

ANNEXURE I

Delegation of power to Director & Sr. AuO (Admn) in regard to section I of MSO (Admn.) Vol-II

S. No.	Item No. of the MSO (Admn) Vol-II	Nature of powers	Extent of power of Pr. Director of Audit (Head of the Department)	Redelegation	
				Director (Admn)	AUO (Admn)
1	2	3	4	5	6
1	14	Contingent expenditure on items other than those in respect of which specific limits/scales have been prescribed by Govt.	Rs. 10,000/- p.a. in each case (Rec.) & Rs. 40,000/- p.a. in each case (Non rec.)	Rs. 5,000/- p.a. in each case (Res.) & Rs. 20000/- p.a. in each case (Non. Rec.)	-
2	15	Hiring new office accommodation	Rs.3,00,000/- p.a. in AI & 'A' class cities Rs. 2,00,000/- p.a.in 'B-I' & 'B-2' and Rs. 1,00,000/-p.a. in other unclassified cities in place of existing entries.	-	-
3	17(a)	Local purchase of stationery	Full powers	Powers to incur expenditure on purchase of stationery upto Rs. 5,000/- in each case subject to a ceiling of Rs. 20,000/-	Rs. 500/- in each case subject to ceiling of Rs. 5000/- p.a.
4	17(b)	Local purchase of Rubber stamps & office seal	Full power	Full power	-
5	18(i)	Incurring expenditure on freight & Demurrage/ Wharfage charges	Full power	Full power	-

6	18(ii)	Maintenance upkeep & repairs of motor vehicles	Full power	Full power to incur expenditure on purchase of petrol & lubricants etc. & expenditure on minor repairs upto Rs. 1000/- at a time.	Rs. 200 in each case.
7	18(iv)	Other stores required for the working of an office establishment	Full power	Rs. 2000/- in each case.	Rs. 500/-in each case
8	18(vi)	Liveries clothing & other articles	Full power	Full power	-
9	18(vii)	Postal & Telegraph charges	Full power	Full power	Upto Rs. 200 in each case.
10	18(ix)	Local printing & binding in emergent cases (where the work is not executed through chief controller of printing and stationery)	Full power	Rs. 40,000/- p.a.	-
11	18(x)	Purchase of publications official & Non-official	Full power	Power to incur expenditure upto Rs. 1000/-on each occasion subject to ceiling of Rs. 5000/- p.a.	-
12	18(xi)	Staff paid from contingencies	Full power	Full power	-
13	18(xii)	Supply of water for drinking etc. & dusting offices	Full power	Full power	Upto Rs. 100/- in each case.
14	18(xvi) (a)	Purchase of non scale items of furniture	Full power	Rs. 1,00,000/- p.a.	-
15	18(xvi) (b)	Installation of PABX/PBX system	Full power	Full power subject to budgetary allocation	-
16	18(xvi) (c)	Purchase of A.C.S	Full power	Full power subject to budgetary allocation	-
17	18(xvi) (d)	Purchase of Fax machine	Full power	Full power subject to budgetary allocation	-

18	18(xiv)	Purchase, hiring, maintenance & repairs of office machine (typewriters, calculating machines, etc.)	Full power	Full power	-
19	18(xv)	Purchase of scale items of furniture	Full power	Power to incur expenditure upto Rs. 20,000 at a time.	-
20	18(xx) (b)	Other legal charges	Full power	Rs. 5,000/- in each case	-
21	18(xxi)	Electricity gas and water charges	Full power	Full power	-
22	18(xxii)	Replacement/ Purchase of staff cars and office motor vehicles	Full power	For new staff cars:- No power For Replacement:- power maybe exercised by Heads of Department subject to fulfillment of prescribed conditions (life mileage). The disposal of old car should be made within six month & report sent to Head quarters.	-
23	27	Advance for the purchase of conveyance	Full power	Full power except in the case of purchase of motor cars.	-
24	28	Sanctioning advances of pay & TA on transfer	Full power	Full power except in the case of Group officers	Full power for NG staff
25	29	Sanctioning advances of TA for journeys on tour.	Full power	Full power except in the case of Group officers	Full power for NG staff
26	30	Sanctioning second advance for one more month for journeys on tour	Full power	Full power	-

		in respect of non-gazetted staff of OID/WAO inspection parties in the IA & AD pending receipt of adjustment bills for the first advance in relaxation of para 269 of GFR vol.I.			
27	31	Advance of pay to N.G. staff on the eve of important festivals.	Full power	Full power	Full power for NG staff
28	32	Advance in lieu of leave salary.	Full power	Full power	Full power for NG staff
29	36	Sanctioning of expenditure in connection with the foundation stone laying ceremonies & opening of buildings relating to IA & AD.	Full power	Rs. 1,000/- p.a. (Recurring) & Rs. 10,000/- p.a. for (Non-recurring)	-
30	38(a)	Expenditure on light refreshment at formal in departmental or other meetings/conferences.	Full power	Rs. 5/- per head per official meeting for tea & Rs. 50/- per head per official meeting for lunch subject to Rs. 5,000/- p.a.	-
31	38(b)	Hospitality and entertainment other than light refreshments	Full power	Rs. 2,000/-p.a	-

