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F.No.ADG(Infra)/U-I/Delhi/MR-200/2016-17/ 431

Dated: 30/05/2017(Tue)

To,

The Principal Chief Commissioner of Income Tax (CCA),
Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Delhi, Guwahati,
Hyderabad, Jaipur, Kanpur, Kochi, Kolkata, Lucknow, Mumbai, Nagpur, Patna, Pune and
Principal DGIT (NADT), Nagpur.

Subject: "Outsourcing of Services" under the Delegation of Financial Powers to Heads of
Departments of Department of Revenue, CBDT and CBEC – Reg.

Ref.: OM No.15/6/2008-IFU-III dated 15/09/2011 (IFU, Department of Revenue)

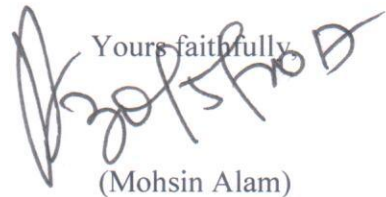
Sir / Madam,

Kindly refer to the above.

2. It has been observed that the limit of Rs.30 lakhs per annum has been exceeded in some cases by some of the HoDs under the head "Outsourcing of Services" vide sl. No.7 of the IFU's OM No.15/6/2008-IFU-III dated 15/09/2011(copy enclosed) and accordingly the IFU has advised to seek the prior concurrence of the IFU wherever the same is necessary and avoid seeking ex-post facto concurrence.

3. It is requested that the advice of the IFU as above is communicated and followed at all the level of HoDs.

Encl.: As above

Yours faithfully


(Mohsin Alam)
Addl. Director General(Infra)-1
New Delhi

Copy to: Director, Data Base Cell for uploading on website www.irsofficesonline.gov.in

(Mohsin Alam)
Addl. Director General(Infra)-1
New Delhi

(6)

F.No.15/6/2008-IFU.III
Ministry of Finance
Department of Revenue
Integrated Finance Unit

New Delhi, dated 15th September, 2011

OFFICE MEMORANDUM

Subject: Delegation of Financial Powers to Heads of Departments of Department of Revenue, CBDT and CBEC.-reg

The delegation of financial powers to Heads of Departments (HoDs) of CBDT and CBEC has been reviewed by the Integrated Finance Unit (IFU) of Department of Revenue. Based on, *inter-alia*, proposals received from CBDT & CBEC, the revised delegation, duly approved by the competent authority under Rule-13 of the Delegation of Financial Powers Rules, 1978, has been compiled as per Annexure.

2. For exercising the delegated financial powers, as mentioned in the enclosed Annexure, there is no necessity to refer the proposals to the Department/IFU except where proposals are not in consonance with the existing instructions. The provisions of GFRs and ~~other~~ instructions issued by the Department of Expenditure and other competent authorities i.e. CVC and DGS&D etc. shall be followed. The expenditure against these delegations is subject to availability of the Funds with the HoDs.

3. The revised delegation, which is applicable with immediate effect, may be circulated to all HoDs.


(H. Pradeep Rao)

Joint Secretary & Financial Adviser (Finance)

To:

- (1) Chairman, CBDT
- (2) Chairman, CBEC
- (3) Joint Secretary (Revenue)
- (4) Joint Secretary (Admn.), CBDT
- (5) Joint Secretary (Admn.), CBEC

Copy to:

- (1) Pr. CCA, CBDT
- (2) Pr. CCA, CBEC
- (3) CCA (Finance), D/o Revenue

7

ANNEXURE

**DELEGATION OF FINANCIAL POWERS TO THE HEADs OF THE
DEPARTMENTS OF DEPARTMENT OF REVENUE, CBDT & CBEC**
(Ref: O.M. F.No. 15/6/2008-IFU-III (EC) dated 15.09.2011)

S.No.	Item of Expenditure	Rules applicable and delegation of financial powers to HoDs of CBDT, CBEC and D/O Revenue
(A)	(B)	(C)
1.	Write-off of losses i. Loss of revenue or irrecoverable loans and advances. ii. Deficiencies and depreciation in the value of stores (other than motor vehicle) included in the stock and other accounts. iii. Irrecoverable loss of stores or of public money.	The details of powers available to Chief Commissioners/Director Generals and Commissioners/ Directors in all these three sub-heads may be seen in Schedule-VII of DFPRs.
2.	Contingent expenditure	
2.1	Bicycle	Full Powers.
2.2	Conveyance hire charges	Powers delegated under DFPRs will be applicable. The position of allocation of financial powers to HoDs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/E.II(A)/2003 dated 16.9.2003 will continue.
2.3	Electric, gas and water charges	Full Powers.
2.4	Fixtures, furniture (purchase & repair)	Full Powers.
2.5	Freight and demurrage/ Wharfage charges	Full Powers.

