

Antariksh Bhavan,  
New B.E.L Road,  
Bengaluru - 560 231

January 28, 2016

**OFFICE MEMORANDUM**

Subject: **DOS Book of Financial Powers, 2016 (Fifth Edition)** – reg.

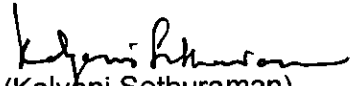
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Considering the facts that many provisions in the **existing DOS Book of Financial Powers, 2003 (Fourth Edition)** have been amended by issue of various orders of DOS from time to time, Government of India had amended General Financial Powers (GFR), 1963 & brought out revised version as **GFR, 2005** and the Ministry of Finance (MoF) in 2014 have revised the Delegation of Financial Powers, the Department had constituted a Committee to review the **existing DOS Book of Financial Powers, 2003 (Fourth Edition)**. The Report of the Committee has been examined by the Department in consultation with Member for Finance, Space Commission and the revised DOS Book of Financial Powers was also placed before the 134<sup>th</sup> Space Commission meeting held on 21<sup>st</sup> December, 2015. The Member for Finance, Space Commission had concurred with the proposal of the Department.

2. As the provisions contained in the **revised DOS Book of Financial Powers** are as per the extant instructions of the MoF on delegation of Financial Powers and provisions contained in GFR, 2005, the Space Commission in its 134<sup>th</sup> meeting held on 21<sup>st</sup> December, 2015 had noted the contents brought out in the status report submitted by the Department.

3. Accordingly, 4<sup>th</sup> Edition of the Book of Financial Powers of DOS has been edited & released as **DOS Book of Financial Powers, 2016 (Fifth Edition)**. **These Rules are uploaded in the DOS/ISRO HQ Intranet for strict compliance by DOS/ISRO Centres/Units/Projects.** These Rules are also being printed in diglot format for easy reference. Wherever any doubt arises as to the interpretation of any of the provisions of these Rules, the matter shall be referred to the Department of Space for clarification.

4. **The revised DOS Book of Financial Powers, 2016 (Fifth Edition) comes into effect from 1<sup>st</sup> February, 2016.**

  
(Kalyani Sethuraman)  
Director (Budget)

To:

As per attached distribution list.

# **BOOK OF FINANCIAL POWERS**



सत्यमेव जयते

**GOVERNMENT OF INDIA**

**DEPARTMENT OF SPACE**

**FIFTH EDITION**

**2016**

## PREFACE

The 'Book of Financial Powers' of the Department of Space (DOS) is a compendium of general provisions and financial provisions to be followed by DOS/ISRO Centres/Units/Projects while dealing with the matters of financial nature.

2. The 'Book of Financial Powers' was first issued in the year 1975. Second, third and fourth editions of the 'Book of Financial Powers' were issued in 1982, 1989 & 2003 respectively. Over the last thirteen years, many of the provisions in the 'Book of Financial Powers' have been amended by issue of various orders by DOS from time to time. In addition, many of the existing rules in the Book of Financial Powers had also become redundant. The Government of India had also amended the General Financial Rules (GFRs), 1963 and brought out revised version as 'General Financial Rules (GFRs), 2005'. These developments necessitated the Department to constitute a Committee to review the existing 'Book of Financial Powers, 2003'.

3. The Committee under the able leadership of Director (Budget), DOS and its active Members had comprehensively reviewed the existing 'Book of Financial Powers, 2003' and submitted a Report to the Department, which has been duly approved by the Member for Finance, Space Commission. Considering the fact that the provisions contained in the proposed revised DOS Book of Financial Powers are as per the extant instructions of the Ministry of Finance on delegation of financial powers and provisions contained in GFRs, 2005. The Space Commission in its 134<sup>th</sup> meeting held on 21<sup>st</sup> December, 2015 had noted the contents brought out in the status report submitted by the Department.

4. Accordingly, the 5<sup>th</sup> Edition of the 'Book of Financial Powers, 2016' of DOS has been edited. These rules are being printed in diglot format for easy reference.

5. It is expected that DOS 'Book of Financial Powers, 2016' will provide clarity about the provisions/rules and also greater flexibility to Officers in transacting Government Business while equally ensuring accountability commensurate with the responsibility at different levels of Government.

6. Finally, I would like to place on record the excellent work done by the Committee constituted for review of DOS 'Book of Financial Powers, 2003' and Director, CEPO, Associate Director, BEA and Director, PP&PM who gave valuable inputs and in particular Shri. K.Hariharan, Under Secretary (Budget), DOS and Shri. M.Mohammudh Ali, Assistant of Budget Division for carrying out exacting exercise.

आ सी किरण कुमार

(A.S.Kiran Kumar)

Secretary to the Government of India  
Department of Space

Bengaluru,  
January 28, 2016.

**GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE**

Antariksh Bhavan,  
New BEL Road,  
Bengaluru – 560 231.

January 28, 2016

**ORDER**

Under Article 77 of the Constitution of India and in pursuance of Article 8 of the Resolution of the Government of India setting up the Space Commission, the President is pleased to direct that the exercise of financial powers in the Department of Space shall be in terms of the provisions contained in the attached Book of Financial Powers, 2016 (Fifth Edition).

  
(A. VIJAY ANAND)  
Additional Secretary

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## **INTRODUCTION**

While under the Allocation of Business Rules, 1961, the powers to issue financial sanctions relating to Ministries of the Government of India, beyond their delegated powers are generally vested in the Department of Expenditure (Ministry of Finance), the Department of Space (DOS) is empowered under the same rules to issue its own financial sanctions. Such sanctions are issued with the concurrence of the Member for Finance, Space Commission, who is ex-officio Secretary for Finance in the Department of Space. In other words, the Department of Space, like the Department of Atomic Energy (DAE), is provided with an in-built machinery for expenditure control. Recognizing this position in relation to DAE, the Department of Expenditure, Ministry of Finance, which has issued rules relating to the Delegation of Financial Powers (DOFPRs) under the authority vested in it by the Allocation of Business Rules has specifically excluded DAE from the application of DOFPRs. The position of DOS, which has inherited the powers of DAE, being identical, DOFPRs as such are inapplicable to it.

2. However, in 1961, Government approved of an arrangement whereby, without reference to the Member for Finance, DAE could exercise powers equal to those delegated to certain other Ministries under DOFP Rules 1958, as enhanced by special orders issued in September 1961 and without prejudice to DAE's right to exercise any additional powers already vested in it under other orders. These additional powers inter-alia included:

- (a) the authority to execute civil works, purchase, stores and stationery and make arrangements for its own printing and binding without the employment of outside agencies, e.g., CPWD, DGS&D, etc.,
- (b) flowing from the above right, the authority to exercise powers equal to those delegated to the Ministry of Works and Housing in regard to the conclusion of contracts for the purchase of stores, equipment, etc.,
- (c) powers delegated to DAE from time to time with the concurrence of the Member for Finance.

3. The Department of Space, when it spun off from DAE in 1972, inherited these powers.



4. The “Book of Financial Powers” of the Department of Space is an attempt to codify the powers and practices it has inherited from DAE and those which have developed since it was set up as a separate entity, taking the opportunity to introduce a few further changes which in the light of experience have been found to be necessary or desirable, in some areas. The title reflects the special position of DOS, which, with its in-built machinery for expenditure control, may exercise full financial powers, which most other Ministries may do only with the concurrence of the Department of Expenditure. In such an arrangement, the delegation of powers to the Department of Space by an external authority does not arise. All that would be necessary is to promulgate rules specifying the levels up to which DOS may exercise powers without reference to Member for Finance, Space Commission (MF, SC) and those beyond which MF, SC’s concurrence would be necessary. This is broadly the philosophy underlying the “Book of Financial Powers”. In determining the levels referred to above, the scope of the delegations made by the Department of Expenditure to other Ministries in 1962, 1968, 1978, 2002 and 2014 and thereafter have also been taken into account to the extent they suit the requirements of the Department of Space.

5. The principles to be followed and procedural requirements to be fulfilled by DOS in the exercise of its powers are outlined below:-

#### **Pre-Budget and Post-Budget Sanctions**

6.1 The time scheduled for formulation of Budget proposals should be closely adhered in order to allow sufficient time for examination by MF, SC and for any subsequent discussions with the Department of Expenditure from the ways and means angle. Every effort should also be made by the Department to refer proposals to MF, SC in such detail as determined jointly by Secretary, DOS and MF, SC, for examination before inclusion in the Budget well ahead of the submission of the Budget.

6.2 Where this is not practicable, lumpsum provisions may be made in the Budget. Such provisions should as far as possible be based on a realistic assessment of the expenditure likely to be incurred during the year. They should not ordinarily be merely token provisions. In cases in which lumpsum provisions are made, the amounts will not be available to the Department for the issue of expenditure sanctions until the schemes have been accepted by the MF, SC.

#### **Arrangements for Internal Finance**

7.1 Arrangements should be made by Secretary, DOS for competent internal financial control. Heads of large Constituent Units and heads of large Projects of the Department should also, where necessary, be assisted in the exercise of their financial powers by competent Internal Financial Advisers. The creation of the posts of such Internal Financial Advisers shall be at the discretion of Secretary, DOS.

7.2 Internal finance functions are described in the Appendix to this Book.

### **Work-Study Units**

8. For control over the growth of establishments, it is essential that the Department of Space should set up competent work-study units. The power to create posts laid down in this Book shall be exercised by the competent authorities on the basis of the recommendations of adhoc or standing Committees set up by the Department of Space or by heads of Constituent Units. These Committees will be assisted by work-study units appointed with the approval of the Department of Space. The category of posts, if any, that may be exempted from this requirement will be notified by the Secretary, DOS from time to time. The manner in which work-studies should be conducted in relation to various categories of posts will be regulated by orders issued from time to time by the Department of Space.

### **Creation of Posts**

9. Secretary, DOS, may issue orders from time to time indicating the categories of posts for the creation of which his personal orders should be obtained.

### **Re-delegation of powers**

10. It is Government's policy that Administrative Ministries should delegate to the maximum extent administrative and financial powers to their subordinate authorities with due regard to their respective levels of responsibilities. The Department of Space may, therefore, redelegate its powers to its Constituent Units even in full where justified, provided that in no case the powers so delegated exceed its own powers. The Department should constantly review the adequacy of financial powers delegated to Constituent Units.

### **Miscellaneous expenditure**

11. In exercising the power to sanction unusual Contingent and Miscellaneous expenditure, due care should be taken to restrict the growth of expenditure on new lines or on new types of expenditure.

### **Reports and Returns**

12. To enable the MF, SC to exercise a broad control over expenditure sanctioned and incurred under this scheme, the Department of Space should furnish to MF, SC such reports and returns in such detail and periodicity as MF, SC, in consultation with Secretary, DOS, may prescribe.