Section 'A'

i	9	Write off of losses:-		-	-
	(i)	Irrecoverable losses of stores and public money	Full powers upto Rs. 10,000		
	(a)	Due to theft, fraud, negligence etc.	Full powers upto Rs. 20,000		
	9(ii)	Otherwise than due to theft, fraud, negligence etc	Full powers upto Rs. 2,000		
		Losses of revenues and irrecoverable loans and advances			

Section 'B' MSO (Admn) vol-II

32	34	Power to grant leave including extraordinary leave other than special disability leave & study leave to Govt. servant	Full power	Full power for SO/AAuOs beyond 15 days and for Sr.Ars/Ars./Clerk/Typist, stenos & Gr'D' staff beyond 45 days.	Full power Sr.Ars/Ars./Clerk/Typist, stenos & Gr'D' staff upto 45 days.
33	37	Power to require a medical certificate of fitness before return from leave	Full power	Full power in case of officers to whom the leave was granted by him/her	Same as Director.
34	38	Power to permit officers to return to duty before expiry of leave	Full power	Same as P.D.A.	Same as Director
35	39	Power to extend leave	Full power in case of officers to whom the leave as granted by him.	Same as P.D.A.	Same as Director

Section 'D' MSO Vol-II

36	4	Allowing the counting of extra ordinary leave other than EOL granted on Medical certificate for cases of pension.	Full power	Full power upto the level of AAuO's	-
----	---	---	------------	-------------------------------------	---

Delegation of powers to Director

1	3	Sanctioning reimbursement of tuition fees to Gazetted officers (Gropu B)	Full power	Full power	Full power for NGO's
2	7	Sanctioning of reimbursement of medical claims	Full power	Full power for GO's and over Rs.10000 in each case for NGO's	Full power for NGO's Upto Rs. 10000 in each case
3	7	Countersigning of Travelling allowance bills of Gazetted staff (Group B)	Full power	Full powers	Full power for NGO's
4	8	Countersigning of claims for reimbursement of medical expenses for Group 'B' officers	Full power s	Full powers	Full power for NGO's
5	15	Recording of certificate of verification of service in service Books of Gazetted officers.	Full powers	Full powers	Full power for NGO's

ANNEXURE II

{Para. 1.6.3}

The distribution of Administrative work between PDA, Director (Admn) and Sr.AuO/AuO (Admn)

Pr. Director of Audit

- 1 Establishment matters relating to Sr.AuO/AuOs, AAuO & SO
- 2 Sanction of Leave to Secretary to Principal Director of Audit
- 3 All correspondence to and returns to CAG office
- 4 Countersigning/passing of TA bills, conveyance bills, medical reimbursement bills of IA&AS officers
- 5 All the work relating to staff proposal, budget control statements and Appropriation Accounts
- 6 Allowing EOL to count for pension in circumstances mentioned in the MOF's memorandum No.F 6(2)-EV/68 of 18.4.1968 in case of Sr.AuO/AuOs, AAuO & SO
- 7 Office Accomodation, shifting of office etc.
- 8 Office Association & Receration clubs.

Director/Deputy Director

- 1 Establishment matter relating to Sr. Auditors, Auditors, Stenographer, Clerk/Typist & Gr' D' staff.
- 2 Functioning as welfare officer
- 3 All the work connected with Examinations (except SOGE)
- 4 Passing/countersigning of TA bills, conveyance bills, reimbursement of medical & Tuition fee bills of IA&AS officers of Gr ' B' Gazetted officer.
- 5 Sanctioning of asdvance for purchase of bicycle, Fan etc.
- 6 Allowing EOL to count for pension in circumstances mentioned in the MOF's memorandum No.F 6(2)-EV/68 of 18.4.1968 in case of Sr. Auditors, Auditors, Stenographer, Clerk/Typist & Gr' D' staff
- 7 Sanctioning leave to AAuO/SO beyond 15 days and in respect of Non-gazetted staff in excess of 30 days.

Sr. Audit Officer (Admn)

- 1 Passing/countersigning of TA bills, conveyance bills, reimbursement of medical & Tuition fee bills of IA&AS officers of Non-Gazetted officer and scrutiny of TA bills of GO.
- 2 Pension cases of staff and custody of nomination for Death-cum-Retirement Gratuity and Family pension.
- 3 Sanctioning of advance of pay and TA on transfer tour, festival advance and leave salary advance to non-gazetted staff.
- 4 Sanctioning of leave to Sr.Auditors, Auditors, Stenographers, Clerk/ Typists, Recored Keepers and Group 'D' for periods not exceeding 30 days when no substitutes are required.
- 5 Approval of drawl of increments to non-Gazetted staff where crossing of Efficiency Bar is not involved and for Group 'D' inclusive of E.B. Crossing cases.
- 6 All the work in connection with purchase of stationery, liveries, furniture etc.
- 7 All the work in connection with Annual Establishment Returns and other Routine Returns