non-Recurring expenditure upto Rs.2000/- & Rs.5000/- respectively subject to an Under Secretary is declared as Head of Office; otherwise Rs.1,000/- and Rs.5,000/- respectively in each case.
- iii) The contingent powers will be exercised subject to norms / ceilings being followed as approved by competent authorities.
- iv) The exercise of these powers will be subject to restriction/ceilings contained in the DFPR 1978 and GFR, 2005 and other orders issued by the Government of India from time to time.
- v) All other cases beyond the delegated powers will be submitted to the Secretary, DeitY for approval
- vi) **Powers delegated under DFPR will be exercised by the competent authority with the concurrence of AFA, NIC Hqrs., New Delhi / IFD Officer at State / UT Centers keeping in view relevant rules on the subject and MoU signed between NIC and State/ UT Governments. Before concurring any financial proposal for approval of competent authority, AFA/ IFD officer of NIC State/UT Center should ensure the allocation/ availability of funds under the concerned budget head.**

2. GENERAL FINANCIAL RULES, 2005

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
2.1	Rule 264 (1) (2) (3) of GFR 2005	Investigation of Arrear Claims	Ministry/ Department	Head of Office	Full	
2.2	Rule 196 of GFR 2005	Disposal of Obsolete / Unserviceable stores	Ministry/ Department	i) DG(NIC) ii) Head of Group (Infra.) iii) Head of NIC State/UT Centre	Full (Book Value) Upto Rs.1 Crore (Book Value) Upto Rs.20 Lakhs (Book Value)	In consultation with AFA, NIC / IFD Officer at State/UT Center
2.3	Rule 15 (1) & (2) of Compendium of Rules of Advance to Govt. Servant (CRAGS)	a) Advance for purchase of conveyance other than bicycle. b) Advance for purchase of bicycle	Ministry/ Department Ministry/ Department	i) Director (Admn.) ii) Joint Directors/Deputy Director(Adm.) in NIC HQs Section Officer (Adm.)	Full powers for Car Full power for Scooter advance Full powers	Relaxation cases would have to be put up to next level.
2.4	Rule 39,52 & 53 of Compendium of Rules of Advance to Govt. Servants of GFR, 2005	LTC, Pay, Festival Advance etc.	Ministry/ Department	Head of Office/Joint Director/Deputy Director (Adm.) in NIC HQs/Head of NIC State Centres Section Officer (Adm.)	<u>LTC & OTHER ADVANCES</u> Full Powers: Employees drawing Grade Pay of Rs. 2800/- and above Full Powers: Employees drawing Grade Pay less than Rs. 2800/-	
2.5	Rule 85 of Compendium of Rules of Advance to Govt. Servants of GFR, 2005	Advance of TA to non-officials	Ministry/ Department	Head of the concerned Group in NIC HQ/Director (Admn.) HQ / Head of NIC State Centres	Full Powers	Subject to composition of the committee duly approved by the competent authority
2.6	Rule 86 of Compendium of Rules of Advance to Govt. Servants of GFR, 2005	House Building Advance	Ministry/ Department	i) Secretary ii) DG(NIC) iii) DDG (Admin.) / Director (Adm.) iv) Joint Director/Deputy Director (Adm.) in NIC HQs	i) DG(NIC) ii) Scientist-G iii) Scientist-B to Scientist-F and other Group A Officers. iv) Group B and C	



Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
2.7	Rule 275 of GFR, 2005	To fix the amount of security in case of Cashier	Ministry/ Department	Head of the Concerned Group in NIC HQs/NIC State Centres	Full Powers	In consultation with AFA, NIC / IFD Officer at State/UT Center
2.8	Rule 275 & 276 of GFR, 2005	Acceptance of Security and to determine the kind of security	Ministry/ Department	Head of the Concerned Group in NIC HQs/NIC State Centres	Full Powers	In consultation with AFA, NIC / IFD Officer at State/UT Center
2.9	Rule 276 & 277 of GFR, 2005	Custody of Security and security Bonds	Ministry/ Department	Drawing & Disbursing Officer	Full Powers	In consultation with AFA, NIC / IFD Officer at State/UT Center
2.10	Rule 187 of Receipt & Payment Rules	Refund of earnest money deposits/ Bank Guarantee / Security Amount & Performance Guarantee Amount	Ministry/ Department	Head of the Concerned Group in NIC HQs; and Head of NIC State / UT Centres	Full Powers	In consultation with AFA, NIC / IFD Officer at State/UT Center



3. GENERAL PROVIDENT FUND (CENTRAL SERVICES) RULES, 1960

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
3.1	Rule 12	Advance	Ministry/ Department	Secretary DG(NIC) DDG (Admin.)/ Director (Admn.) Joint Director (Admn.)/ Deputy Director (Admn.) Section Officer (Admn.) Head of the NIC State Centres	DG(NIC) Scientist-G Scientist-B to Scientist-F and other Group A Officers Group B Group C Full powers in respect of employees working under them	Cases will be put up to Secretary requiring relaxation of rules Advance for purposes other than those specified under Rule 12 to the extent of 90% of the balance of the GPF accumulations at the credit of the subscriber.
3.2	Rule 15 & 16 A	Withdrawals permissible from the fund and conversion of advance into withdrawals	Ministry/ Department	Secretary DG(NIC) DDG(Admin.) / Director (Admn.) Joint Director (Admn.)/ Deputy Director (Admn.) Head of the NIC State Centres	DG(NIC) Scientist-G Scientist-B to Scientist-F and other Group A Officers Group B and Group C Full powers in respect of employees working under them	Cases will be put up to Secretary requiring relaxation of rules. Withdrawals upto 90% of the balance of accumulations at the credit of the subscriber subject to other conditions prescribed under Rule 15 & 16 in this regard.



4. FUNDAMENTAL RULES

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
4.1	Rule 46	i) Grant of permission to receive honorarium/fee from outside agencies (both Govt. and non-Govt.)	Ministry/ Department	(i) DG(NIC)	Full powers *	* To the extent powers delegated to Ministry/ Department. To be exercised with the concurrence of AFA, NIC.
				(ii) Head of concerned Group in NIC HQ/NIC State Centres	Upto Rs. 2500/- (in respect of officers/staff under the respective Head of concerned Group /Centre)	
				iii) Joint Director (Admn.)/ Deputy Director (Admn.)	Upto Rs. 500/- (in respect of Group B & C and staff working in Admn.)	
		ii) Sanction of Honorarium/ fee, in case where scale has been prescribed, such as, verbatim record of proceedings, examination, test fees, etc.	Ministry/ Department	(i) DG(NIC)	Full powers *	
				(ii) Head of concerned Group in NIC HQ/NIC State Centres	Upto Rs. 2500/- (in respect of officers/staff under the respective Head of concerned Group /Centre)	
				iii) Joint Director (Admn.)/ Deputy Director (Admn.)	Upto Rs. 500/- (in respect of Group B & C and staff working in Admn.)	
		iii) Payment of Honorarium not covered by (ii) above	Ministry/ Department	Head of concerned Group in NIC HQ/NIC State Centres	Upto Rs. 2500/- (in respect of officers/staff under the respective Head of concerned Group /Centre)	

5. THE CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
5.1	Rule 18	Purchase and Sale of immovable, moveable and valuable property.	Ministry/ Department	i) Secretary	DG(NIC)	
				ii) DG(NIC)	Scientist-G	
				iii) DDG(Admin.) / Director (Admn.)	Scientist-B to F and other Group A Officers	
				iv) Joint Director/Deputy Director (Admn.)	Group B and C Officers	