# BOOK OF FINANCIAL POWERS

## 1. GENERAL

- 1.1 These Rules may be called DOS Book of Financial Powers Rules, 2016.
- 1.2 These Rules come into effect from 01.02.2016.
- 1.3 These Rules are issued on behalf of the President by the Department of Space with the concurrence of the Member for Finance, Space Commission.
- 1.4 The Department of Space, with the concurrence of the Member for Finance, Space Commission, may, at any time, by amendment of these rules, revise any provision under these rules. Notwithstanding anything contained in these rules, the Department of Space may, with the concurrence of Member for Finance, by general or special order, relax any provision of these Rules.
- 1.5 The exercise of the powers delegated under these Rules shall be subject to the principles and procedures laid down in the General Financial Rules, 2005, as amended from time to time, except to the extent these principles or procedures have been modified under these Rules.
- 1.6 ***Removal of doubts:***  
Where a doubt arises as to the interpretation of any of the provisions of these Rules, the matter shall be referred to the Department of Space for clarification.

## 2. DEFINITIONS

In these Rules, unless the context otherwise requires :-

- (a) 'Appropriation' means the assignment of funds to meet specified expenditure, provision for which has been made in a primary unit of appropriation;
- (b) 'Commission' means the Space Commission;
- (c) 'Constituent Unit' means a Centre or Unit or Project under the direct administrative control of the Department of Space;

- (d) 'Contingent Expenditure' means all expenditure including Office expenses, rents, rates & taxes, publication, publicity expenses, stores & equipments and other similar expenditure incidental to the management of an Office or for the working of a technical establishment, such as laboratory, workshop, industrial installation or stores-depot but does not include any expenditure which has been specifically classified as falling under some other Head of expenditure such as 'Works', 'Suspense', 'Machinery & Equipment' and 'Tools & Plants'.
- (e) 'Consolidated Fund of India' means Fund established under Article 266(1) of the Constitution of India;
- (f) 'Contingency Fund' means the Fund established under the Contingency Fund of India Act, 1950, in terms of Article 267(1) of the Constitution;
- (g) 'Finance Ministry' means the Ministry of Finance of the Central Government;
- (h) 'Head of Department' means an authority declared as such by Secretary, Department of Space in accordance with Rule 3.2.4;
- (i) 'Head of Office' means a Gazetted Officer declared as such under Rule 3.2.5;
- (j) 'Major Works' means (i) all new constructions (ii) all types of additions, alterations and special repairs to the existing/newly acquired assets for value addition (costing more than ₹25.00 lakhs) (iii) major replacements or remodelling of the existing structure or installation or other works for value addition costing more than ₹25.00 lakhs;
- (k) 'Member for Finance' means Member for Finance, Space Commission, who is ex-officio Secretary to the Government of India in the Department of Space for Finance;
- (l) 'Minor Works' means works other than Major Works defined in 2(j) under Revenue Section subject to the condition that all new constructions irrespective of the value of the Minor Work should follow the due procedures stipulated for Major Works;
- (m) 'Miscellaneous expenditure' means all expenditure other than the expenditure falling under the category of pay & allowances of Government servants, leave salary, pensions, contingencies, grant-in-aid, contributions, works, tools & plants and the like;

- (n) 'New Service' means expenditure arising out of a new policy decision not brought to the notice of the Parliament earlier including new activity or a new form of investment;
- (o) 'New Instrument of Service' means relatively large expenditure arising out of important expansion of an existing activity;

**Note:GOI decisions issued under Rule 10 of Delegation of Financial Powers Rules, 1978 shall apply.**

- (p) 'Non-recurring Expenditure' means expenditure other than recurring expenditure;
- (q) 'Primary unit of appropriation' means a primary unit of appropriation as defined in Rule 4.1.2of **DOS Book of Financial Powers**;
- (r) 'Recurring expenditure' means the expenditure which is incurred at periodical intervals;
- (s) 'Re-appropriation' means the transfer of funds from one primary unit of appropriation to another such unit;
- (t) 'Schedules' means the Schedules appended to these Rules, as amended from time to time;

### **3. PRINCIPLES RELATING TO :**

#### **3.1 *Exercise of delegated and non-delegated powers:***

The powers under these rules are vested in the Department of Space, may be exercised by it without reference to the Member for Finance, subject to the observance of principles & procedures laid down in these Rules. The powers of Government which are not hereby vested in the Department of Space may be exercised by it with the concurrence of the Member for Finance, provided approval of the Space Commission is obtained for proposals or policies which under its Rules of Business requires its approval.

#### **3.2 *Re-delegation of powers***

- 3.2.1 The powers vested under these rules in the Department of Space may, by order, be re-delegated by it to the extent considered necessary, but not exceeding its own powers, to the Heads of Department and/or to other Senior Officers in-charge of Constituent Centres/Units or major Projects with due regard to their levels of responsibilities.

3.2.2 The Officers to whom powers have been so re-delegated may, by order, authorize Gazetted Officers serving under them to exercise their powers on their behalf to the extent specified in the order but not exceeding its own powers. The Officers re-delegating their powers shall, however, be generally responsible to ensure that the Officers to whom they have re-delegated their powers exercise them with due regard to correctness, regularity and propriety.

3.2.3 The exercise of powers re-delegated under Rule 3.2 shall be subject to the observance of such principles and procedures as may be laid down by the re-delegating authority.

#### 3.2.4 **Head of the Department**

Secretary, Department of Space, may declare any Officer in DOS/ISRO Centres/Units/Projects as Head of the Department subject to observance of the following guidelines:-

- (a) The Officer should be Head of an identifiable organisation/Unit/Project;
- (b) The minimum of the pay band and grade pay of the Officer should not be lower than that of a Deputy Secretary to the Government of India.

(A list of Officers of DOS/ISRO Centres/Units/Projects declared by the Secretary, DOS as Head of the Department is given as Schedule – I)

#### 3.2.5 **Head of Office**

Secretary, Department of Space or a Head of Department may declare any Gazetted Officer subordinate to him/her as Head of Office for the purpose of these Rules. Generally, not more than one Gazetted Officer may be declared as Head of Office, unless there are two or more distinctly separate establishment under a Head of Department, in which event one Gazetted Officer in each such establishment may be declared as Head of Office.

### 4. **APPROPRIATIONS, RE-APPROPRIATIONS & ALLOTMENT OF FUNDS:**

#### 4.1.1 **Provision of funds by the Parliament:**

After the “Demands for Grants” and “Appropriations for Charged Expenditure” relating to the Department of Space are presented to the Parliament by the Ministry of Finance and after the Demands have been voted and necessary Appropriation Act passed by the Parliament, the amounts so authorized become available to the Department of Space for appropriation to meet the sanctioned expenditure.

#### **4.1.2 *Distribution of sanctioned funds:***

A “Grant” and “Appropriation for Charged Expenditure” are distributed by sub-heads or standard object heads under which it shall be accounted for. Each such sub-head or standard object head, against which the provision for expenditure appears constitute a primary unit of Appropriation. The primary unit may include provision for both ‘voted’ and ‘charged’ expenditure and in that case the amount of each is shown separately. The afore-mentioned primary units shall be laid down by the Ministry of Finance and specified in the Delegation of Financial Powers, 1978, as amended from time to time.

#### **4.1.3 *Allotment of Funds***

On the “Grant” being voted and “Appropriations for Charged Expenditure” being authorized by the Parliament, the Department of Space shall distribute the sanctioned funds, where necessary, among the controlling and disbursing Officers. Subject to any special rules or orders issued by the President, the whole or any part of the provision under a primary unit [as indicated in Rule 8(2) of Delegation of Financial powers Rules 1978, as amended from time to time] may be placed at the disposal of a controlling or a disbursing Officer, or the primary unit may be broken into a number of secondary units and the provision under any of these, wholly or in part, may be placed at the disposal of the controlling or disbursing Officers.

#### **4.1.4 *Release of funds to Statutory Corporation or Companies:***

Subject to the existence of specific Budget provision for the purpose, the Department of Space, may release funds for investment as equity capital of statutory Corporations or Companies under its administrative control with due regard to their actual requirements as they arise during the financial year. However, the funds for the last quarter being released in consultation with Financial Adviser, DOS.

#### **4.2 *General principles relating to appropriations and re-appropriations :***

- 4.2.1 The exercise of powers of appropriation and re-appropriation by the Department of Space shall be subject to the following principles and to any other principles that may be laid down by the Ministry of Finance which are of general applicability, i.e., such as would be applicable to all Departments including one engaged in schemes and projects of scientific interest.
- 4.2.2 No re-appropriation shall be made from one “Grant” or “Appropriation for Charged Expenditure” to another “Grant” or “Appropriation for Charged Expenditure”.

- 4.2.3 Funds shall not be appropriated or re-appropriated to meet expenditure, which has not been sanctioned by an authority competent to sanction it.
- 4.2.4 Funds provided for charged expenditure shall not be appropriated or re-appropriated to meet votable expenditure and funds provided for voted expenditure shall not be re-appropriated to meet charged expenditure.
- 4.2.5 Funds shall not be appropriated or re-appropriated to meet expenditure on a new service or new instrument of service not contemplated in the Budget as approved by the Parliament, nor any funds be appropriated or re-appropriated from any specified new item in the Budget for any other purpose without the concurrence of the Ministry of Finance and Parliament.
- 4.2.6 ***Expenditure on Major Works shall be subject to the following further conditions, namely :-***
- (a) Expenditure shall not be incurred for both Major & Minor Works which has not received Administrative approval & Technical sanction.
  - (b) The amount appropriated or re-appropriated to any Major Works shall not, save with the previous consent of Member for Finance, exceed the amount approved or sanctioned for that work by a sum greater than 15% of sanctioned amount provided savings are available elsewhere under appropriate Major Works heads. Where the excess over the permissible limits is authorized by Member for Finance, the Department of Space shall be competent to incur such expenditure if savings are available under appropriate Major Works Heads. Delegation of Financial Powers to various authorities in this regard are indicated in **Sl. No.1 of Schedule – II.**
  - (c) Without the previous consent of the Member for Finance, no re-appropriation shall be made from the primary unit/object head 'Major Works' under Capital section to any other primary unit/object head. However, the Department of Space is empowered for re-appropriation of funds from the primary unit/object head 'Major Works' to the primary unit/object head 'Major Works' across various DOS/ISRO Centres/Units/Projects.
  - (d) No re-appropriation shall be made from or to the 'Suspense' Head relating to work.
  - (e) Re-appropriation for a Major Work not provided for in the Budget costing above Rupees Fifty lakhs but not exceeding Rupees Two crores fifty lakhs would require the previous consent of Member for Finance. Delegation of Financial Powers to various authorities in this regard are indicated in **Sl. No.2 of Schedule – II.**



- (f) Re-appropriation for Major Works which has the effect of enhancing the Budget provision upto 10% but not exceeding ₹50.00 lakhs shall be approved by the Secretary, DOS in consultation with AS & FA, DOS. Where such enhancement is beyond ₹50.00 lakhs but not exceeding 10% of Budget provision or ₹2.50 crores, previous consent of Member for Finance is required. Where the enhancement of Major Works is beyond 10% of Budget provision or ₹2.50 crores, whichever is less, prior approval of Parliament is required. Delegation of Financial Powers to various authorities in this regard are indicated in **Sl. No.3 of Schedule – II.**

