

**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**

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No. **13863**/F., Dt. **08.04.2013**  
**FIN-COD-RULE-0002/2013**

**OFFICE MEMORANDUM**

Sub: **Comprehensive Amendment and revision of the Delegation of Financial Powers Rules, 1978.**

In order to decentralize the decision making process for expediting execution of various plans, programmes and projects, the financial power of different authorities have been enhanced from time-to-time. There is still greater need for further enhancement of the powers to avoid delay in taking decisions and providing operational flexibility for execution of various plans and programmes. Besides, there is also need to put in place a system of appraisal and approval of the new services/programmes on the lines of the procedure adopted by Government of India in order to keep a close watch on implementation of these programmes right from the initial stage, so that time over-run and cost over-run are avoided and achievement of physical targets is ensured. Moreover, in the meantime, certain developments have taken place and new initiatives have been taken to ensure fiscal transparency, accountability, and gradually migrate to paperless transactions. These include enactment of Odisha Fiscal Responsibility and Budget Management Act, 2005, withdrawal of system of Letter of Credit for the Engineering Departments, performing certain functions through service provider, on line compilation of budget and distribution of budgetary allocation, hiring of vehicles for use in Government Offices etc. In order to achieve the various fiscal targets stipulated under the FRBM Act, 2005 as amended from time-to-time and also keeping in view the recommendations of the 13<sup>th</sup> Finance Commission and to closely monitor implementation of various plans, programmes and projects for completion as per the timeline, the roles of Financial Advisor/Chief Accounts Officer/Accounts Officer posted to various Administrative Departments/Heads of Department and other offices have assumed greater importance to effectively assist the Secretary of the Department and the Heads of the Department. Hence, there is a need to redefine the role of Financial Adviser in a comprehensive manner.

2. After taking into account the need for effective fiscal management and to avoid delay in execution of various plans and programmes, the existing provisions of Delegation of Financial Powers Rules, 1978 and the amendments made thereto so far, have been thoroughly reviewed with reference to the present day need to expedite decision making process at different levels. Accordingly, in continuation of previous Notifications/Office Memoranda on delegation of financial powers, Government have been pleased to amend and revise the various provisions of Delegation of Financial Powers Rules, 1978 in a comprehensive manner.

3. Some of the highlights of the important amendments/revisions now made and incorporated in the present edition (i.e. Sixth Edition) are indicated below.

**(1) Each Case - Rule - 2(d)(i) and 2(d)(ii)**

Each Case with reference to recurring expenditure and non-recurring expenditure has been defined and elaborated separately as follows :-

(i) 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 subordinate authority empowered to incur expenditure on the purchase of furniture to the extent of Rs.1,500 in each case, would be competent to purchase various articles of furniture not exceeding Rs.1,500 in value on each occasion.

It should, however, be borne in mind that purchases arising out of the same indent should not be split up and made separately on different dates with a view to avoiding the sanction of higher authority.

(ii) Each case in respect of recurring contingent expenditure means 'each type of expenditure per annum', e.g., if a subordinate authority is empowered to incur expenditure on repairs up to Rs.1,500 per annum in each case, the said authority would be competent to incur expenditure on repairs on any number of occasions during the year but subject to a limit of Rs.1,500 for that year.

**(2) Financial Advisor** - Rule-2(f) has been enlarged and re-defined as follows: -

"Financial Adviser" includes Assistant Financial Adviser in case of Administrative Departments and the Financial Advisers and Chief Accounts Officers/ Accounts Officers attached to the Heads of Departments and other offices who shall mutatis mutandis discharge the duties and functions entrusted to the Financial Advisers/ Assistant Financial Advisers attached to the Administrative Departments."

**(3)** A new Sub-Rule, namely, 2(o) has been added to define other terms not specifically defined in the Delegation of Financial Power Rules, 1978 as indicated below.

"2(o) - Any other term appearing in these Rules (Delegation of Financial Power Rules, 1978), but not specifically defined herein, will have the same meaning as defined in the Odisha General Financial Rules, Odisha Budget Manual, Odisha Treasury Code, Odisha Service Code, General Provident Fund (Odisha) Rules etc., as the case may be."

**(4) Rule - 3 - Budgeting**

The existing financial limit of Rs.50,000/- appearing in second para of Rule-3(1) has been enhanced to Rs.1,00,000/-.

**(5) Rule-8-Creation, Extension & Permanency of temporary posts**

Keeping in view the provision of Rule-10 of Odisha Government Rules of Business and the restrictions imposed by Finance Department for creation of posts, following provisions have been added to Rule - 8 (Creation, Extension & Permanency of temporary posts).

