

Dated: 14.01.2016

No.1/59/2006/Admn./CIC

OFFICE MEMORANDUM

In pursuance of delegation of financial power of a Department of the Central Government to the Chief Information Commissioner vide DoPT 's letter No. 4/26/2007-IR dated 28th July, 2015 and under the provision contained in Rule 13(2) and 14 of the Delegation of Financial Power Rules 1978, Joint Secretary (P&B) and Dy. Secretary (GA), CIC are declared as the "Head of Department" and Head of Office respectively for incurring Contingent and Miscellaneous Expenditure as per Annexure 'A' with immediate effect.

2. These delegated powers shall be exercised keeping in view Rules and Regulations as laid down in Annexure to Schedule V and Schedule VI of Delegation of Financial Powers Rules, 1978 and also as per the provisions of GFR 2005 and other rules and regulations in force from time to time.

3. This issues with the concurrence of IFA to CIC vide Diary No.61 dated 08/01/2016 and approval of Chief Information Commissioner vide Diary No.18/CIC/16 dated 13/01/2016.

Shanti Priye Beck
(Shanti Priye Beck) 14.01.16
Joint Secretary (Admn.)

To: Concerned Officers.

Copy for information to:-

1. PPS to CIC.
2. PPS to ICs for information of ICs.
3. PS to Secretary, CIC.
4. PS to AS, CIC.
5. Controller of Accounts (IFA to CIC), Ministry of PPG&P, Lok Nayak Bhawan, New Delhi.
6. Shri A.C. Patel, JS(P&B), HoD.
7. JS(Admn.)/JS (M& R)/ JS(Law).
8. Registrar(Consultant).
9. Pay & Accounts Officer, CAT, 1st Floor, AGCR Building, New Delhi.
10. Sh. S.K. Rabbani, DS (GA) & H.O.O.
11. All Deputy Secretary / Deputy Registrar
12. DDO / Cash Section / Financial Accountant / RTI Cell / CR / DAK Section / Library / Record Section
13. R. Malik, Scientist -D, NIC with a request to upload the office order on CIC Website.
14. Personal file/Guard file.

ANNEXURE 'A'

Sl. No.	Item of Expenditure	Power Delegated			
		Head of Office (HoO)		Head of Depart(HoD)	
1.	Contingent Expenditure (Sch-V) and Miscellaneous expenditure(Sch- VI)	Recurring Rs 10,000 in each case	Non-Recurring Rs 20,000 in each case	Recurring Rs 2 Lakhs in each case	Non-Recurring Rs 10 lakhs in each case
2.	Statutory Payments & Personal Claims such as reimbursement of tuition fees, briefcase charges telephone bills/ claims, newspapers / magazines charges, conveyance, entertainment charges and orderly charges to Information Commissioners	Full Power			
3.	Rent for Office Accommodation			Full Power	
4.	Postal and Telegraph Charges	Full Power		-	
5.	Electric, Gas & Water Charges	Full Power		-	
6.	Maintenance of Office Building	-		Full Power	
7.	Medical Reimbursement	Upto to Rs.2000/- for OPD and Rs. 5000/- for IPD		Full Power	
8.	Expenditure incurred for hiring of taxi for official use	-		Full Power	
9.	Payment to the Outsourced staff/Consultants/Legal staff/Housekeeping staff	-		Full power	
10.	Advances / Withdrawal of G P fund amount as per GPF Rule	Full Power		-	
11.	Recoupment of Imprest Account	Full Power		-	

Dr. P. Ram
14.01.16