#### **4.3 Powers of Appropriation and Re-appropriation :**

Subject to the provisions and restrictions under this Rule, the Department of Space may exercise full powers in relation to appropriations and re-appropriations within a Grant. These powers of re-appropriation would apply also to the provisions for loans in respect of Central Schemes placed at the disposal of the Department of Space. The Department of Space shall have full powers for augmenting the provisions under the primary units/object heads both under Revenue & Capital Sections subject to the following conditions:-

- (a) Funds shall not be re-appropriated from 'Revenue' Section to 'Capital' Section and vice-versa without the concurrence of the Ministry of Finance and Parliament.
- (b) Funds shall not be re-appropriated from 'Plan' Heads to 'Non-Plan' Heads and vice-versa both under 'Revenue' and 'Capital' Sections of the grant without the approval of Ministry of Finance.
- (c) Funds shall not be re-appropriated from one 'Plan' head to another 'Plan' head, which has the effect of increasing the Budget provision under a sub-head by ₹5.00 crores or more without the concurrence of Member for Finance. Delegation of Financial Powers to various authorities in this regard are indicated in **Sl. No. 4 of Schedule – II.**
- (d) Funds shall not be re-appropriated from 'Salaries' head to any other primary unit/object head without obtaining the concurrence of Member for Finance. However, the Department shall have full powers for augmenting the provision of the object head 'Salaries' from other object heads and for re-appropriation of funds from the head 'Salaries' to the head 'Salaries' across DOS/ISRO Centres/Units/Projects (sub-heads) within 'Plan' & 'Non-Plan' as the case may be subject to conditions stipulated in para 4.3 (b), provided the approved ceiling of the 'Revenue' grant is not exceeded.

- (e) Funds shall not be re-appropriated to augment the provision made under the Object Head 'Overtime Allowance' without the prior concurrence of Member for Finance.
- (f) Funds shall not be re-appropriated to the Object Heads 'Domestic Travel Expenses' and 'Foreign Travel Expenses'. However, the Department shall have powers to augment the above Object Heads upto 10% of the appropriation already voted. Augmentation beyond 10% requires prior concurrence of Member for Finance. Delegation of Financial Powers to various authorities in this regard are indicated in **Sl. No.5 of Schedule – II**.
- (g) Funds shall not be re-appropriated to the Object Heads 'Office Expenses' and 'Other Charges' without the prior concurrence of Member for Finance. However, the Department shall have full powers for augmenting the provision made under the above object heads provided the provision under these primary units taken together for the entire grant or appropriation is not exceeded.
- (h) Funds shall not be re-appropriated to augment the Object Heads 'Grant-in-aid – General', 'Grant-in-aid – Salaries', 'Grants for creation of Capital Assets' & 'Subsidies' through re-appropriation of savings in 'Revenue' Section of the Grant without prior approval of the 'Parliament' except in cases on Grants to States and Union Territory Governments on existing schemes. Cases requiring augmentation of funds, arising out of re-classification of expenditure from 'Grant-in-aid – General', 'Grant-in-aid – Salaries' and 'Grants for creation of Capital Assets' in respect of Autonomous Bodies of DOS/ISRO also requires prior approval of the Parliament.
- (i) Funds shall not be re-appropriated to augment the Object Head – 'Major Works' & 'Machinery & Equipment' of DOS/ISRO Centres/Units/Projects by above Rupees Two crores fifty lakhs or 10% of the appropriation already voted, whichever is less, without the prior approval of the Parliament. Delegation of Financial Powers to various authorities in this regard are indicated in **Sl. No.6 of Schedule – II**.

However, the Department of Space shall have full powers for augmenting the 'Non-Plan' provisions of Sub-Heads provided the approved ceiling of Non-Plan grant is not exceeded.

Delegation of Financial Powers to Head of the Department for re-appropriation is indicated in **Sl. No. 1 of Schedule – VII**.

**Note:**

- (i) All conditions and instructions issued under Rule 10 of DFPR by the Government of India from time to time will be followed in this regard.**
- (ii) Expenditure may be booked only after ensuring availability of funds under a particular head of account either by way of appropriation approved by Parliament or by re-appropriation of funds with the approval of the competent authority.**

## **5. GENERAL LIMITATIONS**

### **5.1 On power to sanction expenditure**

- 5.1.1 It is a primary condition of the exercise of all financial powers that public revenues may be spent only on legitimate objects of public expenditure.
- 5.1.2 The exercise of powers under these Rules is subject to the instructions issued from time to time by the Ministry of Finance regarding expenditure on New Service/New Instruments of service.
- 5.1.3 Expenditure or advances of public money may be sanctioned only in those cases in which it is authorized to do so by :-
  - (a) the provisions of any law for the time being in force;
  - (b) these or any other rules applicable to the Department of Space issued by or with the approval of the President; or
  - (c) any general or special order or direction of the President or other competent authority applicable to the Department of Space.
- 5.1.4 No expenditure shall be sanctioned under these Rules which involves the introduction of a new principle or practice likely to lead to increased expenditure in future unless the said expenditure have been subjected to scrutiny and agreed by the Member for Finance.
- 5.1.5 No expenditure shall be sanctioned under these rules in disregard of any ban imposed by the Central Government, if applicable to the Department of Space, having regard to the nature of its activities as decided by the Secretary, Department of Space, with the concurrence of the Member for Finance or the Space Commission.

## **5.2 Effect of sanction**

- 5.2.1 No expenditure shall be incurred against a sanction unless funds are made available to meet the expenditure or liability by valid appropriation or re-appropriation.
- 5.2.2 A sanction relating to recurring expenditure or liability becomes operative when funds to meet the expenditure or liability of the first year are made available by valid appropriation or re-appropriation and remains effective for each subsequent year subject to appropriation in such years and subject to the terms of the sanction.

## **6. SANCTION OF EXPENDITURE :**

### **6.1.1 *Sanction of expenditure on Project, Scheme or Work of a scheme constituting part of a Project:***

The Department of Space shall have the power to sanction expenditure on any Project, Scheme or Work of a scheme constituting part of a Project, irrespective of the magnitude of the expenditure involved, provided the acceptance of the Member for Finance or the Space Commission or Cabinet has been obtained on the basis of a specific proposal and funds being made available by valid appropriation or re-appropriation. Provided that in the case of a Project, Scheme or Work of a scheme, the estimated cost of which does not exceed ₹100.00 crores, Secretary, DOS in consultation with Additional Secretary & Financial Advisor, DOS shall have the power to sanction expenditure on such a Project, Scheme or Work of a scheme without reference to the Member for Finance. If the estimated cost exceeds ₹100.00 crores and upto & not exceeding ₹500.00 crores, the Department shall obtain the concurrence of Member for Finance. If the estimated cost exceeds ₹500.00 crores and upto & not exceeding ₹1000.00 crores, approval of Space Commission is required to be obtained. If the estimated cost exceeds ₹1000.00 crores, Cabinet approval needs to be obtained after the clearance of Space Commission. Delegation of Financial Powers to various authorities in this regard are indicated in **Sl. No.7 of Schedule – II**.

All new Projects irrespective of the cost of the Projects shall be appraised by the Standing Project Appraisal Committee (SPAC) prior to the submission of proposal to the competent authority for approval.

### 6.1.2 **Sanction of expenditure on Major Works:**

The Department of Space shall have the power to sanction expenditure on any Major Works, irrespective of the magnitude of the expenditure involved, provided the acceptance of the Member for Finance or the Space Commission or Cabinet has been obtained on the basis of a specific proposal and funds being made available by valid appropriation or re-appropriation. Provided that the estimated cost of which does not exceed ₹100.00 crores, Secretary, DOS in consultation with Additional Secretary & Financial Advisor, DOS shall have the power to sanction expenditure on such Major Works without reference to the Member for Finance. If the estimated cost exceeds ₹100.00 crores and upto & not exceeding ₹500.00 crores, the Department shall obtain the concurrence of Member for Finance. If the estimated cost exceeds ₹500.00 crores and upto & not exceeding ₹1000.00 crores, approval of Space Commission is required to be obtained. If the estimated cost exceeds ₹1000.00 crores, Cabinet approval needs to be obtained after the clearance of Space Commission. Delegation of Financial Powers to various authorities in this regard are indicated in **Sl. No.8 of Schedule – II.**

Delegation of Financial Powers to Head of the Department in this regard is indicated in **Sl. No.2 of Schedule – VII.**

### 6.1.3 **Sanction of expenditure on Acquisition of Land & Buildings:**

The Department of Space shall have the power to sanction expenditure on Acquisition of Land & Buildings, irrespective of the magnitude of the expenditure involved, provided the acceptance of the Member for Finance or the Space Commission or Cabinet has been obtained on the basis of a specific proposal and funds being made available by valid appropriation or re-appropriation. Provided that the estimated cost of which does not exceed ₹15.00 crores, Secretary, DOS in consultation with Additional Secretary & Financial Advisor, DOS shall have the power to sanction expenditure on such Acquisition of Land & Buildings without reference to the Member for Finance. If the estimated cost exceeds ₹15.00 crores and upto & not exceeding ₹500.00 crores, the Department shall obtain the concurrence of Member for Finance. If the estimated cost exceeds ₹500.00 crores and upto & not exceeding ₹1000.00 crores, approval of Space Commission is required to be obtained. If the estimated cost exceeds ₹1000.00 crores, Cabinet approval needs to be obtained after the clearance of Space Commission. Delegation of Financial Powers to various authorities in this regard are indicated in **Sl. No.9 of Schedule – II.**

6.1.4 No expenditure shall be sanctioned without the previous consent of the authority who has originally approved the Project or Scheme or Major Works or Acquisition of Land & Buildings, if it has the effect of substantially altering the original scope of Project or Scheme or Major Works or Acquisition of Land & Buildings.

6.1.5 In relation to all Works, the powers conferred by this Rule shall be subject to Rules applicable to the Central Public Works Department Code or any corresponding rules issued by the Department of Space in concurrence with Member for Finance from time to time.

6.1.6 **Revised Cost Estimates (RCE) :**

The following procedure shall be followed for approval of Revised Cost Estimates (RCE) of Projects/Schemes:-

- (i) Increase in cost due to increases in Statutory levies\*, Exchange rate variation and Price escalation within the original approved time cycle, irrespective of the cost of Project/Scheme.
  - (a) Secretary, DOS in consultation with AS & FA, DOS shall have full powers for approving RCE, if the absolute<sup>#</sup> cost escalation is upto ₹100.00 crores subject to the condition that such proposals are appraised by SPAC.
  - (b) If the absolute cost escalation exceeds ₹100.00 crores, concurrence of Member for Finance is required to be obtained. Such proposals are to be appraised by SPAC before submission to Member for Finance.

