

MoES/11/10/2019 (e-file 9950)  
Government of India  
Ministry of Earth Sciences  
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New Delhi, the 27 April 2023

OFFICE ORDER

Subject: Streamlining of the Delegation of Financial Powers in IFD/MoES-reg.

In partial modification of the Office Order No. MoES/IFD/52/12/2016-IFD dated 04.02.2020, and in exercise of powers vested in the Ministry vide Rule 13(2) of the Delegation of Financial powers Rules, 1978 as amended from time to time, and in order to facilitate smooth execution of ongoing projects and timely sanction of new projects, it has been decided to revise the powers delegated to the Programme Heads (Sc. 'G' level) with regard to sanctioned schemes/programmes for administrative approval and financial concurrence which are detailed in Annexure I. The Powers delegated within the IFD are given in Annexure II. The Powers delegated to HoD are given in Annexure III.

2. The exercise of the delegated financial powers in the annexures will be subject to the following:
  - i. Administrative approval of the minutes/recommendations/decisions of all the Expert Committees like PAMC, ESTC, Apex, relevant Project related Committees, etc. of any kind in a project, has to be obtained by the Program Head from the Secretary, MoES, irrespective of financial implication.
  - ii. Sanctioning authority for new projects detailed in para 3(a) below, shall be at the level of Sci. G.
  - iii. The above-mentioned delegation of financial powers will be applicable to the ongoing projects, as well as to the new projects, based on the total cost of the project, as referred to in para 3 below.
  - iv. All proposals involving expenditure over and above the limits prescribed in this Order will require financial concurrence of IFD; and all such proposals should necessarily have the approval of the Program Head concerned / Secretary, as per the powers delegated, before submission to IFD.
  - v. Projects/proposals wherein Programme Heads/HOD have been delegated powers specified in this Office Order should not be sent to IFD.
3. Administrative approval for *new* as well as *ongoing* Projects:

- (a) Power to accord Administrative approvals for new projects w.r.t. 2(i) above, with a financial implication up to Rs.75,00,000/- (Rupees Seventy-five lakhs) in individual cases, is delegated to Programme Heads, subject to availability of funds within the approved budgetary provisions.
- (b) Any new project having financial implications in excess of Rs. 75 lakhs will require 'in-principle' approval of Secretary, MoES before it is referred to IFD.
- (c) All cases of extension of project period within the sanctioned cost can be done by the Programme Head. However, all cases of extension involving additional costs shall be submitted for concurrence of IFD.
- (d) Programme Heads are authorized to approve the following cases:
- (i) Re-allocation of funds from one item to another (except 'Overheads'); for example, from contingency/travel etc. to salary without any additional financial implications, during implementation of the project, if necessary
- (ii) Change of PI, subject to proper due diligence and recommendation/approval by the TEC/PAMC/Apex Committees /relevant Project related Committees, etc.
- (iii) To sanction releases up to Rs. 50,00,000/- (Rupees Fifty lakhs) in all cases, from the 2<sup>nd</sup> installment onwards, for ongoing projects. However, the final release and final settlement of the project will be done only with the concurrence of the IFD.
- (e) The Projects/cases where Programme Heads have been specifically delegated with the financial powers should not be sent to IFD, and no IFD diary number would be required for the same. They may mention that the Sanction Order, etc. is issued under the Financial Powers delegated under this Order.
- (f) Financial Powers for payment of Sitting fee/honorarium up to Rs. 5,00,000/- (Rs. Five lakh) per meeting, as per the norms of DOE OM No. 19047/10/2016-E-IV dated 12.4. 2017 and ID No. 19047/1/2016.E-IV dated 5.1.2018 are also delegated to Program Heads, in consultation with the HOD (HQ).

4. The powers delegated to the Director/Head of the Attached/Subordinate offices under the Ministry of Earth Sciences, vide Order no. MoES/52/12/2016-IFD dated 04.02.2020 and O.M. No. A-36013/1/2021-Estt. Dated 14.06.2021 will continue to be in vogue, until and unless specified otherwise vide any other Orders.

5. Proposals involving expenditure on the above items, over and above the limit prescribed, or not covered under these provisions, will be submitted to IFD, MoES for concurrence, after obtaining in-principle approval of Secretary.

