



रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी 781171 -
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI- 781171

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भाग-1 का.आ. सं./Part-I O.O. No. 11

दिनांक/Dated: 06/08/2020

विषय/Sub.: वित्तीय व अन्य शक्तियों का प्रत्यायोजन /-DELEGATION OF FINANCIAL AND OTHER POWERS.

In exercise of the powers conferred in the Rule 14 and Rule 16 of Delegation of Financial Powers Rule, 1978, the undersigned hereby delegates the under mentioned financial and other powers to Shri N. K. Biswas, IDAS, Dy. Controller to be exercised on his behalf and appoints him as Cash Officer with immediate effect under the provisions of Para 98 OM Vol-I for the Main office of CDA Guwahati till further order.

FINANCIAL POWERS

I Power to sanction advance and other personal claims:

- Sanction of GPF advance under Rule 12(i) and (ii) of GPF Rules (Except IDAS Officers)
- Sanction of final withdrawal of GPF (except IDAS officers)
- Sanction of Medical advance (except IDAS officers)
- Sanction of payment of 10 (ten) days leave encashment on LTC upto AAO level.
- Countersignature of travelling allowance on transfer/ tour/LTC (Except IDAS officers)
- Sanction of payment of accumulation in CGEGIS in respect of all employees (Except IDAS officers)
- Sanction of payment of encashment of EL at the time of retirement / death in r/o all employees upto AAO level.
- Signing of papers related to Pension cases and all terminal benefits (except IDAS officers).

II Power to sanction contingent and miscellaneous expenditure as under:

(a) <u>Contingent Expenditure / Advance</u> i. Recurring ii. Non-recurring iii. Procurement of items through GeM after obtaining approval of CDA.	Rs. 10,000/- in each case Rs 10,000/- in each case. Rs. 50,000/- in each case.
(b) <u>Petty Works and Repairs</u> i. Recurring ii. Non-recurring (Schedule No. V of DFP Rule 1978)	Rs. 5,000/- in each case Rs 10,000/- in each case.
(c) <u>Printing and Binding</u> Petty printing and Binding job through private parties	Upto Rs. 5,000/-
Note: i. The job should be emergent and unforeseen. ii. The monetary limit includes cost of paper.	
(d) The local purchase of petty stationery items – Rs.5000/-.	
(e) Non-recurring contingent expenditure for service labels upto Rs.15000/- in each case.	

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III. ADMINISTRATIVE POWERS

9. Countersignature of the following types of claims upto SAO level
 - a) Medical Claim
 - b) TA/ DA Claim
 - c) LTC Claim
 - d) CEA / Hostel subsidy Claim
10. Sanction of leave upto AAO level of respective section.
11. To accord permission for sale/ purchase of movable/ immovable property in r/o employees upto AAOs.
12. Acceptance of family details/ other nomination upto AAO level.
13. To accord permission for appearing in competitive exams outside the department in respect of employees upto AAOs.
14. To issue NOC for passport applications in respect of all employees upto AAO level.
15. To accord approval for release of all types of security deposits.
16. Provisional pay and allowances of DAD officers & staff (Except IDAS officers).

- Note:
1. When Shri N. K. Biswas, IDAS, Dy.CDA (AN) proceeds on leave or Ty. Duty, the financial and other powers delegated to him as above under the provisions of DFP Rule 1978 will be exercised by Shri N. R. Biswas, IDAS, Jt.CDA.
 2. Cases pertaining to doubtful or unusual nature will be put up to CDA for orders.
 3. Delegated powers shall be exercised keeping in view the Canons of Financial propriety and as per the Rules, orders and scales on the subject.
 4. Exercise of financial power is also subject to availability of funds under relevant heads.

This supersedes this office Part-I O.O. No. 18 Dated 25/11/2019.


प्राधिकार/ Auth.: DFP Rules, 1978 and Office Note of even No. dated 05/08/2020.

फाइल सं/ File No. AN/I/Delegation/ DAD /Vol-VI

- Sd/-
(आर.एन. बिस्वास / R. N. Biswas)
नियंत्रक/ CONTROLLER

वितरण/ Distribution:

1. The CGDA, Ulan Batar Road, Palam, Delhi Cantt.- 110010.
2. The PCDA (P) Allahabad, Draupadighat, Allahabad.
3. The CDA (Funds) Meerut.
4. All GOs in MO CDA Guwahati
5. Shri N. K. Biswas, IDAS, DCDA, MO CDA Guwahati
6. The officer-in-charge, AN-1A, AN-1B, AN/II (GF-I & II), AN-III, AN-IV, AN-V, ORs Cell, Hindi cell, O& M Cell, CDA Secretariat (Local)
7. Part-II O.O. File/ P.C. File
8. Subject File / Spare
9. The Officer-in-charge, IT&SW (Local) - For uploading in the official website.


(एन. के. बिस्वास / N. K. Biswas)
उप नियंत्रक (प्रशा)/ Dy. Controller (AN)