\* Statutory levies include State/Central taxes, including import and export duties as notified by GOI and paid by the Project authorities, but exclude water, electricity charges and POL price increases.

<sup>#</sup>Absolute means the actual increase in the original cost estimates in rupee terms

(ii) Increase in cost estimates due to reasons such as time over run, change in scope, under estimation, etc. [excluding cost escalation for reasons indicated at Rule 6.1.6 (i)]

- (a) Secretary, DOS in consultations with AS & FA, DOS shall have full powers for approving RCE, if the increase in cost is upto 20% of firmed up<sup>¶</sup> cost estimates and the absolute cost escalation is upto ₹100.00 cores subject to the condition that such proposals are appraised by SPAC. If the absolute cost escalation exceeds ₹100.00 crores, concurrence of MF is required to be obtained. Such proposals are to be appraised by SPAC before submission to Member for Finance.
- (b) If the increase in cost is beyond 20% of firmed up cost estimates, fresh approval and appraisal by the competent authority as per the extant delegation of powers (i.e., Rule 6.1.1, as the case may be)

<sup>¶</sup> Firmed up cost estimate means a cost estimate which has gone through the full appraisal and approval process as per the extant delegation of powers.

Note: Delegation of Financial Powers to various authorities in respect of RCE are indicated in **Sl. Nos.10& 11 of Schedule – II.**

#### **6.1.7 Sanction of expenditure on Minor Works:**

The act of appropriation or re-appropriation of funds shall operate as sanction to incur expenditure on Minor Works subject to issue of Administrative and Technical sanctions. The Department of Space shall have full powers to incur expenditure in this regard.

Delegation of Financial Powers to Head of the Department in this regard is indicated in **Sl. No.3 of Schedule – VII.**

#### **6.1.8 Sanction of Expenditure on purchase of Stores & Equipments for Project, Scheme or Work of a Scheme constituting part of a Project**

The sanction of competent authority for executing a Project, Scheme or Work of a scheme constituting part of a Project carries with it the sanction to incur necessary expenditure on the purchase of stores or equipment required **therefor**, provided that the outlay can be met from the provision made **therefor** in the approved cost estimates subject to provisions contained in para 10.3. Where enhanced provision **therefor** is found to be inevitable, approval of the competent authority shall be obtained for revision of the cost estimates.

#### 6.1.9 ***Sanction of Expenditure on purchase of Stores & Equipments for Constituent Unit***

The Department of Space shall have full powers in respect of sanctioning stores and equipments for Constituent unit subject to the availability of funds provided specific provision has been made for the purchase of the item in the Detailed Demands for Grants of Department of Space and subject to provisions contained in para 10.3. In the absence of such a specific provision, the powers of the Department of Space in respect of sanctioning such stores and equipments shall be ₹50.00 lakhs. Delegation of Financial Powers to various authorities in this regard are indicated in **SI. No.12 of Schedule – II.**

#### 6.1.10 ***Sanction of expenditure on Petty Works***

Powers in respect of sanctioning petty works debitible to contingencies and stores debitible to such petty works may be exercised by the Department of Space and other competent authorities under their powers in respect of sanctioning contingent expenditure. Department of Space shall have full powers to incur such expenditure.

Note: Petty works includes:

- (i) Execution of special repairs to Government owned buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations;
- (ii) Ordinary repairs to Government buildings;
- (iii) Repairs and alterations to hired and requisitioned buildings.

Delegation of Financial Powers to Head of the Department in this regard is indicated in **SI. No.4 of Schedule – VII.**

#### 6.1.11 ***Sanction for Pre-Investment activities***

Secretary, DOS in consultation with AS & FA, DOS shall have powers to sanction for Pre-Investment activities upto ₹50.00 crores, subject to the availability of funds and requisite regulatory clearances are obtained. In all other cases, approval of Space Commission is required to be obtained. Delegation of Financial Powers to various authorities in this regard are indicated in **SI. No.13 of Schedule – II.**

Note: The Pre-investment activities means the activities indicated in paras 6 and 7 of MoF OM No.24(35)/PF-II/2012 dated 29.8.2014.



## **6.2 On Contingent and Miscellaneous Expenditure**

### **6.2.1 Principles governing the exercise of powers**

An authority empowered by or under these Rules to incur Contingent or Miscellaneous expenditure shall exercise such powers subject to the observance of the following conditions :

- (a) He/She shall observe such procedures as may be laid down by the Department of Space with reference to GFRs 290 to 293.
- (b) He/She shall also observe the principles laid down in the Annexure to **Schedule-III**.
- (c) The Department of Space and its Constituent units should place their indents for stationery stores, office appliances, drawing materials, miscellaneous office requirements, etc., on their Purchase Division. Printing and binding work may be entrusted to private parties, if in the judgement of the Head of the Department concerned such a course is necessary in the interest of efficiency or to meet any special aesthetic requirement.
- (d) In regard to the provision for legal and financial assistance to Government servants involved in legal proceedings, Government of India orders issued from time to time and relevant rules in Conduct Rules shall be observed.
- (e) In regard to miscellaneous expenditure, any special orders, restrictions or scales as may be prescribed by the President from time to time shall be observed.

### **6.2.2 Powers**

Subject to the provisions of Rule 6.2.1 and the observance of principles set forth in Schedule III & IV, the Department of Space shall exercise full powers in respect of Contingent and Miscellaneous expenditure. Head of the Department & Head of Office shall exercise powers as indicated in Schedule III & IV.

## **7. POWERS RELATING TO CREATION OF POSTS UNDER MERIT PROMOTION SCHEME (MPS):**

Revised powers in this regard will be notified later.

**8. OPERATION OF POSTS IN THE LOWER LEVEL(S)**

This provision will be notified later.

**9. SANCTION OF GRANTS AND LOANS**

The Department of Space shall have full powers to sanction grants-in-aid (including scholarships), advances and loans provided that : –

- (a) such grants-in-aid, advances and scholarships are in accordance with any rules or principles prescribed by the Department of Space with the approval of the Space Commission or in consultation with Member for Finance. In the case of sanction of loans, rules or principles prescribed by the Ministry of Finance shall be followed;
- (b) the rate of interest on loans and the period of repayment thereof are fixed with the previous consent of the Ministry of Finance, unless already prescribed in any general or special orders of that Ministry.

*(Please see also GFR, 2005 – Rule 206 – 233)*

**10. CONCLUSION OF CONTRACTS FOR THE PURCHASE OF STORES, MAJOR WORKS & FOR SERVICES AND AGREEMENTS RELATING TO CONSULTANCY SERVICES**

**10.1 *Contract for Purchase of Stores & Services:***

The Department of Space shall have full powers to effect purchases and to execute contracts thereto subject to following the principles of DOS Purchase Manual, as amended from time to time, governing the purchase of stores for the public service and subject to the conditions mentioned in Rule 10.3 below. However, the agency of Directorate General of Supplies & Disposals (DGS&D) shall be used where expedient.

**10.2 *Contract for execution of Major or Minor Works :***

The Department of Space shall have full powers to enter into contract for execution of Major Works or Minor Works as per the orders issued by the Department from time to time and subject to the conditions mentioned in Rule 10.3 (b) (i), (ii) & (iii) and Note thereunder.

**10.3 Conditions for entering into contract for procurement of Stores, Services and Major Works through tenders:**

- (a)(i) The Department of Space shall have the powers for entering into a contract for procurement of Stores and for Services through Open/Public tender other than the types covered in Note (1) below, if the value of which does not exceed ₹20.00 crores. If the value exceeds ₹20.00 crores, the Department shall obtain the concurrence of Member for Finance. Delegation of Financial Powers to various authorities in this regard are indicated in **SI. No.14 of Schedule-II.**

Delegation of Financial Powers to Head of the Department in this regard is indicated in **SI. No.5 of Schedule – VII.**

- (ii) The Department of Space shall have the powers for entering into a contract for procurement of Stores and for Services through Limited tender, if the value of which does not exceed ₹10.00 crores. If the value exceeds ₹10.00 crores, the Department shall obtain the concurrence of Member for Finance. Delegation of Financial Powers to various authorities in this regard are indicated in **SI. No.15 of Schedule-II.**

Delegation of Financial Powers to Head of the Department in this regard is indicated in **SI. No.5 of Schedule – VII.**

- (iii) The Department of Space shall have the powers for entering into a contract for procurement of Stores and for Services through Single/Negotiated, Proprietary/Specific brand/Single Source tender, if the value of which does not exceed ₹6.00 crores. If the value exceeds ₹6.00 crores, the Department shall obtain the concurrence of Member for Finance. Delegation of Financial Powers to various authorities in this regard are indicated in **SI. No.16 of Schedule-II.**

Delegation of Financial Powers to Head of the Department in this regard is indicated in **SI. No.5 of Schedule – VII.**

- (b)(i) The Department of Space shall have the powers for award of any Major Works or Minor Works Contract through Open/Public tender other than the cases covered in Note (1) below, if the value of which does not exceed ₹15.00 crores. If the value exceeds ₹15.00 crores, the Department shall obtain the concurrence of Member for Finance. Delegation of Financial Powers to various authorities in this regard are indicated in **SI. No.17 of Schedule-II.**

Delegation of Financial Powers to Head of the Department in this regard is indicated in **SI. No.6 of Schedule – VII.**

- (ii) The Department of Space shall have the powers for award of any Major Works or Minor Works Contract through Limited tender, if the value of which does not exceed ₹15.00 crores. If the value exceeds ₹15.00 crores, the Department shall obtain the concurrence of Member for Finance. Delegation of Financial Powers to various authorities are indicated in **SI. No.18 of Schedule-II**.

Delegation of Financial Powers to Head of the Department in this regard is indicated in **SI. No.6 of Schedule – VII**.

- (iii) The Department of Space shall have the powers for award of any Major Works or Minor Works Contract through Single/Negotiated tender, if the value of which does not exceed ₹7.00 crores. If the value exceeds ₹7.00 crores, the Department shall obtain the concurrence of Member for Finance. Delegation of Financial Powers to various authorities are indicated in **SI. No.19 of Schedule-II**.

Delegation of Financial Powers to Head of the Department in this regard is indicated in **SI. No.6 of Schedule – VII**.

**Note:**

- (1) any tender, in the invitation of which all the eligible tenderers are not given an opportunity to bid because of the imposition of pre-bid qualifications or requirements (other than that of belonging to a particular class of registration or of past execution of works of a specified value), should be treated as a Limited tender and not as an Open/Public tender.
- (2) While finalizing the contract for purchase of Stores and for Services in terms of above provisions of 10.3 (a)(i), (a)(ii), (a)(iii) and b(i), b(ii), b(iii), it should be noted that if a contract extends over a period of time, the total value over the entire period of its currency shall be taken as the value for the purpose of applying the limit specified therein.