6. These delegated powers shall be exercised ensuring correctness, regularity and propriety of the expenditure proposed in terms of the Delegation of Financial Power Rules (DFPR) and powers described in the Ministry of Finance, Department of Expenditure OM No. 24(35)/PF-II/2012 dated 05/8/2016 (as amended from time to

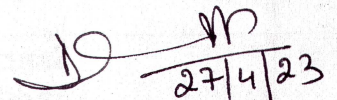
time) subject to availability of funds and as per the phasing of the projects/Schemes, within the approved ceilings in the appropriate heads of accounts.

7. The exercise of the above delegation of powers will be subject to GFR/DFPR and other relevant rules, guidelines, procedures, and instructions including the economy instructions issued by the Government of India from time to time.

8. IFD will vet only those draft Sanction Orders for which release has been concurred by IFD.

9. The delegation of powers will be reviewed after one year to assess their implementation and efficacy.

10. This issues in consultation with AS&FA and with the approval of Secretary, MoES, and comes into effect immediately.

  
27/4/23

(Dharkat R. Luikang)

Deputy Secretary to the Government of India

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Copy to: -

1. All Programme Heads, MoES
2. All Directors/DSs/USs, MoES
3. PSO to Secretary/PSO to AS&FA/Sr.PPS to JS(ES), MoES
4. Controller of Accounts, MoES
5. Pay and Accounts Officers, MoES
6. DDO, Cash Section, MoES
7. All Sections/Units, MoES
8. NIC for uploading the office order on Department's website/E-office

**DFP-2023-Annexure-I**

The Administrative/Financial Powers delegated to the Programme Heads (Sc. G level) are given below: -

Sl. No.	Item	Subject	Powers delegated to Programme Heads with regard to schemes, projects, extra/intra mural projects.		
			Financial limit	Requirement of IFD concurrence	Level of Officer in IFD to concur
1(a)	Sanction of new projects, and release of funds	Sanction of new projects and first year release based on recommendations of designated expert committees, and Minutes of which approved by Secretary.	Up to Rs. 75 lakhs	Yes	DS/Director
1(b)		Release of funds in an ongoing project from 2 <sup>nd</sup> installment onwards (except final release irrespective of the total cost of the project)	Up to Rs. 50 lakhs	For cases above Rs. 50 lakhs	DS/Director (Rs. 50 lakhs)
1(c)		Final release of an ongoing project/ Final Settlement of project	--	Yes	DS/Director
2	Re-appropriation	Re-appropriation within recurring heads in an ongoing project, within the sanctioned cost, except to and from 'Overheads'.	Full powers	No	--
3	Meetings, Outreach & Awareness	MoES meetings viz. PAMC, Technology Board, ESTC, Apex Committee, etc.	Up to Rs. 5 lakhs (in consultation with HOD)	For cases above Rs.5.0 lakhs	DS/Director (Up to Rs. 25 lakhs)
4		MoES supported outreach activities recommended by Outreach Committee and approved by Secretary (conferences, seminars, symposia, workshops,	Up to Rs. 5.0 lakhs	For cases above Rs. 5.0 lakhs	DS/Director (Up to Rs. 25 lakhs)

exhibitions, fairs, events, etc.)*			
Withdrawal of advance for meetings	in consultation with HOD **	For cases above 75% of cost estimate	DS/Director (Up to Rs. 25 lakhs)
Sitting fee, honorarium for lectures	in consultation with HOD ***	For cases above Rs. 5.0 lakhs	DS/Director (Up to Rs. 10 lakhs)

\* Only w.r.t. an organization that has already received such financial assistance earlier from MoES, and having UCs settled. All other cases should be referred to IFD for concurrence.

\*\* Withdrawal of advance will be subject to a maximum of 75% on cost estimates in each case.