6. MEDICAL ATTENDANCE RULES, 1944

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
6.1		Reimbursement of medical expenses in relation of Medical Attendance Rules and condonation of delay in submission of medical claims	Ministry/ Department	Permission for taking Treatment in a Referral Hospital for tests/ Treatment/procedure for CGHS beneficiaries and under AMA Rules Director (Admn.) or DS/Joint Director (Admn.) posted in place of Director (Admn.) / Head of State NIC Centre	Full Powers as delegated to Ministries	
			Ministry/ Department	Permission/settlement of claim for emergency cases, ex-post facto approvals, and Relaxation of Rules Director (Admn.) or DS/Joint Director (Admn.) posted in place of Director (Admn.) / Head of State NIC Centre	Full Powers as delegated to Ministries	
			Ministry/ Department	Settlement of medical claims for Rs.10,001/- and above as per rates approved by the CGHS and AMA Rules Director (Admn.) or DS/Joint Director (Admn.) posted in place of Director (Admn.) / Head of State NIC Centre	Full Powers as delegated to Ministries	If the claim admissible exceed Rs. 2 lakhs, the consultation of AFA, NIC is required.
			Ministry/ Department	Settlement of medical claims upto Rs.10,000/- as per rates approved by the CGHS and AMA Rules Joint Director (Admn./Head of NIC State Centre	Full Powers as delegated to Ministries	
6.2		Appointment of AMA under Medical Attendance Rules	Ministry/ Department	Joint Director (Admn.) / Head of NIC State Centre	Full power as delegated to Ministries	



ANNEXURE - II

LEAVE

Sanctioning of Leave

		Sanctioning Authority	
Sl. No.	Class of Officers	Casual Leave	Earned Leave
1.	DG(NIC)	Secretary	Secretary
2.	Head of Groups in NIC HQ and Head of NIC State Centres	DG(NIC)	DG(NIC)
3.	i) Group A Officers	Head of Group in NIC HQ and Head of NIC State Centres	Head of Groups in NIC HQ / Head of NIC State Centres
	ii) Group B Officer (Gazetted)	Officer(s) nominated by the Head of the Group in NIC HQ / Head NIC State Centres	Officer(s) nominated by the Head of the Group in NIC HQ / Head NIC State Centres
	iii) Other Staff (non Gazetted)	Section Officer/Accounts Officer/ Pay and Accounts Officer / Officer(s) nominated by the Head of Group in NIC HQ / Officer nominated by Head NIC State Centre	Section Officer/Accounts Officers/ Pay and Accounts Officer / Officer(s) nominated by the Head of Group in NIC HQ / Officer nominated by Head NIC State Centre



ANNEXURE-III

STATEMENT OF CONTROLLING OFFICER FOR THE PURPOSE OF TA/DA

S.No.	Officer/Class of Officer	Controlling Officer
1.	DG(NIC)	Self
2.	DDG	Self
3.	Senior Technical Director	Self
4.	Technical Director	Self
5.	Director (Admn.) / Director (Pers)	Self
6.	State Informatics Officers / Head of State Centres	Self
7.	Financial Adviser	Self
8.	Additional Financial Adviser	Self
9.	Pay & Accounts Officer	Additional Financial Adviser
10.	Joint Director / Under Secretary / Deputy Director (Personnel & Administration Division)	Head of the concerned Group/Division
11.	Section Officer and equivalent and other staff (Personnel & Administration Division)	Branch Officer
12.	All Gazetted Officer	Head of the concerned Group in NIC HQ / Head NIC State Centre
13.	Other Staff	Deputy Director / Officer nominated by Head of concerned Group NIC HQ / Head NIC State Centre
14.	Officer/Staff of State Centres	State Informatics Officer
15.	ADIOS/DIAs of district Centres and other staff posted in District Centres	DIOs of respective District