"Mere budget provision does not ipso facto confer any right on the Administrative Department for creation of post for which specific concurrence of Finance Department is to be obtained. ..Rule - 8(2)(i) "

Existing Rule 8(5) regarding creation of posts in Government Companies or Undertaking has been substituted after taking into account the latest revised scale of pay under Sixth Pay Commission, special dispensation allowed by Government in the Public Enterprises Department in the matter of delegation of power to the Board of Directors on re-organisation and restructuring etc. The various restrictions, stipulations and guidelines issued by Finance Department from time to time on creation of posts have been appropriately included in Rule - 8.

**(6) Rule 9 - Re-appropriation**

a) In Sub-Rule (1) (xii) (h)(i) of Rule-9, the power of re-appropriation of the Secretaries Works, Rural Development, Water Resources, Energy, H&UD Departments is enhanced from Rs.2.00 lakh to Rs.60.00 lakh in each case.

b) The existing power of Chief Engineers to sanction re-appropriation upto Rs.50,000/- in each case under Sub-Rule (1)(xii)(h)(ii) is deleted.

**(7) Rule -11(A) – Investment of Share Capital**

The existing limit of Rs.10.00 lakh has been enhanced to Rs.100.00 lakh for investment as equity capital in any statutory corporation or company fully owned by State Government and Rs.10.00 lakh per annum in place of Rs.1.00 lakh in case of other Corporate Bodies.

**(8) Rule - 12 - Contract for purchase and works**

The existing heading has been substituted as "Contract for Procurement of Goods, Engagement of Consultants and Outsourcing of Services."

The existing power of Heads of Department to execute contract and sanction expenditure on purchase upto Rs.500.00 lakhs by Heads of Department has been enhanced to Rs.750.00 lakhs.

Sanction of expenditure for procurement of goods and execution of contracts will be governed by F.D.O.M. No. Codes-27/2011-4939/F dated 13.02.2012 read with O.M.No.Codes-27/2011(Pt.)-25893/F., dated 12.07.2012 and O.M.No.27/2011(Pt.)-13290/F., dated 2.4.2013 on concession and special dispensation for purchase of goods from Local Micro & Small Enterprises etc.

Sanction of expenditure and approval for engagement of consultants and outsourcing of services would be governed by Finance Department O.M.No. Codes-27/11-42280/F., dt.26.9.2011 and OM No. Codes-27/11-42284/F., dt.26.9.2011 respectively.

No agreement for assistance from or technical collaboration with foreign Government/Agency shall be entered into without prior concurrence of Finance Department Rule -12(2).

The existing Rule-12(3) has been substituted elaborating constitution of Committees separately for procurement of goods, engagement of consultants and outsourcing of services.

**(9) Rule -13 - Administrative Approval**

This has been enhanced as indicated below.

**(a) Powers of Heads of Departments other than the Member, Board of Revenue, RDC, PCCF, DG&IG of Police and other than those under Works, Water Resources, Energy, Rural Development and Housing & Urban Development Department in each case. ...Rule13(1)**

	Items of work	Existing Extent of Power w.e.f. 08.06.2012	Revised Delegation now made
(i)	Rural Water Supply	Rs. 50,00,000/-	Rs. 1,00,00,000/
(ii)	Communication incl. Culverts	Rs. 1,50,00,000/-	Rs. 2,50,00,000/-

**(b) Powers of Member, Board of Revenue, RDC, PCCF, DG&IG of Police and Collector to accord administrative approval for electrical installation in each case for residential and non-residential buildings are as follows. ...Rule13(1)**

Sl. No.	Descriptions	Existing Limit vide F.D. Notification No. Codes-14/2006-18256/F; dt. 28.4.2006	Revised limit vide FD Notification No.FIN-code-Rule-0002-2012-22393/F; dt.8.6.2012 and further revision now made
(i)	<b>Electrical Installation</b>		
	<b>(a) Non-Residential</b>		
	Member, Board of Revenue, PCCF, DG & IG of Police	Rs.22,50,000/-	Rs.50,00,000/- w.e.f 8.6.2012 Now revised to Rs.75,00,000/-
	RDC	Rs.15,00,000/-	Rs.20,00,000/- w.e.f 8.6.2012 Now revised to Rs.50,00,000/-
	Collector	Rs.7,50,000/-	Rs.10,00,000/-w.e.f 8.6.2012 Now revised to Rs.20,00,000/-
	<b>(b) Residential</b>		
	Member, Board of Revenue, PCCF, DG & IG of Police	Rs.15,00,000/-	Rs.30,00,000/- w.e.f 8.6.2012 Now revised to Rs.50,00,000/-
	RDC	Rs.11,30,000/-	Rs.20,00,000/- w.e.f 8.6.2012
	Collector	Rs.5,60,000/-	Rs.10,00,000/-w.e.f 8.6.2012

Note - In case of both residential and non-residential buildings, the power of different authorities to accord administrative approval for electrical installation is the same as that for the sanitary and water supply installation. While in other cases, the same principles have been followed, the existing power to accord administrative approval for electrical installation in case of Member, Board of Revenue/P.C.C.F/D.G & I.G of Police, R.D.C and Collector is less than those for sanitary and water supply installation. This has now been rationalised as indicated above.