8

Sr.No.	Item of Expenditure	Rules applicable and delegation of financial powers to HoDs of CBBT, CBEC and D/O Revenue
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2.6	Hire of office furniture, fans, heaters, coolers, clocks, call bells etc.	Full Powers.
2.7	Legal charges	Powers delegated under DFPRs will be applicable. The position of allocation of financial powers to HoDs (along with restrictions, conditions etc.) from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/E.II(A)/2003 dated 16.9.2003 will continue.
2.8	Motor vehicles	
	i. Additional purchase or additional hiring of vehicles (on regular basis)	i. No powers.
	ii. Replacement hiring in lieu of regularly (mature) condemned vehicle.	ii. Full powers subject to GFRs 2005 and instructions issued from time to time.
	iii. Replacement hiring in lieu of pre-maturely condemned vehicle.	iii. No powers.
	iv. Replacement purchase in lieu of mature or premature condemned vehicle	iv. There is general ban imposed by Department of Expenditure vide O.M. No.7(1)/E-Coord/2011 dated 11.7.2011 on purchase of vehicles and, therefore, proposals for purchase are to be referred to the Department.
	v. Maintenance, upkeep and repairs of vehicles.	v. Full Powers.
	vi. Mature and pre-mature condemnation of vehicles.	vi. Full powers for mature condemnation. The Department has to be approached for pre-mature condemnation.

Sr.No.	Item of Expenditure	Rules applicable and delegation of financial powers to HoDs of CBDT, CBEC and D/O Revenue
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	vii. Hiring of vehicles in connection with search and seizure operations.	vii. The offices headed by ITO/AC/DC can hire vehicles for survey, search and seizure operations as and when required subject to availability of budget and monitoring by the concerned HoD. In case of Survey, the concerned Joint CIT/Addl. CIT would be competent to hire, subject to ex-post-facto approval by the HoD.
2.9	Municipal rates and taxes	Full Powers.
2.10	Repair and maintenance work in buildings owned by the Department. (Minor Works)	Rs.30 lakh. Provisions of GFR 2005 will apply.
2.11	Provision of DG set	Rs.15 lakh per annum per building for each HOD for purchase of DG (Diesel Generating) set, subject to GFRs 2005, Works Manual and guidelines for essential and non-essential loads for DG Sets.
2.12	Repair and alterations to hired and requisitioned buildings.	A total of Rs.50,000/- in a year, non-recurring. Provision of GFRs 2005 will apply.
2.13	Original works (through CPWD) on Department land and buildings. (Only in cases where funds are provided by MOUD). The power will not be used for purchase of land/building.	Rs.10 lakh in each case. Provisions of GFRs 2005 will apply. Government of India decision below Rule 10 of DFPRs on New Service/New Instrument of Service shall apply. All original works beyond Rs. 10 lakh require reporting to Parliament and beyond Rs. 50 lakhs, requires prior approval of Parliament. Budget provision should be available under the grant provided by MoUD.
2.14	Computers	i. Site preparation of computers/ installation – Rs.5 lakh/year ii. Maintenance of site for Computers- Rs.5 lakh/year.

10

Sr.No.	Item of Expenditure	Rules applicable and delegation of financial powers to HoDs of CBDT, CBEC and D/O Revenue
		<p>iii. AMC of Computers (Hardware) excluding sites-Rs.10 lakh/year (non PSU) & full powers in case of PSU.</p> <p>iv. Training in computers in India- Rs.5 lakh/year in consultation with respective Systems Wing of CBDT & CBEC.</p> <p>v. Purchase/procurement of PCs/Hardware – Rs.15 lakh/year.</p> <p>vi) Software development and website related expenditure –Rs.2 lakh per year for Systems wing and Training Institutes of CBEC & CBDT. For Training Institutes, the software should be developed in consultation with the respective Systems wing.</p> <p>Note: The above powers are subject to relevant instructions on these items issued from time to time.</p>
2.15	Hiring of office accommodation.	<p>Rs.3 lakh per month for 13 major Cities (A-1 and A) & Rs.1.5 lakh per month for other cities.</p> <p>Note: These powers are subject to non-availability certificate from Directorate of Estates and /or CPWD, Fair Rent Certificate from CPWD, observance of GFRs 2005, admissibility of space norms as prescribed and also subject to relevant instructions on this item issued from time to time. Any deviation from norms including acceptance of single offer, should be referred to the Ministry. Hiring should be recommended by a Hiring Committee duly constituted by the HoD.</p>
2.16	Postal & Telegraph charges	Full powers to incur expenditure on this item subject to following the existing government instructions. Through e-governance activities, electronic mode is to be increasingly adopted.