5 \*\*\* To be exercised as per the norms of DOE OM No. 19047/10/2016-E-IV dated 12.4.2017 and ID No. 19047/1/2016.E-IV dated 5.1.2018



DFP-2023, Annexure-II

The Financial Powers delegated to the IFD Officers are given below ^

Sl. No.	Item	Subject	Powers delegated to IFD Officers	
			US(F)***	DS(F)/Dir(F)
1.	New / ongoing projects, and release of funds.	New projects (research projects recommended by designated Expert Committees, and minutes of which approved by Secretary); ongoing projects; and release of funds	Nil	DS/Director**
2.	Final release/Final Settlement of project	Proposals for acceptance of project completion reports, FSA, Powers to retain equipment at host institutes based on expert committee recommendations	Nil	DS/Director* (each case)
3.	Meetings, and drawal of advance thereof. *	Meetings, and drawal of advance thereof. *	Up to Rs.10 lakhs, (in each case)	Up to Rs.25 lakhs total (each case)
4.	Meetings: Outreach & Awareness and Miscellaneous	MoES supported outreach activities i.e. conferences, seminars, symposium, Workshops, Earth Science Olympiad etc, and drawal of advance thereof.*	Up to Rs.10 lakhs, (in each case)	Up to Rs.25 lakhs (each case)
5.	Expenses connected to holding domestic meetings/conference/workshops/ seminars etc. in r/o	Expenses connected to holding domestic meetings/conference/workshops/ seminars etc. in r/o	Up to Rs.10 lakhs (in each case)	Up to Rs.25 lakhs (each case)
6.	Any General	IMD, NCMRWF, NCS, NCCR and CMLRE.		5.00 lakhs
6.	Increase in project cost due to revision in manpower cost based on DST/Institutional and other approved guidelines	Increase in project cost due to revision in manpower cost based on DST/Institutional and other approved guidelines	Nil	Not exceeding 20% of the original total project cost
7.	General Admn. Division's proposal for payment of wages to contractual staff	General Admn. Division's proposal for payment of wages to contractual staff	10.00	50.00 lakhs
8.	Registration fee for abstracts/application submitted for attending conf., workshop etc. (domestic and abroad)/Membership of professional bodies/societies	Registration fee for abstracts/application submitted for attending conf., workshop etc. (domestic and abroad)/Membership of professional bodies/societies	Nil	5.00 lakhs
9.	Training courses being imparted by Govt./Govt, approved Institutes	Training courses being imparted by Govt./Govt, approved Institutes	1.00	5.00 lakhs
10.	Any General expenditure including hiring of	Any General expenditure including hiring of	Nil	5.00 lakhs

	vehicles, Misc. and contingent expenditure, for specific events		
11	GA Division's contractual payments viz. AMC, etc.	Nil	50.00 lakhs
12	Sitting Fee/Honorarium for lectures	Nil	10.00 lakhs

\* Withdrawal of advance will be subject to a maximum of 75% on cost estimates in each case.

\*\* Powers delegated are w.r.t. projects having total project cost  $\leq$  Rs.75 lakhs.

\*\*\* In the absence of US(F), powers will be exercised by DS/Dir (F).

^ The powers listed herein will be exercised only in instances over and above the powers delegated to Program Heads/ HOD



**DFP-2023 -Annexure-III**

The Powers delegated to HOD\* are given below: -

Sl. No.	Subject	Powers delegated to HoD
1	MoES program-related meetings viz. PAMC, Technology Board, ESTC, Apex Committee, etc.	Up to Rs. 5.0 lakhs
2	Meetings chaired by HMoES, Secretary; organized by Program Heads (DPRC, Assessment Board, Recruitment, Hindi, Estt, Vigilance, etc.)	Up to Rs. 5.0 lakhs
3	Sitting fees, honorarium for lectures, meetings, etc.	Up to 5.0 lakhs
4	Withdrawal of advance for the meetings/ seminars/ workshops/ conferences, etc.	Up to Rs.5.0 lakhs subject to maximum of 75% on cost estimates in each case.
5	Payment of wages to all contractual staff where contracts were finalized with the concurrence of IFD- from 2 <sup>nd</sup> release onwards excluding the final installment, subject to no change in the concurred rates and terms & conditions.	Up to Rs.30 lakhs (in each case)
6	GA Division's contractual payments viz. AMC, etc. - from 2 <sup>nd</sup> release onwards excluding the final installment, subject to no change in the concurred rates and terms & conditions.	Up to Rs.30 lakhs (in each case)

\*These financial powers delegated to HoD are in addition to those covered in Office Orders No. MoES/14/01/2019-Genl. dated 20.04.2020 and DOD/44-Estt./26/95 dated 11/7/2006.