**(c) Powers of Member, Board of Revenue, P.C.C.F, D.G&l.G. of Police, R.D.C and Collector in each case. ... Rule13(2)**

	Items of work	Existing Extent of Power w.e.f. 08.06.2012	Revised Delegation now made
(i)	<b>Rural Water Supply</b>		
	Member, Board of Revenue, PCCF, DG & IG of Police	Rs.1,00,00,000/-	Rs.2,00,00,000/-
	RDC	Rs.50,00,000/-	Rs.1,00,00,000/-
	Collector	Rs.20,00,000/-	Rs.50,00,000/-
(ii)	<b>Communication including Culverts</b>		
	Member, Board of Revenue, PCCF, DG & IG of Police	Rs.2,00,00,000/-	Rs.5,00,00,000/-
	RDC	Rs.1,50,00,000/-	Rs.3,00,00,000/-
	Collector	Rs.1,00,00,000/-	Rs.2,00,00,000/-

**(d) Powers of Administrative Departments other than the Revenue, Works, Water Resources, Energy, Rural Development, Housing & Urban Development and ST & SC Development Departments to accord administrative approval are double the financial limits indicated for Heads of Departments under Sub-Rule(1) i.e. as indicated in (a) above.**

**...Rule 13(3)**

**(e) Powers of Revenue, Works, Water Resources, Energy, Rural Development, Housing & Urban Development and ST & SC Development Departments. ...Rule13(4)**

	Items of work	Existing Extent of Powers w.e.f. 08.06.2012	Revised Delegation now made
(i)	Communication, Irrigation, Public Health & Electricity	Rs.15,00,00,000/-	Rs.25,00,00,000/-
(ii)	Flood Control, Drainage, Anti-Water Logging and Anti-Sea-Erosion	Rs.10,00,00,000/-	Rs.15,00,00,000/-

**(f) Powers of different authorities in respect of projects financed under LTAP for KBK, AIBP, RIDF, EAP, Finance Commission, Modernisation and security related expenditure. ... Rule 13(5)**

	Existing Extent of Powers w.e.f. 08.06.2012	Revised Delegation now made	Authority to whom power is delegated
LTAP for KBK, Schemes financed under AIBP, RIDF,	Rs.50.00 Cr.	Rs.100.00 Cr.	Administrative Dept..

	Existing Extent of Powers w.e.f. 08.06.2012	Revised Delegation now made	Authority to whom power is delegated
EAPs and Finance Commission			
LTAP Projects of KBK Districts	Rs.50.00 Cr.	Rs.75.00 Cr.	Chief Administrator
RLTAP Projects of KBK	Rs.10.00 Cr.	Rs.25.00 Cr.	Dy.Chief Administrator, KBK(RDC)
RLTAP Projects of KBK	Rs.2.00 Cr.	Rs.20.00 Cr.	Collectors of KBK District
Residential & Non-residential building under modernisation of Police Force (also incl. modernisation of Prison Admn. & Security related expenditure)	Rs.50.00 Cr.	Rs.50.00 Cr.	Home Department

**(g) Powers of different authorities for projects financed under Backward District Initiative (BDI) of Rastriya Sam Vikas Yojana (RSVY)/Backward Region Grant Fund (BRGF)/Integrated Action Plan (IAP) for selected Tribal and Backward Districts. ... Rule 13(6)**

	Existing Extent of Power w.e.f. 08.06.2012	Revised Delegation now made	Authority to whom power is delegated
BRGF/RSVY	Rs.50.00 Cr.	Rs.100.00 Cr.	Development Commissioner
BRGF/RSVY	Rs.10.00 Cr.	Rs.25.00 Cr.	RDC
BRGF/RSVY	Rs.2.00 Cr.	Rs.20.00 Cr.	Collectors of concerned Districts

(h) The Administrative Approval can be accorded 'by the Competent Authority only when there is budget provision of minimum 15% of the project cost. Tenders for these works can only be processed when there is budget provision of minimum 15% of the project cost.

However, in case of RIDF Projects this requirement is waived and the Department concerned would be allowed to accord administrative approval and to go ahead with tendering process after the project is recommended by the Regional Office of the NABARD. Before finalising the bids, Administrative Departments concerned are required to ensure that the required acquisition of land, forest & other regulatory clearances as well as shifting of utilities is substantially completed so that the contractors do not face hindrances afterwards. (FD OM No.RIDF-21/09- 1316/F, dt.17.1.2010).