ANNEXURE - IV

GRANT OF OVERTIME ALLOWANCE

S.No.	Section/Category	Limit of OTA	Authority to allow OTA
1	Staff of DG(NIC)/DDG's Office	On the basis of actual over time put in subject to a limit of ½ of emoluments.	Dy. Director/PS to DG(NIC)/DDG
2	PAs/Stenographers/Staff attached to the officers of the rank of Joint Director & above	25 hours per individual per month	Officer concerned
3.	Staff working in sections and Technical Divisions.	40 hours for entire staff of a section taken together. However, during Parliament sessions, the staff of Parliament and Hindi Section may be allowed OTA for actual overtime put in by them subject to a ceiling of 1/3rd of emoluments per individual.	Head of the concerned Group in NIC HQ./Head, NIC State Centre
4.	Caretaker/Security Supervisor-cum-Caretaker	On the basis of actual overtime put in subject to the ceiling of 1/3rd of emoluments	Head of the concerned Group in NIC HQ./Head, NIC State Centre
5.	Sr. Reprographer/Reprographic Machine Operator/ Telex Operator	i) On the basis of actual overtime put in by them subject to a limit of 40 hours to each per month. ii) During Parliament Sessions, they may be allowed OTA upto a limit of 1/3rd of the emoluments.	Head of the concerned Group in NIC HQ./Head, NIC State Centre
6.	Staff Car Drivers	As per Government orders.	Head of the concerned Group in NIC HQ./Head, NIC State Centre
7.	Despatch Rider	i) 50 hours per month when Parliament is not in session ii) 100 hours per month when Parliament is in session, subject to the ceiling of 1/3rd of his emoluments.	Head of the concerned Group in NIC HQ./Head, NIC State Centre
8.	Farash / Chowkidar	On the basis of actual over time put subject to the limit of 1/3rd of his emoluments (including Sunday/Holidays)	Head of the concerned Group in NIC HQ./Head, NIC State Centre



No. 1(6)/2014-Pers.
Government of India
Ministry of Electronics & Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodhi Road, New Delhi-110003

Dated: 27th July, 2017

OFFICE ORDER

Subject: Delegation of Powers in the National Informatics Centre (NIC), MeitY

In continuation of Office Orders of even number dated 19.01.2016 and 28.09.2016, the following additions/amendments are made:


Sl. No.	Rule	Nature of Power	Authority prescribed in the rule	Authority who will exercise the power in NIC	Extent of power delegated	Remarks
1	2	3	4	5	6	7
1.2	Rule 13	Contingent Expenditure towards procurement of laptops.	Ministry / Department	Director General, NIC	Upto Rs. 100 lakhs per annum	Powers delegated to Secretary (MeitY) in terms of Ministry of Finance O.M. F.No.8(64)/2016-E.II(A) dated 27.09.2016 shall be exercised by Director General, NIC with concurrence of AFA, NIC upto Rs.100 Lakhs per annum subject to other conditions being fulfilled as per MoF O.M. dated 27.09.2016.

2. This issues with the approval of Department of Expenditure (MoF) vide I.D. No. 9(5)/2016-E.II(A) dated 11.07.2017.


(O.P. Wadhwa)
Joint Director (Pers.)

Copy to:

1. PAO, NIC New Delhi
2. Principal Director of Audit (Post and Telecommunication), Shamnath Marg, Civil Lines, Delhi-110054
3. AS&FA, MeitY, New Delhi
4. Addl. F.A., NIC Hqrs., New Delhi
5. All SIOs/IFD Officers at NIC State/UT Centres
6. Sr.PPS to Secretary/ Staff Officer to Secretary, MeitY
7. OSD to DG (NIC)
8. Internal Purchase / Stores / Project Support Section
9. Integrated Finance Division, MeitY
10. O&M Division, MeitY
11. Vigilance Unit, NIC Hqrs., New Delhi
12. CPIO, NIC for uploading on RTI Portal/ NIC website
13. All Heads of Groups (NIC)
14. All Sections/ Divisions at NIC Hqrs., New Delhi
15. Guard File


(O.P. Wadhwa)
Joint Director (Pers.)