

F.No.: 1/59/2006/Admin/CIC
केन्द्रीय सूचना आयोग
Central Information Commission
बाबा गंगनाथ मार्ग, मुनिरका / Baba Gangnath Marg, Munirka
नई दिल्ली, New Delhi - 110067

New Delhi, the 30 January, 2020

OFFICE MEMORANDUM

In supersession of this Office OM No. Admn-21022/11/2018-ADMN-CIC dated 25.10.2018 and in pursuance of decision taken in the Commission meeting held on 09.10.2018, and under the provision contained in Rule 13(2) and 14 of the Delegation of Financial Power Rules 1978, it has been decided that the senior most Joint Secretary in service will function as Link Officer in the absence (on leave/training/tour, etc.) of Additional Secretary, CIC for the purpose to act as the Head of Department (HOD) to exercise administrative and financial powers for incurring Contingent and Miscellaneous Expenditure as per attached Annexure 'A' and also as the First Appellate Authority (FAA).

2. In case no Additional Secretary is posted, the senior most Joint Secretary in service shall be the Head of Department to exercise administrative and financial powers for incurring Contingent and Miscellaneous Expenditure as per attached Annexure 'A'.
3. These delegated financial 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 General Financial Rules (GFR) 2005 and other rules and regulations in force from time to time.
4. This has the approval of Competent Authority.


(Rahul Rastogi)

Joint Secretary (Admn)

Copy to:

1. PPS to ICs
2. PPS to Secretary, CIC
3. PA to Addl. Secretary.
4. JS (Admn)/JS (MR)/JS (Law)/ JS (P&B)/ Registrar (Consultant).
5. All Deputy Secretaries/Dy. Registrars/Designated officers.
6. PAO (CAT), CIC, Old JNU Campus, New Delhi
7. RTI Cell/CR/Dak Section/Library/DDO/Legal Cell/Record Room/Cash Section
8. Concerned task holders
9. Guard File

1/59/2006/Admin/CIC

Dated: 30.01.2020

S. No.	Item of Expenditure	Power Delegation			
		Head of Office (HoO)		Head of Department (HOD)	
1	Contingent Expenditure (Sch-V) and Miscellaneous Expenditure (Sch-VI)	Recurring	Non-Recurring	Recurring	Non-Recurring
		Rs. 10,000 in each case	Rs. 20,000 in each case	Rs. 2 Lakhs in each case	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 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 GP Fund amount	As per GPF Rules		As per GPF Rules	
11	Recoupment of Imprest Account	Full Power		-	
12	Expenditure on domestic help -reg. post retirement benefits to CICs/ICs	Full Power		-	