Similarly, in case of works/projects for which firm funding arrangement has been made with the Government of India (including the award under the Finance Commission and any other scheme approved by Government of India) and external donor/funding agencies, the required minimum budget provision of 15% of the project cost may not be insisted upon while according administrative approval by the competent authority in view of the time bound nature of the work/project.

**(10) Rule - 15 - Power to Write off of losses**

The amendment notified in FD Notification No.FIN-COD-RULE-0002-2012- 28648/F., dt.6.8.2012 regarding write off losses and No.Codes-25/2001-54813/F., dt.8.11.2001 regarding sanction of remission/write off cess, sairat as miscellaneous revenue in appropriate cases due to natural calamities in the State which caused crop loss of more than 50% have been incorporated and accordingly, the Rule - 15 has been substituted which includes a new sub-rule 5 i.e. Rule -15(5).

**(11) Rule - 16 - Local purchase of stationary**

(i) The amendments made by FD Notification No.FIN-ES3-BT-0021-2012- 42148/F., dt.28.12.2012 have been incorporated and the procedure outlined therein shall be followed for purchase of local stationary w.e.f. 1.4.2013.

Henceforward, the power to sanction expenditure on purchase of stationery by the Administrative Department, Heads of Departments and other Sub- ordinate offices will be as follows:

<b>Authority</b>	<b>Extent of Powers to sanction purchase of stationeries per annum, each case (Recurring)</b>	<b>Remark Existing power to sanction contingent expenditure per annum each case under Rule 10 and 20 w.e.f. 8.6.2012 (Recurring)</b>
Administrative Department	Full Power	Full Power
Member, Board of Revenue / DG & IG of Police / PCCF	Rs.25.00 lakh	Rs.20.00 lakh
Heads of Department / RDC	Rs.15.00 lakh	Rs.10.00 lakh
Collector	Rs.10.00 lakh	Rs.5.00 lakh
Heads of Sub-ordinate Officers in the rank of Sr. Class-I & above. (Group – “A” Officers)	Rs.2.00 lakh	Rs.1.00 lakh
Heads of Sub-ordinate Officers in the rank of Jr. Class-I (Group – “A” Officers)	Rs.1.50 lakh	Rs.0.75 lakh

Authority	Extent of Powers to sanction purchase of stationeries per annum, each case (Recurring)	<u>Remark</u> Existing power to sanction contingent expenditure per annum each case under Rule 10 and 20 w.e.f. 8.6.2012 (Recurring)
Heads of Sub-ordinate Officers in the rank of Class-II (Group – “B” Officers)	Rs.0.75 lakh	Rs.0.30 lakh

An illustrative list of stationery articles is at Appendix - 8.2 of the Revised Delegation of Financial Power Rules, 1978 (updated as on date) for guidance.

**(12) Rule -17 - Expenditure sanction**

(a) The existing sub-rule (d) regarding expenditure on Works/Projects has been substituted.

(b) The existing Sub-Rule (e) (i) of Rule 17 is amended by replacing the existing entry "Contingent expenses exceeding Rs.1.00 lakhs" by "Contingent expenses exceeding Rs.10.00 lakh" and adding Note-1 and Note-2 as Explanatory Note to explain the terms sanction of expenditure and allotment of funds.

**Note-1.** While sanction of expenditure of a scheme/project conveys total budgetary allocation under different units of appropriation for the relevant financial year, allotment of budgetary allocation indicates DDO-wise allotment under different units of appropriation out of the total budgetary allocation so sanctioned.

**Note-2.** When allotment is placed at the disposal of the DDO/ Head of the Office/Head of the Department under unit of appropriation "Other Contingencies", "R.R.T." etc. specific sanction order for incurring expenditure under those units of appropriation is necessary under Rule-10 read with Annexure-C or Rule-20 read with Annexure-D of the Delegation of Financial Powers Rules, 1978 as the case may be."

**(13) Rule -17-A**

A new Sub-Rule, namely, 17-A is added to provide for appraisal and approval of the new schemes as indicated below :-

"17-A Appraisal/approval of new scheme or a new service, or where the scope of an existing scheme is proposed to be substantially altered and revised cost estimates of the projects/schemes."

The guidelines and stipulations contained in F .D. Notification No. Codes-27/11(Pt)- 1068/F dated 10/01/2013 have been incorporated under Rule 17-A. The financial limit for appraisal and approval of the new schemes inter-alia is indicated below:-

