

Krishi Bhawan, New Delhi  
Dated 13 May, 2022

**OFFICE MEMORANDUM**

**Subject: Revised delegation of financial powers to Head of Department/Head of Office of Subordinate/attached offices under Department of Agriculture and Farmers Welfare(DA&FW) including HQs- regarding.**

In supersession of all previous orders issued by the Department of Agriculture and Farmers Welfare on the above subject and in exercise of the powers conferred under Rule 13 & 14 of Delegation of Financial Powers Rules (DFPR), 1978, as amended from time to time, the financial powers delegated in respect of Head of Department/Head of Office is hereby revised in respect of all offices mentioned in **Annexure-I**, in accordance with Rule 3 (f)&(g) of DFPR, as stated in **Annexure-II**.

2. The delegated powers are to be exercised as per the conditions stated in Annexure-II and complete compliance be ensured w.r.t. GeM/GFR/DOE/DEA/CVC/BOC guidelines on respective issues. IFD will put in place a mechanism for scrutinizing the compliance of relevant guidelines on sample basis periodically through a joint inspection of PD & IFD. Divisions with approval of competent authority will designate concerned HODs/HOOs in respect of all attached/subordinate offices.

3. This issues with the concurrence of AS&FA and approval of Secretary, A&FW.

  
(Ram Naresh)

Under Secretary to the Government of India

Copy to:

1. Sr. PPS to Secretary (A&FW)
2. Sr. PPS to AS&FA
3. All Additional Secretaries
4. All Joint Secretaries/Divisional Heads with a request to nominate HoD/ HoO and circulate the order amongst attached/ subordinate offices
5. All DS/ US in IFD
6. E-Office notice board

**ANNEXURE-I**

Department of Agriculture & Farmers Welfare  
KrishiBhawan, New Delhi.

**LIST OF HEADS OF DEPARTMENT (HOD)/HEAD OF OFFICE(HOO) IN THE  
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE**

**DA&FW (HQ)**

S.No.	Designation	Name of the Office
1	DS/Director (in charge of Administration)	Department of Agriculture & Farmers Welfare, Main Secretariat.
2	Chief Controller/ Controller of Accounts	Principal Accounts Office and Pay & Accounts offices of DA&FW.

**LIST OF SUBORDINATE/ATTACHED OFFICES**

S.No.	Designation	Name of the Office
1	Director/DS/DC/JD level officer to be designated by concerned Program Division as HoD with administrative approval of competent authority	Directorate of E&S, Directorate of PPQS, CACP, NCFC, Directorate of Marketing and Inspection, All India Soil and Land Use Survey of India, Directorate of Extension, NTRAL Farm Machinery Training and Testing Institute, North Eastern Region Farm Machinery Training and Testing Institute, Northern Region Farm Machinery Training and Testing Institute, Southern Region Farm Machinery Training and Testing Institute, Central Fertilizer Quality Control and Training Institute, Directorate of Cashewnut and Coco Development, Directorate of Arecanut and Spices Development, Directorate of Cotton Development, Directorate of Wheat Development, Directorate of Jute Development, Directorate of Millet Development, Directorate of Oilseeds Development, Directorate of Pulses Development, Directorate of Rice Development, Directorate of Sugarcane Development, National Centre for Organic Farming, National Seed Research and Training Centre
	Under Secretary/ AC/ DD level officer to be designated by concerned Program Division as HOO with administrative approval of competent authority	

  
13.04.2022

(Ram Naresh)

Under Secretary to the Government of India

**ANNEXURE-II****Schedule of Delegation of Financial Powers to Head of Department/Head of Office in the Department of Agriculture and Farmers Welfare**

S.No	Items of expenditure	Extent of powers delegated to		Rules, Orders, restrictions or scales subject to which expenditure shall be incurred.
		HOD	HOO	
1	2	3	4	5
1	Bicycle	Full Powers	Full Powers	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
2	Charges for remittance of treasure	NIL	NIL	-
3	Conveyance hire/Hiring of Taxis.	Full Powers if hired as per notified fleet strength (approved by IFD) and after following the GFR-2017.	NIL	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR and orders issued by MoF from time to time on hiring of vehicles. No hiring is to be made on nomination/single tender basis. Hiring is to be made through GeM portal Mandatorily or through competitive bidding after determination of L-1.
4.	Electric, Gas & Water charges	Full Powers	Full Powers	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
5.	Fixtures & Furniture, purchase and repair	Full powers	UptoRs. 1 lakh on each occasion subject to maximum of Rs.	Subject to restrictions under Column (3) of Annexure to



