

5th Floor, 'A' Wing,
Shastri Bhawan, New Delhi
Dated: 31st August, 2007

To

All Regional Directors
All Registrar of Companies
All Official Liquidators

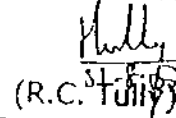
Sub: Delegation of Financial Powers-reg.

Sir,

I am directed to convey the approval of the competent authority to delegate revised Financial Powers to the Head of Department in your organization under Rule 13 of the Delegation of Financial Power Rules (Schedule-V and Schedule-VI) as per details indicated in the enclosed statement.

2. The financial limits fixed may please be adhered to and any proposal exceeding these limits may be sent to the Ministry of Corporate Affairs with full justification.

Yours faithfully,


(R.C. Tully)

Under Secretary to the Govt. of India

Copy to

1. PPS to Secretary, MCA
2. AS&FA
3. JS(K)/JS(M)
4. CCA
5. All Officers at Hqrs./Director (R&S)/Director(Cost)
6. All Sections at Hqrs./R&S Division/Cost Audit Branch

Schedule V

(Contingent Expenditure)

Recurring

S.No.	Name of the Organisation	Extent of powers delegated
1.	DS/Dir, Ministry of Corporate Affairs (HQ) and all RDs declared as HOD	Rs.1 lakh per annum and Rs.20,000/- in each case.
2.	Head of Office of MCA/ROCs	Rs.5000/- in each case

Non-recurring

S.No.	Name of the Organisation	Extent of powers delegated
1.	DS/Dir, Ministry of Corporate Affairs (HQ) and all RDs	Rs.1,00,000/- in each case.
2.	Head of Office of MCA/ROCs	Rs.10,000/- in each case.

Annexure to Schedule V

(Contingent Expenditure)

S. No.	Item of Expenditure	Extent of powers delegated to HOD (HQ)/RDs
1.	Bicycle	Full powers
2.	Conveyance Hire	
	(i) Reimbursement to employees	Full powers subject to limit prescribed by Ministry of Finance.
	(ii) For hiring private vehicles	Rs 50,000 per annum and Rs.5000 in each case in case of special requirement or non-availability of Staff Car.
3.	Fixtures and Furniture purchase and repairs	Full powers
4.	Hiring of Office Furniture, Electric Fans, Heaters, Coolers, etc.	Full powers
5.	Land	Nil
6.	Legal charges	
	(i) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires	(i) Full powers subject to approval of/ rates prescribed by Ministry of Law.
	(ii) Other legal charges	(ii) Special Powers for RDs:- (a) Law suits or prosecution cases - Full powers in case of authorities vested with powers to sanction the institution of suit or prosecution. Otherwise, Rs.15,000/- in each case. (b) Arbitration cases - Full powers in case of authorities vested with powers to refer cases to arbitration; otherwise Rs.30,000 in each case.

11.	Printing and binding	<p>Full powers where the printing is executed through or with the approval of the Director of printing. In case of emergent and unforeseen petty printing and binding jobs executed locally/through private agencies- Rs.1,00,000/- per annum.</p> <p>For more than 1 lakh - with the approval of IF Division.</p>									
12.	<u>Publications</u> (i) official publications (ii) non-official publications	<p>Full powers</p> <p>Full powers</p>									
13.	<u>Rent</u> (i) Ordinary office accommodation (a) where the accommodation is entirely utilized for the office	<table border="1"> <thead> <tr> <th data-bbox="560 745 860 850">Classes of city</th> <th data-bbox="860 745 1226 850">Monetary limit per month</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 850 860 892">A1</td> <td data-bbox="860 850 1226 892">Rs.50,000/-in each case.</td> </tr> <tr> <td data-bbox="560 892 860 934">A, B1 & B2</td> <td data-bbox="860 892 1226 934">Rs.30,000/-in each case.</td> </tr> <tr> <td data-bbox="560 934 860 1102">C and unclassified</td> <td data-bbox="860 934 1226 1102">Rs.20,000/-in each case.</td> </tr> </tbody> </table>	Classes of city	Monetary limit per month	A1	Rs.50,000/-in each case.	A, B1 & B2	Rs.30,000/-in each case.	C and unclassified	Rs.20,000/-in each case.	
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C and unclassified	Rs.20,000/-in each case.										
		<p>Note: The above provisions are subject to the following conditions:-</p> <ol style="list-style-type: none"> <li data-bbox="560 1228 1226 1459">1. 'No accommodation may be hired at Delhi, Mumbai, Shimla and Kolkata for any office which is entitled to general pool accommodation provided in these places by the Ministry of Urban Development. <li data-bbox="560 1491 1226 1701">2. For certifying reasonableness of rent, CPWD may be consulted. If CPWD does not operate in that area, the local PWD/Rent Control Authority may be approached for the purpose. <li data-bbox="560 1743 1226 1911">3. The Rent Agreement including the escalation Clause shall be in accordance with the Standard format prescribed by Dte. Of Estates/Ministry of Urban Development. 									

	(b) Where the accommodation is used partly as office and partly as residence	Nil
	(ii) For residential and other purposes	Nil
14.	Rewards, Fees, Bonus etc., (other than fees or honoraria) granted to govt. servants under the service rules	Nil
15.	Staff paid from contingencies	Full powers
16.	Local Purchase of petty stationery stores	HoD, MCA(Hq) - Rs.30 lakhs per annum All RDs - Rs.10 lakhs per annum.
17.	Local purchase of Rubber Stamps and office seals	Full powers
18.	Supply of Uniforms, badges and other articles of clothing etc. and washing allowance	Full powers
19.	Telephone charges	Full powers
20.	(a) (i) All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, coping machines, franking machines and filing & indexing systems etc.	Full powers

(a) (ii) (including computers)	Computers personal	Rs. 10 lacs per annum subject to the condition that cost per computer does not exceed Rs.75000/-
(b)	Hire and maintenance of computers of all kinds	Full powers

Schedule-VI

Miscellaneous Expenditure

Recurring

S.No.	Name of the Organization	Extent of powers delegated
1.	All HoDs	MCA, Hq - Rs.50,000/- per annum All RDs - Rs. 25,000/- per annum.

Non-Recurring

S.No.	Name of the Organization	Extent of powers delegated
1.	All HoDs	MCA, Hq - Rs.50,000/- in each case All RDs- Rs. 25,000/- in each case.

Note:

- (i) The above limits will be applicable to the items of miscellaneous expenditure which are not covered under the items on which specific powers are being delegated.
- (ii) HoDs may sanction expenditure on formal inter-departmental and other meeting/conferences upto the limit of Rs.30 (Rupees thirty only) per head per meeting on light refreshments and upto Rs.150 (Rupees one hundred fifty only) per head on working lunch during the meetings/seminars/conferences which starts in the forenoon and continues beyond lunch time. However, they will not be competent to sanction expenditure on this account if meetings/conferences/seminars/workshops are held in hotels, and a proposal would be required to be sent to the IF Division with proper justification for approval.
- (iii) Economy instructions shall be followed while exercising the financial powers by HODs and other officials.

Outsourcing of Services

- (i) The first time delegation will be with the approval of IF Division/the Ministry.
- (ii) At the time of outsourcing of Service for the first time, the organization and the Ministry shall ensure that there is no staff sanctioned/earmarked for taking up of that service.
- (iii) For more operational efficiency and availability of qualitative service, the scope of such service with respect to the requirements, existing establishments and financial resources may be decided.
- (iv) Service will be outsourced in accordance with rule 163 to 185 of the General Financial Rules-2005.
- (v) An annual report will be sent to the Ministry about the services outsourced.