Sl. No.	Financial Limit	Appraisal Forum	Authority for Approval
1.	Upto Rs.5.00 Cr. under State Plan	Concerned Administrative Department in consultation with the Financial Advisor of the Administrative Department.	Minister in-charge of the Administrative Department. (Upto Rs.100.00 Cr. both under Plan and Non-Plan)
2.	Above Rs.5.00 Cr. & upto Rs.25.00 Cr. under State Plan	Standing Finance Committee of the Administrative Department under the Chairmanship of Secretary concerned with Financial Advisor as convenor, Special Secretary / Additional Secretary / Joint Secretary in-charge of the scheme concerned in the Department, concerned Heads of Department, representative of Finance Department, Planning & Coordination Department and representative of related Department, if required.	Minister in-charge of the Administrative Department (Upto Rs.100.00 Cr. both under Plan and Non-Plan)
3.	(a) All Non-[plan schemes irrespective of the cost	Expenditure Finance Committee (EFC) headed by Secretary, Finance and consisting of Secretary and Financial Advisor of the Administrative Department, concerned Heads of Department, Special Secretary / Additional Secretary, Planning &	(a) upto Rs.100.00 Cr. both under Plan and Non-Plan- Minister-in-charge of the concerned Administrative Department
	(b) State Plan Scheme costing more than Rs.25.00 Cr.	Coordination Department, representative of the line Department not below the rank of Additional Secretary and Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary of Finance Department in-charge of Resources / Expenditure Control Branch, Financial Advisor of the Administrative Department will be Member-Convenor	(b) Above Rs.100.00 Cr. and upto Rs.250.00 Cr. both under Plan and Non-Plan-Chief Minister. (c) Above Rs.250.00 Cr both under Plan and Non-plan- Cabinet

#### **(14) Rule - 19 - Trading Operation -**

The existing proviso under Rule 19(c) is amended by enhancing the existing financial limit of Rs.2.00 lakh to Rs.10.00 lakh. The said provision now reads as under.

"Provided, however, that a proposal under clause (a) or (b) may not be referred to the Finance Department for concurrence if the value of the transaction in each case is below Rs.10.00 lakh."

**(15) Rule 22 - Financial Adviser**

Keeping in view various roles, the Financial Advisers attached to the Administrative Department, Heads of Departments and other offices are required to play in the present day context of financial administration, the role of Financial Advisers has been enlarged and re-defined. The Financial Advisers include Assistant Financial Advisers, Financial Advisers-cum-Chief Accounts Officer, Accounts Officer as the case may be. Accordingly, the existing Rule 22 is substituted as under :-

22. (a) Financial Advisers/Assistant Financial advisers have been posted to assist Administrative Departments in Budget formulation, scrutiny of projects and programme, and for post-Budget vigilance to ensure that there are neither considerable shortfall in expenditure nor unforeseen excess for which provision has not been made in the original Budget or in the revised estimates. Close association of the Financial Adviser with the formulation and implementation of programmes involving expenditure will facilitate more effective discharge of the Financial Adviser's responsibility. It is cardinal to the working of the schemes from the initial stage. The Financial Adviser will also be responsible for preparation of the Department's Performance Budget, Outcome Budget, Cash Management System, On-line distribution of budgetary allocation and On-line compilation of Budget and monitoring of the progress of collection of revenues and other Government dues. Maintenance of an efficient accounting system is essential for the purpose.

(b) The Financial Adviser shall be consulted in the matter of exercise of powers delegated under these rules. In all such cases where the Secretary of the Administrative Department proposes to over-rule the advice of the Financial Adviser reference may be made to the Finance Department.

(c) The duties and responsibilities of the Financial Adviser/ Assistant Financial Advisers are defined and detailed in Annexure-E. The Financial Advisers should not be saddled with pure administrative functions and items of work of miscellaneous and routine nature e.g. functions of Drawing & Disbursing Officer\* as that may hamper in due discharge of the duties and responsibilities specially entrusted to them. The Financial Advisers and Chief Accounts Officers/Accounts Officers

attached to the Heads of Departments and other officers shall mutatis mutandis discharge the duties and functions entrusted to the Financial Advisers/Assistant Financial Advisers attached to the Departments.

\*Finance Department Circular No. OFS-II(S)-58/11-26048(225)/F., dt. 6<sup>th</sup> June, 2011 has specifically banned entrusting duties of Drawing & Disbursing Officer to the FAs/AFAs/Accounts Officers. (Appendix- 11.1)

(d) All proposals referred to the Finance Department should be accompanied with the comments of the Financial Adviser/ Assistant Financial Adviser in terms of the clarification issued by Finance Department in their Memorandum No.Codes-33/2004-251/F., dt.2.1.2004 (See Appendix - 11.2)

**(16) Annexure-A read with Rule-8-Creation of posts:**

This has been modified, revised and updated keeping in view the restrictions imposed by Finance Department vide FD OM No.Bt.1-9/2001-10954/F dt.14.3.2001 on austerity measures and Resolution NO.FIN-BUD5-MISC-0009-2012-31715/F. dt.4.9.2012 on conferment of temporary status to Casual/Daily Wage Labourers engaged prior to 12.4.1993.