			5 lakhs per annum.	Schedule V of DFPR, compliance of provisions contained in GFR 2017 and orders issued from time to time by M/o Urban Development.
6	Freight and demurrage/wharfage charges.	Full Powers except airlifting	Full Powers except airlifting	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR also subject to compliance of Government orders issues from time to time.
7.	Hire of office furniture, electric fans, heaters, coolers, clock & call bells		Upto Rs.50,000/- per case subject to Rs.2 lakh per annum.	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR.
8	Land	Nil	Nil	
9	Legal Charges i. Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires. ii. Other Legal Charges. iii. Reimbursement of legal expenses incurred by Government servants in cases arising out of their official duties.	Full Powers	NIL	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR also subject to compliance of Notifications/ Orders issued by Ministry of Law with respect to fee to advocates etc.
10	Motor Vehicles: i. Purchase. ii. Replacement iii. Maintenance, upkeep repairs & fuel.	(i)&(ii) No Powers  (iii) Full powers	(i)&(ii) No Powers  (iii) Maximum upto Rs.5,00,000/- per annum	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR and compliance Government orders issued

				from time to time.
11.	Municipal Rates & Taxes	Full Powers as per the rates of the Government	Full Powers as per the rates of the Government	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
12.	<b>Petty works and repairs:</b> (i) Execution of petty works and special repairs to Govt. owned buildings, including sanitary fittings, water supply and electric installation in such building and repairs to such installation. (ii) Ordinary repairs to Govt. buildings. (iii) Repairs and alterations to hired and requisitioned buildings.	Full powers subject to execution through CPWD/PWD	Upto Rs. 5 lakh on each occasion restricted to Rs. 25 lakhs per annum subject to execution through CPWD/PWD	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR and approval of annual civil works plan by Ministry.
13.	Postal & Telegraphs charges i. Charges for the issue of letters, telegrams etc. ii. Commission on money orders.	Full Powers	Full Powers	Subject to restrictions under Column (3) of Annexure to Schedule V of DFPR
14.	Printing & Binding	(i) Full powers in case of Government press/ Directorate of Printing subject to compliance of GOI orders. (ii) Rs.25,000/- on each occasion and maximum of Rs.1.00 lakhs per annum in case of private agency/press.	(i) Full powers in case of Government press/ Directorate of Printing subject to compliance of GOI orders. (ii) Rs. 10,000/- on each occasion and maximum of Rs. 50,000/- per annum in case of private agency/press.	(i) Subject to restrictions under column (3) of Annexure to Schedule V of DFPR. (ii) All codal formalities stipulated in GFR-2017, MOF manual and guidelines issued form CVC would be followed while awarding the work to private printers/ publisher through competitive bidding procedure.

15.	<p>Publications-</p> <p>(i) Official Publications</p> <p>(ii) Non-official Publication</p>	<p>(i) Full powers in case of Government press/ Directorate of Printing subject to compliance of GOI orders.</p> <p>(ii) Rs. 50,000/- on each occasion and maximum of Rs. 2.00 lakhs per annum in case of private agency/ press.</p>	<p>(i) Full powers in case of Government press/ Directorate of Printing subject to compliance of GOI orders</p> <p>(ii) NIL</p>	<p>(i) Subject to restrictions under column (3) of Annexure to Schedule V of DFPR</p> <p>(ii) All codal formalities stipulated in GFR-2017, MOF manual and guidelines issued from CVC would be followed while awarding the work to private printer/ publisher through competitive bidding procedure.</p>
16.	<p>Rent</p> <p>i. Ordinary office accommodation.</p> <p>a. Where the accommodation is entirely utilized for the office.</p> <p>b. Where the accommodation is used partly as office and partly as residence.</p> <p>(ii) For residential and other purposes.</p>	<p>i. Rs. 50,000/- per month</p> <p>ii. Nil</p>	NIL	<p>Subject to MoUD guidelines and vetting of rent agreement from financial and legal angle.</p> <p>Subject to restriction under column (3) of Annexure to Schedule V of DFPR and subject to compliance of all the instructions of D/o Expenditure and Ministry of Urban Development and concurrence of IFD shall be obtained in case of any change in the lease/rates/taxes &amp; ownership of the rented building etc.</p>
17	Repairs to and removal of machinery (where the expenditure is not of a	Full Powers	Upto Rs. 1.00 lakh per annum	Subject to restriction under column (3) of