**10.4 Memorandum of Understanding (MoU) & Consultancy Contracts**

The Department of Space shall have the powers for entering into MoU or an agreement or contract for technical collaboration or consultancy services with Indian firms or foreign firms or foreign Governments; if the estimated value of Consultancy charges does not exceed ₹2.00 crores. If the estimated value exceeds ₹2.00 crores, the Department shall obtain the concurrence of Member for Finance. Delegation of Financial Powers to various authorities in this regard are indicated in **SI. No.20 of Schedule – II**.

Delegation of Financial Powers to Head of the Department in this regard is indicated in **SI. No.7 of Schedule – VII**.

## **11. WRITE-OFF OF OVER PAYMENTS AND LOSSES**

### **11.1 *Principles relating to exercise of powers of write-off***

- 11.1.1 (i) The powers in relation to write-off of losses may be exercised provided that the loss does not disclose a defect in rules or procedure or where there has not been any serious negligence on the part of any Government servant. In cases which disclose defect of rules or of procedure, action should in the first instance be taken, with the approval of the competent authority, to rectify the rules or procedures and to report such action to the Department of Space, if the competent authority is lower than the Department. Thereafter, the loss may be written off by the competent authorities specified in Schedule VI.
- (ii) In cases in which there has been serious negligence, disciplinary action should in the first instance be taken against the individuals at fault and the nature of the action taken reported to the Department of Space. Thereafter, the loss may be written off by the competent authorities as specified in Schedule VI.
- (iii) Report on losses mentioned in (i) & (ii) above should be sent to the Department by the beginning of the financial year for the preceding year.

**Note:**

- (a) The losses dealt with in this paragraph are either physical or represent losses through depreciation where valued accounts are maintained.
- (b) In respect of surplus, obsolete or unserviceable stores declared as such by the competent authority, subject to Rule 12 below and principles contained in GFRs 33-38, no formal write-off is required.

### **11.1.2 *Remission of disallowances by Audit and writing off overpayments made to Government servants***

Subject to the restrictions mentioned in sub-rule 11.1.3 below and principles laid down in Rule 17 of Delegation of Financial Powers Rules 1978, as amended from time to time, the Department of Space and any other subordinate authority to whom powers may be delegated by or under special orders of the President, may waive the recovery of an amount disallowed by an Audit Officer or the Accounts Officer or otherwise found to have been over paid to a Government servant subject to the following conditions :-

- (a) The amount disallowed has been drawn by the Government servant concerned under the reasonable belief that he was entitled to it and in the opinion of the aforesaid authority, recovery will cause undue hardship or distress.
- (b) If, in the opinion of the authority, recovery is clearly impossible.

- 11.1.3 The aforesaid authorities shall not have the powers to waive recovery :-
- (a) of emoluments of the nature of pay as defined in F.R.9(21) where the overdrawal has been occasioned by delay in notifying promotion or reversion or where such overdrawal has been disallowed by the Audit Officer or Accounts Officer after one year of the date of payment;
  - (b) where the recovery relates to a Gazetted Government servant;
  - (c) where the amount involved does not exceed two months' pay of the Government servant concerned.

11.1.4 The powers of Accounts Officers to waive objections to or to forgo recovery of irregular expenditure in individual cases shall be such as may be laid down separately under general or special orders of the Department of Space issued from time to time.

11.1.5 In cases where an amount due from a person has to be written off on the ground that he/she is no longer in Government service and no recovery is, therefore possible, the orders sanctioning write-off should invariably contain a clause that any sums subsequently found due to the person concerned will be adjusted against the amounts written-off.

If such a person is re-employed, the amount of overpayment if written off merely because the person was not in Government service at the time of write-off and not on any other ground, as for example that its recovery would cause hardship to the individual concerned, the dues which may accrue to him/her during the period of his/her re-employment under Government may be adjusted against the amount written off. To facilitate such recovery, it should be ensured that in the terms of re-employment of a retired Government servant, a condition is inserted to the effect that any amount of overpayment pertaining to the pre-retirement period, including any amount of written off on the ground that he/she was no longer in Government service, would be recoverable by adjustment of the pay and allowances admissible to him/her during the period of re-employment. The office employing a retired Government servant should immediately after the re-employment of the person make an enquiry from the Office where he/she was formerly employed whether any amount is recoverable in terms of this sub-para. The final payment to the re-employed person on the termination of his/her re-employment should not be made unless the re-employing Office has ensured that no amounts are adjustable in terms of this sub-para.

11.1.6 To minimise possible overpayment, it should be ensured, once a particular payment which is of a recurring nature is considered inadmissible by audit that such objection is provisionally accepted by the administrative authority and further payments on that account should not be made till a final decision is obtained from the competent authority. However, in exceptional cases, where the administrative authority considers that in the public interest, the continuance of such payments, pending a final decision by the competent authority, is absolutely necessary, payments should be made provisionally and subject to recovery, the payee receiving the payments being so informed specifically. The fact that payments are being continued in spite of the audit objections should also be reported to the authority to whom the case is referred for a final decision.

## **11.2 Powers of write-off losses**

Subject to observance of the above principles, the Department of Space and Heads of Departments shall exercise powers of write-off of losses as specified in Schedule-VI.

**Note**:-Financial limits to Department as well as Head of the Department should be as stipulated in DFPRs. Wherever the existing Financial Powers are more than DFPRs, the same can be continued.

## **12. DECLARATION OF STORES AND VEHICLES AS SURPLUS, OBSOLETE OR UNSERVICEABLE**

The Department of Space is competent to declare Stores and Vehicles as surplus, obsolete or unserviceable regardless of value subject to the principles laid down in GFR 196 – 202. If the circumstances in which the Stores have become surplus, obsolete or unserviceable disclose a serious error of judgement in the procurement of Stores, it will be necessary to fix the responsibility for the loss and to devise remedial measures to prevent the recurrence of such cases.

The Department of Space may specify the powers of Heads of Departments, to declare Stores and Vehicles as surplus, obsolete or unserviceable, laying down whatever conditions or restrictions it may deem appropriate.

Delegation of Financial Powers to Head of the Department in this regard is indicated in **Sl. No.8 of Schedule – VII**.

### **13. MISCELLANEOUS PROVISIONS**

#### **13.1 Applicability of enhanced delegations to past cases:**

Whenever powers are delegated to any authority under these Rules, that authority should be deemed to be competent to exercise those powers in respect of past cases also. The term 'past case' means a case not finalized until the date of the said delegation, although it occurred prior to that date. On the other hand, expenditure already incurred by an authority in excess of its powers, should be treated as irregular expenditure and regularized by the issue of an ex-post-facto sanction by an authority who was competent to incur the expenditure at the time when it was actually incurred.

#### **13.2 Applicability of delegated powers to Capital Expenditure:**

In so far as matters covered by the Schedules are concerned, the same financial powers may be exercised in respect of Capital expenditure as can be exercised in respect of Revenue expenditure, except in the case of those items where the powers may be specifically restricted to Revenue expenditure.

#### **13.3 Powers of an Officer appointed to perform "current duties" of another post in addition to his/her own duties:**

An Officer appointed to perform the current duties of a post in addition to his/her own, may exercise administrative or financial powers vested in the regular incumbent of the post, but he/she cannot exercise statutory powers derived direct from an Act of Parliament (e.g., Income-tax Act) or Rules, Regulations and Bye-laws made under various articles of the Constitution [e.g., Fundamental Rules, Classification, Control and Appeal Rules; Civil Service Regulations, DOS Book of Financial Powers, etc.].

#### **13.4 *Trading operations***

Notwithstanding anything contained in these Rules, all proposals

- (a) for the purchase of commodities not intended for Government consumption but for sale or issue to the public, State Government or any other authority;
- (b) for the fixation of prices in respect of direct trading operations of Government; and
- (c) from Government companies and undertakings which may be referred to the Government for fixation of prices for their products or stocks.



shall be referred to Member for Finance for concurrence before approval. Provided, however, that a proposal under clause (a) or (b) need not be referred to the Member for Finance for concurrence, if the value of the transaction is below ₹1 crore; however, if the value exceeds ₹50 lakhs, The Department's powers shall be exercised in consultation with the representative of the Member for Finance, Space Commission.

**Explanation :** In this rule "Government Company" has the same meaning as in the Companies Act, 1956, as amended from time to time.

### **13.5 Insurance of Government property**

No Government Property, whether movable or immovable shall be insured. No liability shall be incurred in connection with the insurance of such property without the prior approval of the Department of Space in consultation with the Member for Finance.

However, the Department of Space shall be competent to incur expenditure on premium not exceeding ₹1.00 lakh in each case\*, on the insurance of materials and equipments subject to satisfaction of following conditions :-

- (i) Premium is paid to the Nationalised Insurance Companies;
- (ii) If the materials and equipments are received on loan or as aid from International or other Organisations and as per the terms of the contracts or agreements entered into with the Organisations concerned, insurance of such materials or equipments is necessary or insurance is in accordance with any approved policy or practice; and
- (iii) If the materials and equipments are costly, extremely delicate, highly sensitive, sophisticated equipment or fragile nature purchased from abroad which are not easily replaceable and for which insurance is considered absolutely necessary.

If the estimated expenditure of premium exceed ₹1.00 lakh in each case\*, the Department's powers shall be exercised with the concurrence of Member for Finance. Delegation of Financial Powers to various authorities in this regard are indicated in **SI. No. 21 of Schedule-II**.

Delegation of Financial Powers to Head of the Department in this regard is indicated in **SI. No.9 of Schedule – VII**.

\* The term 'each case' means 'Purchases made from one or more than one supplier abroad on a particular occasion'.

Where for booking of goods by rail or road, an enhanced risk rate is provided, the additional charges above those prescribed for booking of goods at owner's risk rate, being in the nature of insurance charges, approval of the Department of Space shall be obtained to incur such additional expenditure where it exceed the powers delegated to Head of the Department.

**13.6 Sale or dismantlement of buildings :**

The Department of Space shall have full powers to sanction sale or dismantlement of buildings.

Delegation of Financial Powers to Head of the Department in this regard is indicated in **Sl. No.10 of Schedule – VII.**

**14. COMMUNICATION OF SANCTIONS**

Copies of formal orders sanctioning expenditure or advances of public money issued by the Department of Space shall be sent to the Audit Officer concerned. All sanctions issued with the concurrence of MF should incorporate the following: "The sanction issues with the concurrence of Member for Finance, Space Commission".