**(17) Annexure - B read with Rule-8 -**

Regarding Annual Establishment Review :-

(i) Finance Department Resolution No.Codes-31/97-199/F, dated the 3<sup>rd</sup> January, 2000 on "Simplification of procedure for extension of temporary posts under regular establishment and annual review of establishments as per prescribed time schedule" has been updated vide FD Resolution No.Codes-27/2011(Pt.)-3602/F., dated 6.2.2013.

(ii) In the aforesaid Resolution Annexure-B has been updated based on the Revised Scale of Pay applicable for State Government employees, All India Service Officers, Judicial Officers and various other categories of State Government employees including employees drawing salary as per pay scale recommended by UGC/AICTE and as adopted by the State Government.

(iii) The prescribed time schedule for submission of information pertaining to Annual Establishment Review by electronic means through iOTMS (Integrated Odisha Treasury Management System) is summarised below :-

Sl. No.	The authority who would furnish information	The authority to whom the information is to be submitted	Time-line fixed for submission	The month for which Pay Bill is not to be accepted in case of default in submission of information
(1)	(2)	(3)	(4)	(5)
1	<p>(a) The DDO of the Head of the Office in respect of own Establishment</p> <p>(b) DDO of the Heads of Department in respect of own Establishment including attached offices, if any.</p> <p>(c) DDO of the Administrative Department in respect of respective own Establishment incl. attached offices, if any</p> <p>(In Schedule-I, I-A &amp; IV vide Para-3 of the FD Resolution dated 6.2.2013)</p>	<p>(a) Heads of Department</p> <p>(b) Head of Department</p> <p>(c) The Secretary of the Department</p>	By end of January	For February
2	The DDO for the Grantee Institutions to the grant-in-aid sanctioning authorities in Scheduled I-B.	<p>i) The Head of the Department from January whom Grant-in-Aid is received without intervention of Administrative Department.</p> <p>(ii) The concerned Administrative Department from whom Grant-in-Aid is received directly (does not include those received from Head of the Deptt. as in (i) above.</p>	By end of January	No release of salary of the month of February onwards in case of default.
3.	<p><u>Heads of Department</u></p> <p>Consolidated information of Subordinate offices, own Establishment including attached offices, if any, and Grant-in-aid institutions</p>	Administrative Department	By end of February	For March

Sl. No.	The authority who would furnish information	The authority to whom the information is to be submitted	Time-line fixed for submission	The month for which Pay Bill is not to be accepted in case of default in submission of information
	receiving Grant-in-Aid directly (In Schedule-II, II-A, II-B & IV vide Para-4 of the FD Resolution dated 6.2.2013)			
4.	<u>The Administrative Department</u> Consolidated information of Sub-ordinate offices, Heads of Department, own Establishment including attached offices and Grant-in-Aid Institutions (In Schedule-III, III-A, III-B, III-C, III-D & IV vide Para 5 of the FD Resolution dated 6.2.2013)	Finance Department	By end of March	April
5.	<u>Treasury Branch of Finance Department</u> Consolidated information of all Departments including that of Finance Department (in Schedule-III, III-A, III-B, III-C, III-D & IV vide Para-10 of the FD Resolution dated 6.2.2013)	The concerned Budget Expenditure Branch, Finance Commission Branch etc. of Finance Department	By end of May	

**(18) Annexure - C read with Rule-10 -**

Regarding sanction of Contingent and other items of Expenditure by Administrative Department and Heads of Department:

The items revised and modified in Annexure-C is indicated below:-

The existing limit of Rs.125/- per month for conveyance hire charges (SI.No.2) is enhanced to Rs.500/- per month. For Fixtures and Furniture (SI.No.3) the existing limit Rs.50,000/-is enhanced to Rs.5.00 lakh. For Freight, demurrage (SI.No.4) the existing limit upto Rs.5,000/-is enhanced to Rs.25,000/-.

For Hire of Office furniture (Sl.No.5) the existing limit Rs.5,000/- is enhanced to Rs.10,000/- per annum. For Reimbursement of legal expenditure [Sl.No.7(2)] incurred by Government servant the limit is enhanced from Rs.20,000/- to Rs.1.00 lakh in case of Heads of Departments, from Rs.10,000/- to Rs.50,000/- in case of Collector.

For payment of decretal dues [SLNo.7(4)] by Heads of Departments the limit is enhanced from Rs.1.00lakh to Rs.5.00 lakh. In case of Motor Vehicles (Sl. No.8) restriction imposed by Finance Department on purchase, OM dt.29.9.2012 regulating hiring of vehicles for offices under the State Government have been incorporated and accordingly the said entry has been revised and modified.