	capital nature)			Annexure to Schedule V of DFPR, compliance of GFR and Govt. orders issued from time to time.
18	Rewards, Fees, bonus etc (other than fees and honoraria granted to Government servants under the Service Rules).	NIL	NIL	-
19	Special charges relating to a particular Departments.	Orders will be issued separately for each attached/subordinate offices as per their specific requirement, in consultation with Program Division		
20	Staff paid from contingencies.	NIL	NIL	-
21	A. Purchases of stationery stores. B. Local purchase of petty stationery stores. C. Local purchase of rubber stamps and Official seals.	Full powers subject to fulfilment of GFR-2017 provisions Govt. orders issued from time to time	Full powers subject to fulfilment of GFR-2017 provisions Govt. orders issued from time to time	Subject to restriction under column (3) of Annexure to Schedule V of DFPR
22	Stores: i. Stores required for works. ii. Other stores, i.e. stores required for the working of an establishment, instruments, equipments and apparatus and raw material.	Full powers	Upto Rs. 5 Lakhs per annum.	Subject to restrictions under column (3) Of Annexure to Schedule V of DFPR and also subject to compliance of provisions contained in GFR – 2017.
23	Supply of uniforms, badges and articles for clothing etc and washing allowances.	Full Powers	Full Powers	Subject to restriction under column (3) of Annexure to Schedule V of DFPR and compliance of GFR and Govt. orders issued from time to time.
24	Telephone charges	Full powers subject to compliance of Government orders from time	Full powers subject to compliance of Government orders from time	Subject to restrictions under column (3) Of Annexure to Schedule V of

		to time on official and residential telephone including their payment and reimbursement	to time on official and residential telephone including their payment and reimbursement	DFPR and orders issued by Ministry of Finance from time to time
25	Tents and camp furniture	NIL	NIL	-
26 (a)	All office equipments including Computers, peripherals and software required for running the same.	Full powers subject to compliance with GFR/GeM guidelines.	Up to Rs.10 lakhs per annum as per GFR/GeM guidelines.	Subject to restrictions under column (3) of Annexure to Schedule V of DFPR. This does not include Laptop, Notepad etc. which is guided by separate MOF orders.
26 (b)	Hire and maintenance of computers of all kinds including annual maintenance contract.	Rs. 5 lakhs in each case subject to maximum upto Rs. 25 lakhs per annum	Rs. 1 lakh in each case subject to maximum upto Rs. 5 lakhs per annum	Subject to restrictions under column (3) of Annexure to Schedule V of DFPR and subject to compliance of provisions contained in GFR-2017
27	Refreshments for meeting/Conference/ Seminars/Workshops taken by the Officers of the level of JS and above.	Full Powers subject to following guidelines of DOE dated 06.05.2015 & GFR provisions in this regard and observing economy instructions of MOF.	NIL	-
28	Publicity/Advertisement	Upto Rs.10.00 lakhs per annum	Upto Rs.5.00 lakhs per annum	Execution through BOC as per extant guidelines/rates of BOC, M/o I&B in this regard.
29	Organizing Training/Workshop/ Seminars/Exhibition/ Display/Conference	Upto Rs.10.00 lakhs each per event subject to maximum of Rs. 30.00 lakh per	NIL	All codal formalities stipulated in GFR 2017, MOF manual and

		annum.		guidelines issued from CVC would be followed while awarding the work.
30	Grant of Honorarium to guest lecturer/sitting fee & TA to non officials	Full Powers subject to guidelines of DOE on the matter	Nil	-
31	Payment of legal fees/charges to Standing Panel Counsels/Additional Solicitor General, engaged with approval of competent authority in Department	Full powers	Nil	-

**Conditions for exercising the financial powers:-**

1. Exercise of financial powers against each item shall be exercised as per conditions and restrictions laid in column nos. 3, 4 & 5. Beyond the delegated financial powers, concurrence of IFD will be required in all cases.
2. The codal provisions as laid down in GFR-2017 and the procedures laid down in orders issued by Ministry of Finance, DoP&T, Ministry of Law & Justice, Ministry of Urban Development and Central Vigilance Commission from time to time shall continue to govern the delegation of financial powers contained in this order.
3. The exercise of the delegation of financial powers for procurement of goods and services will be done in accordance with GFR 2017, DFPR 1978 as amended from time to time, Manual for Procurement of Goods-2017, Manual for Procurement of consultancy & Other Services-2017 and Manual on procurement of works issued by Ministry of Finance including guidelines issued by CVC from time to time. GFR mandates that goods and services available in GeM portal has to be procured from GeM Portal only.
4. Delegated Powers will not be exercised on single tender basis/ single vendor basis/ nomination basis/ single offer basis if it is not supported by Ministry of Finance orders. Procurement guidelines promulgated vide order of DOE dated 29.10.2021 to be scrupulously followed for all cases.
5. Delegated powers will not be further re-delegated to subordinate officer and Head of Department/Head of Office will be responsible for the correctness, regularity and propriety of the decisions taken by them within delegated powers so authorized.
6. All expenditure to be made within Budget provision and ensuring the same will be responsibility of HOD/HOO concerned.