**15. REDELEGATION OF POWERS**

The powers re-delegated to Heads of Department in DOS/ISRO Constituent Units as per Rule 3.2.1 are specified in **Schedule VII.**

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## **SCHEDULE - I**

### **LIST OF HEAD OF DEPARTMENTS OF DOS/ISRO CENTRES/UNITS**

<b>Sl. No</b>	<b>Name of the Centre/Unit</b>	<b>Head of the Department</b>
<b>1.</b>	<b>Department of Space</b>	<b>Secretary</b>
<b>2.</b>	<b>Indian Space Research Organisation Headquarters</b>	<b>Scientific Secretary</b>
<b>3.</b>	<b>Vikram Sarabhai Space Centre</b>	<b>Director</b>
<b>4.</b>	<b>SatishDhawan Space Centre</b>	<b>Director</b>
<b>5.</b>	<b>ISRO Satellite Centre</b>	<b>Director</b>
<b>6.</b>	<b>Space Applications Centre</b>	<b>Director</b>
<b>7.</b>	<b>Liquid Propulsion Systems Centre</b>	<b>Director</b>
<b>8.</b>	<b>National Remote Sensing Centre</b>	<b>Director</b>
<b>9.</b>	<b>Master Control Facility</b>	<b>Director</b>
<b>10.</b>	<b>ISRO Telemetry Tracking &amp; Command Network</b>	<b>Director</b>
<b>11.</b>	<b>ISRO Inertial Systems Unit</b>	<b>Director</b>
<b>12.</b>	<b>Laboratory for Electro Optics Systems</b>	<b>Director</b>
<b>13.</b>	<b>Development &amp; Educational Communication Unit</b>	<b>Director</b>
<b>14.</b>	<b>Indian Institute of Remote Sensing</b>	<b>Director</b>
<b>15.</b>	<b>ISRO Propulsion Complex</b>	<b>Director</b>

**SCHEDULE-II****FINANCIAL POWERS DELEGATED TO VARIOUS AUTHORITIES OF DOS/ISRO**

<b>Sl. No.</b>	<b>Rule No.</b>	<b>Item of expenditure</b>	<b>Competent authority</b>	<b>Powers delegated</b>	<b>Remarks</b>
1.	4.2.6 (b)	Enhancement of expenditure on Major Works	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond 15% of sanctioned amount  Upto 15% of sanctioned amount	
2.	4.2.6 (e)	Re-appropriation for a Major Work not provided for in the Budget	Parliament (through Supplementary Demands for Grants)  Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹2.50 crores  Beyond ₹50.00 lakhs and upto ₹2.50 crores  Upto ₹50.00 lakhs	

Sl. No.	Rule No.	Item of expenditure	Competent authority	Powers delegated	Remarks
3.	4.2.6 (f)	Re-appropriation for enhancement of Budget provision under Major Works	Parliament (through Supplementary Demands for Grants)  Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹2.50 crores or above 10% of Budget Estimates, whichever is less  Beyond ₹50.00 lakhs and upto ₹2.50 crores but not exceeding 10% of Budget Estimates  Upto 10% of Budget Estimates but not exceeding ₹50.00 lakhs	
4.	4.3 (c)	Re-appropriation of funds from one 'Plan' head to another 'Plan' head subject to the conditions specified under Rules 4.2 & 4.3	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹5.00 crores  Upto ₹5.00 crores	
5.	4.3 (f)	Enhancement of provision under the Object Heads 'Domestic Travel Expenses' and 'Foreign Travel Expenses'	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond 10% of BE provision  Upto 10% of BE provision	

Sl. No.	Rule No.	Item of expenditure	Competent authority	Powers delegated	Remarks
6.	4.3 (i)	Re-appropriation of funds under the Object Head 'Major Works' and 'Machinery & Equipment'	Parliament (through Supplementary Demands for Grants)  Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹2.50 crores or above 10% of Budget Estimates, whichever is less  Beyond ₹50.00 lakhs and upto ₹2.50 crores but not exceeding 10% of Budget Estimates  Upto ₹50.00 lakhs but not exceeding 10% of Budget Estimates	
7.	6.1.1	Sanction of expenditure on Projects, Scheme or work of a scheme  [All new Projects irrespective of the cost of the Project shall be appraised by the Standing Project Appraisal Committee (SPAC) prior to the submission of proposal to the competent authority for approval]	Cabinet  Space Commission  Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹1000.00 crores  Beyond ₹500.00 crores and upto ₹1000.00 crores  Beyond ₹100.00 crores and upto ₹500.00 crores  Upto ₹100.00 crores	

Sl. No.	Rule No.	Item of expenditure	Competent authority	Powers delegated	Remarks
8.	6.1.2	Sanction of expenditure on Major Works	Cabinet  Space Commission  Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹1000.00 crores  Beyond ₹500.00 crores and upto ₹1000.00 crores  Beyond ₹100.00 crores and upto ₹500.00 crores  Upto ₹100.00 crores	
9.	6.1.3	Sanction of expenditure on Acquisition of Land & Buildings	Cabinet  Space Commission  Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹1000.00 crores  Beyond ₹500.00 crores and upto ₹1000.00 crores  Beyond ₹15.00 crores and upto ₹500.00 crores  Upto ₹15.00 crores	

Sl. No.	Rule No.	Item of expenditure	Competent authority	Powers delegated	Remarks
10.	6.1.6 (i)	Increase in cost due to increases in Statutory levies, Exchange rate variation and Price escalation within the original approved time cycle, irrespective of the cost of Project/Scheme	<p>Secretary, DOS with the concurrence of Member for Finance subject to the condition that such proposals are appraised by SPAC</p> <p>Secretary, DOS in consultation with AS &amp; FA, DOS subject to the condition that such proposals are appraised by SPAC</p>	<p>Where absolute cost escalation is above ₹100.00 crores</p> <p>Where absolute cost escalation is upto ₹100 crores</p>	



Sl. No.	Rule No.	Item of expenditure	Competent authority	Powers delegated	Remarks
11.	6.1.6 (ii)	Increase in cost estimates due to reasons such as time over run, change in scope, under estimation, etc. [excluding cost escalation for reasons indicated at Rule 6.1.6 (i)]			
	(a)	Increase in cost upto 20% of firmed up cost estimates	Secretary, DOS with the concurrence of Member for Finance subject to the condition that such proposals are appraised by SPAC	Where absolute cost escalation is above ₹100.00 crores	
	(b)	Increase in cost beyond 20% of firmed up cost estimates	Secretary, DOS in consultation with AS & FA, DOS subject to the condition that such proposals are appraised by SPAC	Where absolute cost escalation is upto ₹100.00 crores	
			Fresh appraisal and approval by the competent authority as per the extant delegation of financial powers (i.e., as per Rule 6.1.1)	---	

Sl. No.	Rule No.	Item of expenditure	Competent authority	Powers delegated	Remarks
12.	6.1.9	Re-appropriation for procurement of stores not provided for in the Budget	Parliament (through Supplementary Demands for Grants)  Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹2.50 crores  Beyond ₹50.00 lakhs and upto ₹ 2.50 crores  Upto ₹50.00 lakhs	
13.	6.1.11	Sanction for Pre-Investment activities	Space Commission  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹50.00 crores  Upto ₹50.00 crores	
14.	10.3 (a)(i)	Powers for entering into contract for procurement of Stores and for Services through Open/Public tender.	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS.	Beyond ₹20.00 crores  Upto ₹20.00 crores	

Sl. No.	Rule No.	Item of expenditure	Competent authority	Powers delegated	Remarks
15.	10.3 (a)(ii)	Powers for entering into contract for procurement of Stores and for Services through Limited tender	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹10.00 crores  Upto ₹10.00 crores	
16.	10.3 (a) (iii)	Powers for entering into contract for procurement of Stores and for Services through Single/Proprietary/ Negotiated tender	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹6.00 crores  Upto ₹6.00 crores	
17.	10.3 (b)(i)	Powers for award of Civil Works contract through Open/Public tender	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹15.00 crores  Upto ₹15.00 crores	
18.	10.3 (b)(ii)	Powers for award of Civil Works contract through Limited tender	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹15.00 crores  Upto ₹15.00 crores	

Sl. No.	Rule No.	Item of expenditure	Competent authority	Powers delegated	Remarks
19.	10.3 (b)(iii)	Powers for award of Civil Works contract through Single/ Negotiated tender	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹7.00 crores  Upto ₹7.00 crores	
20.	10.4	Powers for entering into MoU or agreement or contract for technical collaboration or consultancy services with Indian firms or foreign firms or foreign Governments	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹2.00 crores  Upto ₹2.00 crores	
21.	13.5	Insurance premium of materials & equipments	Secretary, DOS with the concurrence of Member for Finance  Secretary, DOS in consultation with AS & FA, DOS	Beyond ₹1.00 lakh  Upto ₹1.00 lakh	

**SCHEDULE – III****POWERS RELATING TO INCURRING CONTINGENT EXPENDITURE**  
(See Rule – 6.2)

**NOTE:** Subject to the provisions contained under Rule 6.2 and observance of principles & procedures set forth in the Annexure to this Schedule and availability of funds, the Department of Space and Heads of Departments shall, in the matter of incurring Contingent expenditure, have the powers specified in the corresponding entry in column 2 & 3 of the Table below :-

**TABLE**

<b>Authority</b>	<b>Extent of power</b>	
	<b>Recurring</b>	<b>Non-recurring</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
(i) Department of Space	Full Powers	Full Powers
(ii) Head of Department	Full Powers unless otherwise indicated in the Annexure.	Full Powers unless otherwise indicated in the Annexure
(iii) Head of Office	₹3,000/- per month in each case or specified in any other orders	₹20,000/- in each case

**Explanation:**

- (1) The powers delegated to the Department of Space are to be exercised by issue of formal sanctions in the name of the President, such sanctions being authenticated by the Officers authorized to do so under Article 77 of the Constitution.

The Under Secretary in the Department of Space Secretariat or equivalent Officer in Constituent units declared as Head of Office may sanction Contingent expenditure upto the extent indicated in the Table above without issuing formal sanctions in the name of the President.

- (2) 'Per annum in each case' in respect of recurring Contingent expenditure means on 'each type of expenditure' e.g., if an authority is empowered to incur expenditure on repairs upto ₹3,000/- per month each case, it would be competent for it to incur expenditure on repairs on any number of occasions during the month, but subject to a limit of ₹3,000/- for that month.

'Each case' in respect of non-recurring Contingent expenditure means 'on each occasion'. If on a particular occasion, a number of articles of furniture are to be purchased, the powers of the sanctioning authority should be reckoned with reference to the total value of articles of furniture to be purchased on that occasion, and not with reference to individual articles like tables, chairs, racks, etc., constituting the furniture. Thus an authority empowered to incur expenditure on the purchase of furniture to the extent of ₹20,000/- in each case, would be competent to purchase various articles of furniture not exceeding ₹20,000/- in value on each occasion.

An illustrative but not exhaustive list of items of expenditure debitable to Contingencies is given below :

Purchase of Bicycles; Conveyance hire; Electricity; Gas; Water charges; Purchase and repair of fixtures & furniture; Freight, Demurrage and Wharfage charges; Hire of Office Furniture and Appliances; Legal charges; Maintenance of Office & Functional Vehicles; Municipal rates and taxes; Petty works and repairs; Postal charges; Printing and Binding; Publications; Rent of Office accommodation as well as that of accommodation used partly as Office and partly as residence; Repairs and removal of machinery (where the expenditure is not of a Capital nature); Staff paid from contingencies; Purchase of stationery stores; Stores; Telephone charges; Tents and Camp Furniture; Typewriters, Calculating Machines; Uniforms, etc.