The existing (Sl.No.9) "Municipal Rates & Taxes" is replaced as under:-

"9. Municipal rates and taxes, water tax and electricity charges - The Administrative Department/Heads of Department and Head of the Office will have full power to sanction expenditure on Municipal rates and taxes, water tax and electricity charges in respect of their own establishments for which adequate budget provision should be ensured by the concerned authorities in consultation with Finance Department. Payment of Municipal Rates and Taxes, Water Tax and Electricity charges should be made strictly in time in order to avail the rebate/concession, wherever offered/permitted. In case, payment is not made in time and consequently, Delayed Payment Surcharge (DPS) is required to be paid, such additional expenditure towards DPS shall be the personal liability of the concerned Drawing & Disbursing Officer of the Administrative Department, Heads of Department and Head of the Office, as the case may be, responsible to ensure timely payment. The Administrative Department, Heads of Department and Head of the Office have full powers to purchase pre-paid electricity Card/Meter from the Distribution Companies for advance payment of electricity charges which would be adjusted against the actual consumption. Payment of Municipal rates and taxes should be regulated in accordance with the provisions of Chapter-4 of the Orissa Public Works Department Code and Government instructions issued from time to time."

The existing financial limit of not exceeding Rs.25,000/-for petty works and repair (Sl. No.10) is enhanced to not exceeding Rs.1.00 lakh. The existing stipulation of construction and repair exceeding Rs.25,000/- (Sl. No.10) being treated as works expenditure is revised to exceeding Rs.1.00 lakh. Without obtaining Fair Rent Certificate [Sl. No.15(2)] the existing limit of monthly rent for hiring accommodation is enhanced

from Rs.5,000/ to Rs.12,000/- in urban areas and from Rs.2,500/- to Rs.6,000/- per month in rural areas.

For hiring accommodation [SI.No.15(3)] existing limit to sanction rent upto 10% of the Fair Rent is enhanced to 20%. Hiring of accommodation outside the State [SI.No.15(7)] would require prior concurrence of Finance Department and approval of the Chief Minister.

The existing limit for sanction of rent for hired accommodation (with Fair Rent Certificate) [SI. No. 15(8)] for Heads of Department is enhanced from Rs.2.00 lakh to Rs.12.00 lakh per annum, for Revenue Divisional Commissioner from Rs.15,000/- to Rs.50,000/- per month for storage of food-grains. Specific prior approval of Finance Department is made mandatory before according any sanction by the Administrative Department for Contingent paid staff (SI. No.16).

“17. Local purchase of stationery is allowed w.e.f. 1.4.2013 in terms of Finance Deptt. No. FIN-ES3-BT-0021-2012-42148/F., dated 28.12.2012. Local purchase of stationery for office use is to be regulated as per the provisions contained under Rule-16 read with Appendix - 8.1 and 8.2.”

The existing entry "Installation of Telephone (SI.No.20)" is expanded to include Fax, Mobile and Internet facility. Sanction of installation would be guided by Commerce Department Circular Dt.5.5.2003 read with dt.18.2.2010. Payment of rental dues for telephone charges, mobile, inter-net charges would be subject to ceiling prescribed by Finance Department/Commerce & Transport Department from time to time.

The existing entry (SI.No.22) "Typewriter" has been revised as "Typewriter/Computer/Laptop". Further purchase of Typewriter is banned. Adequate functional justification for purchase of Laptop should be ensured and in all cases sanction of the Secretary of the Administrative Department should be obtained. Laptop issued to the concerned officer would remain as Government property.

Procedure/guidelines prescribed by IT Deptt. vide their Resolution No.IT-IV-37/2008- 2185/IT, dt.3.6.2008 read with Resolution No.3345-IT-VI-11/2009-IT, dt.30.12.2009 (Appendix-3.5 & 3.4) as amended from time to time read with guidelines issued, if any, by Finance Department shall be followed for purchase of Computer Hardware and Laptop.

Duplicator (Sl. No.24)- omitted.

Purchase of instruments, minor equipment and apparatus – the existing financial limit of Rs.50,000/- is enhanced to Rs.1.00 lakh per annum.

Payment of Custom Duty (Sl.No.26) the existing limit of Rs.1.00 lakh is enhanced to Rs.2.00 lakh in each case for Heads of Departments.

Sanction of expenditure on lunch/ dinner/ entertainment (Sl.No.27) is enhanced from Rs.3.75 lakh to Rs.7.50 lakh per annum.

The existing entry purchase of plain paper copier (Sl.No.30) is substituted as plain paper copier/Xerox Machine/Scanner. Now the Administrative Department can purchase more than one Plain paper Copier/Xerox Machine/Scanner for the Department. HOD may sanction not more than two Plain Paper Copier/Xerox Machine/Scanner for his/her own office.

Sl. No. 32(d) has been added as follows for compensation to the victims. Compensation to the victims who have suffered loss or injury as a result of the crime and require rehabilitation.

The sanction of compensation to the victims shall be regulated as per Home Department Notification No. CP/CR-07/12-27466 dated 12.07.2013 read with Notification No. CP/CR-07/12-49915/C&HR dated 27.12.2012 (Appendix-3.17 & 3.18).