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2.17	Printing and binding	<p>i. Full powers to HoDs in case printing is done in Government Press or through Directorate of Printing.</p> <p>ii. Rs.1 lakh per annum through private party including cost of paper and binding following GFRs 2005 provisions and Govt. instructions on the subject.</p>
2.18	Publications	Full Powers.
2.19	Repairs to and removal of machinery (where expenditure is not of capital nature)	Full Powers.
2.20	Rewards, fees, bonus etc. (Other than those granted under service rules)	The position of allocation of financial powers to HoDs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/E.II(A)/2003 dated 16.9.2003 will continue.
2.21	Staff paid from contingencies	Full Powers (Only for casual engagement for short duration).
2.22	Purchase of stationery	<p>Upto Rs.10 lakh per annum.</p> <p>Govt's economy instructions & GFRs 2005 provisions are to be followed in procurement and inventory management. HoDs have to ensure that there is no wasteful expenditure.</p>
2.23	Stores	Full Powers.
2.24	Supply of uniforms etc.	Full Powers.
2.25	Telephone charges	Full Powers.
2.26	Tents and camp furniture	The position of allocation of financial powers to HoDs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/E.II(A)/2003 dated 16.9.2003 will continue.

12

Sr.No.	Item of Expenditure	Rules applicable and delegation of financial powers to HoDs of CBDT, CBEC and D/O Revenue
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2.27	All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photo copiers, copying machine, franking machine, filing and indexing system etc.	Full Powers.
2.28	Departmental and inter-departmental meetings, conferences, seminars, receptions and workshops	The position of allocation of financial powers to HoDs from the powers available with the Department, as prevailing before the issue of Department of Expenditure Notification No.1(11)/E.II(A)/2003 dated 16.9.2003 will continue. OM No. 7(2)/E.Coord/03 dated 25.03.2004 of Department of Expenditure shall apply. Limit of Rs. 150/- per head for serving refreshments/working lunch which start in the forenoon and continue beyond lunch time. The holding of meetings, conferences, seminars, workshops, etc. in hotels should be avoided.
2.29	Medical advance to eligible employees under CS (MA) Rules	Upto Rs.2 lakh, subject to instructions of Ministry of Health issued from time to time.
2.30	Expenditure on visit of Parliament Committee	The guidelines of Ministry of Parliamentary Affairs (Circulated by D/O Revenue (Parliament Cell) vide Dy. No.906/2005-Parl. Dated 13.7.2005) provides for the manner of incurring of such expenditure and also that such expenses will be borne from the grants of Secretariat of Lok Sabha/Rajya Sabha.
3.	Other items of contingent expenditure	Recurring – Rs.1,00,000/-per annum in each case. Non-recurring- Rs.1,00,000/-in each case.

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4.	Miscellaneous Expenditure	<p>Recurring – Rs.10,000/-per annum in each case.</p> <p>Non-recurring- Rs.20,000/-in each case.</p>
5.	Advertising & Publicity by CBDT & CBEC	<p>i. For approved Publicity Plan.</p> <p>Both the Boards will prepare their quarterly publicity plan and obtain the approval of Finance Minister. The Director (PRPP&OL) in CBDT and Commissioner (DP&PR) in CBEC are delegated full powers to incur expenditure in connection with such approved publicity plan within the budgetary allocations, subject to the condition that expenditure would be incurred through DAVP/Prasar Bharati (for Doordarshan and AIR)/NFDC (for web-based publicity and TVC) at the approved rates, fulfillment of economy instructions and following the provisions of GFRs. Wherever DAVP/PB/NFDC rates are not available, the respective HoDs would follow the provisions of GFRs 2005 and other instructions issued from time to time.</p> <p>ii. For isolated advertising and other Publicity requirements <u>not</u> Covered Under Quarterly Plan:</p> <p>The DIT (PRPP&OL) in CBDT and Commissioner (DP&PR) in CBEC are delegated financial powers upto Rs.50 lakh per annum for incurring expenditure on isolated advertising and publicity to be undertaken. Proposal beyond this limit should be sent to Financial Adviser for concurrence.</p>

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14

		iii. Delegation to HoDs: All other HoDs of CBEC/CBDT are delegated powers upto Rs.1 lakh per annum, subject to the condition that the expenditure will be incurred by following the relevant instructions and guidelines on the subject.
6.	Incurring expenditure on implementation of court orders	Heads of Departments (HoDs) are delegated financial powers upto Rs.20,000/-in each case (Non-recurring) on implementation of judicial orders.
7.	Outsourcing of services.	<p>Rs.30 lakh per annum to the HoDs. Provisions of GFRs, 2005 in this regard shall apply. It is to be ensured that there is no liability on Govt. towards permanent employment to the personnel engaged by the service providers. No outsourcing should be resorted:</p> <p>(i) to augment manpower against the abolished posts;</p> <p>(ii) meet the services like security and cleaning while the sanctioned strength in these cadres are already on roll and drawing regular salaries and allowances.</p> <p>(iii) to augment posts at Gr.'C' and above level.</p>
8.	AMC payment of X-ray baggage inspection systems in CBEC	Once the rates and terms and conditions are approved by Department, release of advance and balance payments may be made by Commissioner (Logistics) CBEC subject to the observance of terms and conditions.

(Praveen M. Khanooja)
Director (Finance)
Department of Revenue
15.09.2011