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### **ANNEXURE TO SCHEDULE –III**

#### **1. Conveyance hire**

- (i) *For Gazetted Officers* : The conveyance hire charges actually paid may be reimbursed to a Gazetted Government servant, who performs a journey in the public interest, within the municipal limits of the city in which his/her headquarters is situated, in a taxi or other conveyance when a Staff car is not available.

Provided that where Traveling Allowance is also admissible for such a journey, it will be open to the Officer either to claim reimbursement of the Conveyance hire under these rules or Traveling Allowance under the Travelling Allowance Rules.

Provided further that the reimbursement of conveyance hire shall be subjected to the following conditions :-

- (a) If more than one Officer are required to proceed to a particular place on an Official duty, they shall share the conveyance as far as possible;
- (b) The competent authority shall certify that the Staff Car could not be made available for the journey performed by the Gazetted Government Servant concerned;

HeadsofDepartments/Offices may sanction to themselves the reimbursement of taxi or other conveyance charges subject to the conditions mentioned above.

- (ii) *For Non-Gazetted Officers* : Conveyance hire may be reimbursed to a Non-Gazetted Government servant who (i) is deputed on duty to a place at some distance from his/herOffice, or (ii) is summoned to Office outside the ordinary hours of duty by special order of a Gazetted Officer.

Provided that where Traveling allowance is admissible for such a journey, it will be open to the Government servant concerned either to claim reimbursement of the conveyance hire under these rules or Traveling allowance under the Travelling Allowance Rules.

The total amount of taxi hire reimbursed to Gazetted and Non-GazettedOfficers taken together shall not exceed ₹5,000/- per month for each Centre/Unit/Project.

Gazetted Officers are expected to observe scrupulous economy in hiring taxis for themselves or in permitting non-gazetted Officers to resort to such hiring.

- (iii) *For Departmental use* : Conveyance may be hired when Departmental vehicles are not available.
- (iv) *For providing transport facilities to State Guests* : Taxis may be hired for the use of a State Guest when Staff cars are not available.
- (v) *For Inter-State/International Conferences* : Taxis may be hired for use in connection with Inter-State/International Conference when Staff cars are not adequate to meet the requirements.

**General Notes:-**

- (a) The total amount of conveyance hire reimbursed to a Government servant, whether Gazetted or Non-Gazetted, in any one month shall not exceed ₹300/-
- (b) The power to sanction reimbursement of taxi or other conveyance charges to a Gazetted Government servant shall vest only in Officers to whom such powers are specifically delegated.
- (c) The power to sanction reimbursement of conveyance charges to a Non-Gazetted Government Servant shall vest only with Head of Office or by any authority authorized to do so by the Department.
- (d) The conveyance hire reimbursable shall be the fare by the most inexpensive modes of transport practicable, consistent with the urgency and requirements of the case and with due regard to economy in terms of time as well as money.
- (e) If a Government servant is called to duty after the close of Office hours or more than two hours earlier than the commencement of Office hours or is detained in Office more than two hours beyond normal working hours, actual taxi or other conveyance hire may be reimbursed to him provided he/she is not in receipt of any remuneration for prolonged detention in Office and is not in possession of his/her own conveyance or is not able to use his/her conveyance.



## 2. Freight and demurrage/wharfage charges

Heads of Departments shall have full powers to sanction freight, demurrage/wharfage charges and port trust dues. Heads of Offices shall have full powers to sanction freight charges and powers upto ₹5000/- in each case for sanction of demurrage/wharfage charges.

Quarterly reports should be sent to Department of Space indicating the expenditure incurred on and the circumstances in which air lifting of stores which normally should have been transported by sea have been airlifted in view of delay in supply or of extreme urgency in case freight charges & demurrage/wharfage charges exceeds ₹1000/-.

## 3. Legal Charges

(i) *Fees to barristers, pleaders, arbitrators and umpires:* The Constituent Units are required to engage counsel who are in the Panel of the Ministry of Law and Justice (MoLJ) and fees to barristers, pleaders, arbitrators and umpires shall be as per the extant instructions issued by MoLJ. Advances, if any, to a Government pleader shall be regulated as per Rule 293 of GFR 2005, as amended from time to time. For engagement of counsel other than from the Panel of MoLJ requires approval of the Department/MoLJ.

(ii) *Other legal charges:*

(a) *Law suits or prosecution cases:*

(1) In case of authorities vested : Full powers  
with Powers to sanction  
the institution of suit or  
prosecution

(2) Others : ₹5,000/- in each case

Powers for prosecution or institution of law suit vest in the Department of Space or any other authority authorized by it in this behalf under any law, rules or orders for the time being in force.

(b) *Arbitration cases :*

- (1) Authorities vested with : Full powers  
powers to refer cases  
to arbitration
- (2) Others : ₹10,000/- in each case. If the  
amount exceeds ₹5,000/- in each  
case, powers shall be exercised in  
consultation with Financial Adviser,  
Department of Space.

Reference to arbitration is made in the name of the President and by Officers empowered to make such references under Article 77(2) of the Constitution or by any other Officer authorized in this behalf under any law, rules or orders for the time being in force.

(iii) *Reimbursement of legal expenses incurred by Government servants in cases arising out of their Official duties :*

Payment in satisfaction of court decrees or awards of arbitral tribunals are not 'Legal Charges' but are to be treated as 'Miscellaneous expenditure' and to be regulated in accordance with the provisions of Schedule IV. Such payments relating to Civil Works shall however, be treated as Major Works expenditure.

4. **Motor Vehicles :**

(i) *Purchase of Office & Functional Vehicles :*

Secretary, Department of Space shall have full powers for purchase of Office vehicles and Functional vehicles i.e., Fork lift, Truck, Mini-Truck, Trailer, Prime Mover, Fire Tenders, Ambulance, etc., (both Replacement and Addition) and Staff Cars (both Replacement and Addition) subject to the following conditions:-

- (a) Specific budget provision has been made and approval of Member for Finance has been obtained at the pre-budget stage;
- (b) No re-appropriation of funds is made from other heads;
- (c) Procurement of Office Vehicles and Staff Cars shall be as per Staff Car Rules and the Gol instructions issued from time to time.

In case of non-fulfillment of above conditions or existence of austerity measures on procurement of Vehicles, such proposal requires the prior concurrence of Member for Finance.

(ii) *Maintenance, upkeep and repairs:* Full powers to Head of the Department.

5. **Municipal rates and taxes : Full powers to Head of the Department.**

The expenditure shall be incurred in accordance with the rules issued by the Ministry of Finance and Ministry of Works and Housing from time to time.

6. **Petty works and repairs**

Expenditure may be incurred on petty works and repairs of hired buildings only if the landlord refuses to meet the charges himself/herself and when the building is released, Government should have the right to remove any installation or material added to the building.

Delegation of Financial Powers to Head of the Department in this regard is indicated in **Sl. No.4 of Schedule – VII.**

7. **Postal charges**

- (i) Head of the Departments have been vested with full powers for payment of postal charges. No charges shall be drawn in any contingent bill for any non-service stamps other than those required for letters and other articles sent to foreign countries

**Note** : (a) Communication from Government servants regarding their leave, pay, transfer, leave salary, income tax, fund subscriptions and other analogous matters are private and not official and shall not, therefore, be sent at the public expense.

- (b) Where the cost of an establishment is divided between two heads, the postal expenses shall be divided in the same proportion.

- (ii) The expenditure incurred on transmission of letters and other forms of communications by air consignment is to be treated as Postal charges and that on dispatch of materials by air as Freight charges.

8. **Rent**

*Ordinary Office accommodation:* Subject to conditions laid down by DOS from time to time.

*Residential accommodation* : Subject to the condition that where private accommodation is hired wholly for Residential or for Office-cum-residence purposes, the rent payable to the land lord by the Government for the Residence or for Residential portion, as the case may be, shall not exceed the license fee recoverable under F.R. 45-A-IV(b) from an Officer of the class for whom it is intended and the House Rent Allowance saved by the Government, if any, which that Officer would normally be entitled to. In a case where the rent payable for any such accommodation exceeds that amount, prior approval of Member for Finance shall be obtained.

9. **Stores**

*Stores required for work debitable to contingencies* : The sanction of a competent authority for executing the work carries with it the sanction for incurring necessary expenditure on the purchase of stores required for the work.

10. **Supply of uniforms, badges and other articles, clothing etc., and washing allowance**

- (i) Unless otherwise authorized by general or special orders, uniforms and other articles of clothing shall not be supplied to any category of Government servants.
- (ii) The scales and conditions shall be regulated by rules or orders made by the Heads of Constituent Units with the approval of DOS who shall, in such rules or orders ;
  - (a) specify the categories of staff who may be supplied with these articles;
  - (b) state the frequency with which uniforms and other articles may be supplied; and
  - (c) lay down maximum limits for the cost of each article.

11. **Telephone/Mobile/Internet charges**

Heads of the Department may exercise this power for the provision of Telephone/Mobile/Internet charges in Office and Residence in accordance with the policy laid down by DOS/ISRO from time to time.

Heads of the Department may also exercise this power in respect of installation of connections under Auto Inter-Communication Telephone System or any other similar system.

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## SCHEDULE – IV

### POWERS RELATING TO INCURRING MISCELLANEOUS EXPENDITURE

(See Rule – 6.2)

NOTE: Incurring of expenditure on entertainment and on any Official ceremonies shall be subject to any general instructions issued by Gol from time to time.

Authority	Maximum limit upto which the expenditure may be sanctioned on each individual item	
	Recurring	Non-recurring
(1)	(2)	(3)
Department of Space	Full Powers	Full Powers
Heads of Departments	₹10,000/- a year	₹40,000/-

**SCHEDULE-V**

**POWERS RELATING TO CREATION OF POSTS UNDER MPS**  
(See Rule - 7)

**Revised powers in this regard will be notified later.**

**SCHEDULE-VI****POWERS RELATING TO WRITE-OFF OF LOSSES***(See Rule - 11)*

<b>Nature of loss</b>	<b>Authority</b>	<b>Monetary limit upto which the loss may be written off in each case</b>
<b>1</b>	<b>2</b>	<b>3</b>
Irrecoverable losses of stores or of public money  (a) For loss of stores not due to theft, fraud or negligence.  (b) For other cases	Head of Department Department of Space Member for Finance  Department of Space Member for Finance	Upto ₹50,000/- Upto ₹20 Lakhs Beyond ₹20 Lakhs  Upto ₹2 Lakhs Beyond ₹2 lakhs
Loss of revenue or irrecoverable loans and advance	Head of Department Department of Space Member for Finance	Upto ₹20,000/-* Upto ₹1.00 lakh Beyond ₹1.00 lakh
Deficiencies and depreciation in the value of stores included in the stock and other accounts	Department of Space Member for Finance	Upto ₹50,000/- Beyond ₹50,000/-

**Note :** \* For the purpose of this Schedule the value of the stores shall be the "book value" where priced accounts are maintained and "replacement value" in other cases.