Sanction of expenditure on official entertainment (Sl.No.33) is enhanced from Rs.12,500/- per annum to Rs.50,000/-. Member, Board of Revenue is added to the existing provision for Secretaries to Government and Special Relief Commissioner.

#### **(19) Annexure -D read with Rule - 20**

Regarding sanction of Contingent and other items of Expenditure by the Sub-ordinate authorities :-

The items revised and modified in Annexure-D is indicated below :-

The existing limit of Rs.10,000 per annum for purchase of fixture and furniture (repairs) (Sl.No.5) is enhanced to Rs.30,000.

The existing limit for Freight charges (Sl.No.6) is increased from Rs.5,000 to Rs.10,000 in each case. The existing limit for Demurrage and Wharf age charges (Sl.No.7) is increased from Rs. 2,500/- to Rs.5,000 in each case.

The existing limit for purchase of instruments and minor equipment and apparatus (Sl. No. 9) is enhanced from to Rs.10,000- to Rs.20,000/- in each case. The existing entry Municipal Rates and Taxes (Sl.No.11) is substituted as "Municipal Rates, Taxes, Water Tax and Electricity Charges".

The stipulation is modified as under:-

"Payment should be made strictly in time in order to avail the rebate/ concession, wherever offered/ permitted. In case payment is not made in time and consequently surcharge is required to be paid such additional expenditure towards surcharge shall be the personal liability of the concerned Head of Office/Drawing and Disbursing officer".

*The Administrative Department, Heads of Department and Head of the Office have full powers to purchase pre-paid electricity Card/Meter from the Distribution Companies for advance payment of electricity charges which would be adjusted against the actual consumption.*

The existing entry "Call charges including Trunk Calls" vide Sl.No.13(ii) is substituted as under:

"Call charges including Trunk Calls and Mobile and Internet facility to the entitled functionaries as specified in Commerce Department Circular No.Tel17/03-3377/Com. Dt.S.S.2003 (Appendix-3.3) and No.Gen-II-Tel-21/2010-1177/Com. dt.18.2.10" (Appendix-3.2). The existing limit is enhanced from Rs.15,000 per annum to "Full Power", i.e. restriction removed.

Full Power to be exercised subject to the norms prescribed by Commerce Department and Finance Department, if any, from time-to-time. For non-official publications (Sl.No.14), the existing financial limit of Rs.1250/- per annum is enhanced to Rs.10,000/- per annum.

The existing entry "Purchase of Typewriter" vide Sl. No.15 is substituted as "Purchase of Typewriter/ Computers". The existing restrictions/ conditions are substituted as under:-

"Purchase of new typewriters shall not be made. Typewriters should be gradually substituted by Desktop Computers with Printers. Procedure/ Guidelines prescribed by Information Technology Department and/ or Finance Department from time-to- time shall be followed for purchase of computers and printers."

The financial limit for "Hiring of accommodation for storage of food grains by Collectors" (Sl.No.19) is enhanced from Rs.10,000/-per month to Rs.15,000/-per month.

**(20) Annexure - E read with Rule - 22**

Based on the latest developments in the area of public financial management and the need to involve the Financial Advisors right from the conception to implementation of the plans and programmes, the role of Financial Advisors has been redefined by adding an introductory note and the existing list of duties and responsibilities have been enlarged and re-defined.

4. The 5<sup>th</sup> edition of Delegation of Financial Powers Rules, 1978 as corrected up to August,2000 was reprinted and published in September,2000.The amendments/modifications made from time to time and the amendments/revisions as indicated in Para-3 have been duly incorporated in the revised edition (Sixth Edition) now being reprinted. In these amendments certain provisions have also been elaborated and re-defined to make it self-explanatory and to avoid ambiguity. Further, various Notifications/Office Memoranda/Resolutions and instructions issued by Government from time to time, relevant provisions of O.G.F.R. and Treasury Code, where-ever referred to in the Rule, have been compiled and shown as Appendix in order to help the authorities at different levels to expedite decision making for implementation of various plans and programmes.

5. The revisions/amendments incorporated in this Office Memorandum are deemed to have come into force from the date of issue of such Notifications/Resolutions/Office Memorandum/Instructions issued by Finance Department or the date otherwise specifically mentioned there-in. The amendments now made as outlined in Para-3(1) to Para-3(20) shall come into force with effect from the date of issue of this memorandum. The re-printed version of the Delegation of Financial Powers Rules, 1978 as amended/revised up-to-date (Sixth Edition) is being made available in the Finance Department website ([www.odisha.gov.in/finance/index.htm](http://www.odisha.gov.in/finance/index.htm)).Printed copies would also be made available in due course for official circulation.

By order of the Governor

**Sd/-**

**(J.K. Mohapatra)**

**Additional Chief Secretary to Government**