The term "each case" used in this Schedule in regard to write-off of irrecoverable losses of stores, deficiencies and depreciation in the accounts, should be interpreted with reference to a given point of time. If on a particular occasion a number of items of stores are to be written off, the powers of the sanctioning authority should be reckoned with reference to the total value of stores intended to be written off on that occasion and not with reference to individual articles constituting the lot. In this context, losses arising out of one incident should not be split up and written off separately on different dates in order to avoid sanction of the higher authority. Losses due to one specific cause like fire, theft, flood, etc., should be written off at one time only. There is, however, no objection to losses arising out of more than one cause being written off at one time. The competence of the Officer writing off the loss will depend on the amount written off each time.

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## SCHEDULE-VII

### REDELEGATION OF FINANCIAL POWERS TO HEAD OF DEPARTMENT

(See Rule 15)

Sl.No.	Rule No.	Item of Expenditure	Powers delegated to the Heads of Department	Remarks
1.	4.3	Re-appropriation of funds from one 'Object head' to another 'Object head' within a Sub-Head	Full Powers subject to the satisfaction of conditions specified under Rules 4.2 & 4.3 and ceilings fixed by the Department under 'Plan' & 'Non-Plan' are not exceeded	
2.	6.1.2	Sanction of expenditure on Major Works  (a) Centre Directors of VSSC/LPSC/SDSC-SHAR/ISAC/SAC/NRSC  (b) Unit Directors of MCF/LEOS/ISTRAC/DECU/IISU/IPRC/IIRS	Upto ₹10.00 crores  Upto ₹5.00 crores	
3.	6.1.7	Sanction of expenditure on Minor Works	Upto ₹25.00 lakhs in each case in respect of expenditure debit to Revenue Head provided the work is included in the approved budget.	

Sl.No.	Rule No.	Item of Expenditure	Powers delegated to the Heads of Department	Remarks
4.	6.1.10  6.1.10 & Sl.No.6 in Annex. to Sch. III	Sanction of expenditure on Petty Works  (a) Maintenance & Repairs  (b) Addition and alterations to hired/requisitioned building	Full powers (as available to the Department of Space as per DOS Book of Financial Powers) in respect of expenditure debit to Revenue  Upto Rs.5.00 lakhs for each building in respect of expenditure debit to Revenue head.	
5.	10.3 (a)  (i)	Procurement of Stores & Services through Tender  Open/Public Tender  (a) Centre Directors of VSSC/LPSC/SDSC-SHAR/ISAC/SAC/NRSC  (b) Unit Directors of MCF/LEOS/ISTRAC/DECU/IISU/IPRC/IIRS	₹15.00 crores  ₹10.00 crores	

Sl.No.	Rule No.	Item of Expenditure	Powers delegated to the Heads of Department	Remarks
5. (Cntd.)	10.3 (a)	Procurement of Stores & Services through Tender		
	(ii)	Limited Tender		
		(a) Centre Directors of VSSC/LPSC/SDSC-SHAR/ISAC/SAC/NRSC	₹6.00 crores	
		(b) Unit Directors of MCF/LEOS/ISTRAC/DECU/IISU/IPRC/IIRS	₹4.00 crores	
	(iii)	Single/Negotiated, Proprietary/Specific Brand/Single Source Tender		
		(a) Centre Directors of VSSC/LPSC/SDSC-SHAR/ISAC/SAC/NRSC	₹4.00 crore	
		(b) Unit Directors of MCF/LEOS/ISTRAC/DECU/IISU/IPRC/IIRS	₹2.00 crore	

Sl.No.	Rule No.	Item of Expenditure	Powers delegated to the Heads of Department	Remarks
6.	10.3 (b)	Award of contract for Major Works/Minor Works through Tender		
	(i)	Open/Public Tender		
		(a) Centre Directors of VSSC/LPSC/SDSC-SHAR/ISAC/SAC/NRSC	₹5.00 crores	
		(b) Unit Directors of MCF/LEOS/ISTRAC/DECU/IISU/IPRC/IIRS	₹3.00 crores	
	(ii)	Limited Tender		
		(a) Centre Directors of VSSC/LPSC/SDSC-SHAR/ISAC/SAC/NRSC	₹5.00 crores	
		(b) Unit Directors of MCF/LEOS/ISTRAC/DECU/IISU/IPRC/IIRS	₹3.00 crores	
	(iii)	Single/Negotiated Tender		
		(a) Centre Directors of VSSC/LPSC/SDSC-SHAR/ISAC/SAC/NRSC	₹2.50 crores	
		(b) Unit Directors of MCF/LEOS/ISTRAC/DECU/IISU/IPRC/IIRS	₹2.00 crores	

Sl.No.	Rule No.	Item of Expenditure	Powers delegated to the Heads of Department	Remarks
7.	10.4	<p>Memorandum of Understanding (MoU) &amp; Consultancy Contracts</p> <p>Any agreements or contract for technical collaboration or consultancy services with Indian firms or foreign firms or foreign Governments</p>	Upto ₹50.00 lakhs in each case	
8.	12	<p>Declaration of Stores and Vehicles as surplus, obsolete or unserviceable</p> <p>a) In respect of Stores</p>	Upto ₹5.00 lakh	<p>i) The Stores which are surplus, obsolete or unserviceable will be disposed of only after a report to that effect is obtained from the Committee constituted for this purpose.</p> <p>ii) It is also necessary to circulate to other Centres/Units, the list of such surplus items of Stores to meet their possible requirements, if any.</p> <p>iii) If the circumstances in which the Stores have become surplus, obsolete or unserviceable, disclose any serious error or judgment in the procurement of Stores, it will be necessary to fix the responsibility for the loss of Stores and devise remedial measures to prevent the recurrence of such cases.</p>

Sl.No.	Rule No.	Item of Expenditure	Powers delegated to the Heads of Department	Remarks
8. (Cntd.)		b) In respect of condemnation of vehicles	Upto ₹5.00 lakh	<p>iv) Declaration of Stores as surplus, obsolete and unserviceable will also be subject to such conditions as laid down in GFR 196-202 and GOI orders issued from time to time.</p> <p>i) It should be ensured that the vehicle cannot be repaired &amp; put to use after incurring reasonable expenditure on repairs and replacement of worn out parts.</p> <p>ii) It should be ensured that it is not worthwhile to maintain such a vehicle as the running expenses are very high.</p> <p>iii) It should also be certified that the vehicle satisfy the norms prescribed by the Department of Space for condemnation. For any relaxation in the norms prescribed for condemnation, requires prior approval of the Department.</p> <p>iv) The report of the Condemnation Committee will have to be obtained before it is declared as unserviceable.</p>
9.	13.5	Insurance of Government materials and equipments	₹20,000/-	

Sl.No.	Rule No.	Item of Expenditure	Powers delegated to the Heads of Department	Remarks
10.	13.6	Sale or dismantlement of public buildings and temporary structures  (a) Permanent buildings  (b) Temporary Structures [the life of which is not more than 2 years]	  ₹25.00 lakhs (Salvage Value)  Full Powers	

**NOTE:** The above powers shall be exercised by the Heads of Department of DOS/ISRO Centres/Units/Offices subject to the conditions laid down in the DOS Book of Financial Powers or as prescribed by the Department of Space from time to time.

**INTERNAL FINANCE FUNCTIONS**

**Internal Finance Functions will include the following :**

**Functions of Financial Adviser of DOS:**

**Primary functions**

- (i) Preparation of the Budget in accordance with the instructions issued by the Ministry of Finance from time to time and with the time-schedule prescribed by it.
- (ii) Scrutiny of budget proposals before they are presented by DOS to the Space Commission.
- (iii) Transmission of the Budget to the Ministry of Finance as approved by the Space Commission.
- (iv) General supervision of overall quality of maintenance of Departmental accounts/registers to ensure that they are maintained by the Department and its Constituent Units in accordance with the requirements under GFRs and in such form as will enable DOS to obtain figures which will enable (a) to watch and review progress of expenditure against Grants and Appropriation (b) to watch the receipt of book debits (c) to prepare realistic Revised Estimates (d) to ensure timely surrender of anticipated savings and (e) to implement e-payments as per the instructions issued by the Ministry of Finance.
- (v) Examination of proposals for Supplementary Demands for Grants.
- (vi) Identification of specific savings available for creation of posts.



## 2. **Advisory functions**

Advice to DOS on matters falling within its delegated powers.

## 3. **Specific Tasks**

- (i) FA while continued to be responsible for Budget formulation would strive for bringing more analytical inputs into the Budget formulation process for improved Budgeting and facilitate moving from 'itemized' to 'Budgetary control of expenditure'. This would ensure for zero-based Budgeting process.
- (ii) FA would also be actively involved in the preparation of Outcome Budget thereby assisting Administrative Ministries to define clearly measurable and monitorable outcomes and to ensure actual achievement of an intended outcome.
- (iii) The Fiscal Responsibility and Budget Management (FRBM) Act, 2003 requires the Government to place Disclosure Statements before Parliament along with the Annual Financial Statements and Demand for Grants. FA would be responsible for preparation of these statements in respect of DOS/ISRO for incorporation in the consolidated statements compiled by the Ministry of Finance as a whole.
- (iv) While FA would continue to be responsible for Expenditure Management & Cash Management and better expenditure management can be done through monitoring of monthly cash flows effectively in the context of Cash Expenditure/Commitments. FA would also to ensure that release of funds to Grant-in-aid Institutions/Universities/Other Agencies is linked to scheme-wise/project-wise Utilisation Certificates and Audited Expenditure of previous years.
- (v) FA should also take a lead role in ensuring high quality appraisal and evaluation of various Projects of DOS/ISRO regularly with requisite rigor.
- (vi) FA would prepare optimum Non-Tax Receipt Budget of DOS/ISRO.
- (vii) FA would regularly review the progress of Centralized Internal Audit Wing (CIAW) of DOS and action taken thereon.

- (viii) FA would be required to set up strong internal systems to ensure due diligence and strict observance of Ministry of Finance guidelines on procurements and contracts.
- (ix) FA would periodically review the Financial Management of various Projects/Programmes of DOS/ISRO from the systems point of view and take appropriate action for making the financial management systems more effective.
- (x) FA to ensure increased use of advanced technology to achieve the intended goals of DOS/ISRO.

#### 4. Areas of assistance

Financial Adviser will render:–

- (a) assistance where required by DOS in the scrutiny of expenditure proposals referred to MF for concurrence.
- (b) assistance to DOS where required (i) in the settlement of audit objections, inspection reports, draft audit paras and (ii) in ensuring prompt action of audit reports, appropriation accounts, reports of Public Accounts Committee, Estimates Committee, Committee on Public Undertakings and Parliamentary Standing Committee.

The primary responsibility in regard to these matters is, however, an administrative function.

It is desirable that Financial Adviser should be associated with the formulation of schemes and important expenditure proposals from their initial stage itself and with the evaluation of progress and performance in the case of Projects and Schemes to enable him/her to ensure that the results of such studies are taken into account in budget formulation.

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