

No: 17(4)/2013-Pers.I
Government of India,
Ministry of Communications & Information Technology,
Department of Electronics & Information Technology,
Electronics Niketan,
6, CGO Complex

New Delhi-110 003
Dated: 13.11.2014

OFFICE ORDER

Subject: **The Delegation of Powers to the Indian Computer Emergency Response Team (ICERT), a Statutory Body of Department of Electronics & Information Technology (DeitY)- reg.**

The Director General, ICERT has been declared as Head of Department under Rule 3(f) of the Delegation of Financial Powers Rules (DFPR) vide Order No.17(04)/2013 Pers.I dated 12th March, 2013 and Smt. Savita Utreja, Scientist 'F' has been designated to function as Assistant Financial Adviser for ICERT vide Office Order No.17(04)/2013-Pers.I dated 9th May, 2013.

2. Further, as per provisions under Rule 13 of DFPR and as per Department of Expenditure's OM No.1/7/E.II(A)/2008 dated 30th May 2008, the Departments of the Central Government have been allowed to decide the extent of financial powers that may be delegated to Heads of Departments, clearly laying down the financial limits where consultation with Financial Adviser in the Ministry/Department, would not be required for exercising the financial powers so delegated.

3. In pursuance of these instructions, it has now been decided to delegate financial powers to DG, ICERT in respect of Contingent Expenditure and other items as given in **Annexure I to III** as enclosed.

4. It has also been decided to delegate financial powers in respect of items of work not falling under the categories of Contingent & Miscellaneous Expenditure and those not covered in Schedule V and Schedule VI of the DFPRs. Such items of work having financial implications, and are covered under various instructions contained in the GFRs, GPF Rules, Fundamental Rules and CS(MA) Rules have been delegated to the extent mentioned in the enclosed statement at items Nos. 1.2 to 6.1.

5. The proposals in respect of items not covered under the enclosed statement (Annexures) and requiring financial concurrence, such proposals would continue to be referred to IFD, DeitY, through the Cyber Law & e-Security Group. Also proposals which are in relaxation of the prescribed norms/relevant rules would be referred through Cyber Law & e-Security Group.

17-11-14

6. This issues with the approval of Secretary, DeitY and concurrence of IFD vide Dy. No. nil dated 17.10.2014 and will come into force with immediate effect.



(Girish Sahai)
Joint Director

To,

✓ The Director General,
Indian Computer Emergency Response Team(ICERT),
Electronics Niketan,
New Delhi- 110 003

Copy forwarded to

1. GC, Cyber Law & e-Security Group.
2. JS&FA, DeitY.
3. PAO, DeitY.
4. DDO, D&D Section, DeitY
5. Principal Director of Audit (Post and Telecommunication), Shamnath Marg, Civil Lines, Delhi- 110 054.
6. All GCs
7. OSD to Secretary/PPS to Secretary.
8. All HoDs/Dir(TC)/Dir(SC)/Dir(RCS)/DS(Pers.)/DFA/All JDs/DDs/ Appellate Authorities/CPIOs
9. Guard File/Master Folder
10. PA to JD(Pers.) for Intre-DeitY.

MINISTRY OF COMMUNICATION & INFORMATION TECHNOLOGY
[INDIAN COMPUTER EMERGENCY RESPONSE TEAM]

ANNEXURE -I

STATEMENT INDICATING DELEGATED POWERS & THE AUTHORITIES WHO WILL EXERCISE VARIOUS DELEGATED POWERS

1. DELEGATION OF FINANCIAL POWER RULES, 1978

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power	Extent of power proposed to be delegated	Remarks
1	2	3	4	5	6	7
1.1	Rule 13	Contingent Expenditure	Ministry / Department	DG(ICERT)	Full (Recurring / Recurring) Non	For Items indicated at 1.1.1. to 1.1.9
1.1.1		Conveyance Hire	Head of Department (Schedule V of DFPRs)	DG(ICERT)	Full Powers	Economy instructions for hiring of vehicle issued by MOF from time to time may be complied. For reimbursement of conveyance charges, to staff of ICERT, max. of Rs. 300/- per month may be allowed.
1.1.2		Legal Charges (i) Fees to Barrister, Advocates Pleaders, Arbitrators and Umpires. (ii) Other Legal charges. (iii) Reimbursement of legal expenses incurred by Government servants in cases arising out of their official duties.	-do-	DG(ICERT)	Full Powers with the concurrence of AFA, ICERT	
1.1.3		Motor Vehicle Maintenance, upkeep and repair	-do-	-do-	-do-	
						Economy Instructions regarding use of vehicles, as issued by MoF may be complied.

1.1.4	Postal and Telegraph Charges	Head of Department (Schedule V of DFPRs)	DG(ICERT)	Full Powers with the concurrence of AFA, ICERT	As per approved norms provided in Annexure to Schedule V of DFPR and as revised by MOF from time to time.
1.1.5	Printing and Binding	-do-	-do-	-do-	-do-
1.1.6	Publications	-do-	-do-	-do-	-do-
1.1.7	Repairs to and removal of machinery (where the expenditure is not of a capital nature)	-do-	-do-	-do-	-do-
1.1.8	Supply of Uniforms badges and other articles of clothing etc. and washing allowances	-do-	-do-	-do-	In accordance with scales, terms and conditions regulated by MHA from time to time.
1.1.9	Telephone charges.	-do-	-do-	-do-	As per prescribed norms of Ministry of Finance on the subject.

- i) "Contingent Expenditure" means all incidental and other expenditure including expenditure on stores which is incurred for the management of an office, for the working of the Technical Establishment such as laboratory, workshop, industrial installation, store depot, and the like but does not include any expenditure which has been specifically classified as falling under some other head of expenditure, such as "works", "stock", "tools and plants", etc.
- ii) No formal sanction to be issued in the name of the President in case of Recurring & Non-Recurring expenditure upto Rs.2000/- & Rs.5000/- respectively subject to Officer of the level of Under Secretary or above is declared as Head of Office; otherwise Rs.1,000/- and Rs.5,000/- respectively in each case.
- iii) The powers will be exercised subject to norms / ceilings being followed as approved by the competent authorities and instructions of Ministry of Finance/DeitY issued from time to time .

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power .	Extent of power proposed to be delegated	Remarks
1	2	3	4	5	6	7
1.2	Rule 14	Declaration of Head of Office	Ministry / Department	DG-ICERT	Full powers	With the concurrence of AFA-I-CERT
1.3	Rule 21	Indents, Contracts & purchase after a project has been approved by the competent authority	Ministry / Department	DG (I-CERT)	Upto Rs.50 lakhs for acquiring machinery, equipments with the concurrence of AFA (ICERT)	Subject to the recommendation of Purchase Committee (to be set up with the approval of Secretary)
1.4		To place orders by not ignoring the lowest quotation or on the basis of single quotation/limited tender/ orders for proprietary items		DG (I-CERT))	Upto Rs. 2 lakhs (with the concurrence of AFA, ICERT)	By complying all instructions of Ministry of Finance and as contained in the GFRs procurement manual and CVC guidelines.

NOTE : The exercise of these powers will be subject to restrictions contained in the Delegation of Powers Rules, 1978, General Financial Rules, 1963 and other orders issued by the Govt. of India from time to time.

2. GENERAL FINANCIAL RULES, 2005

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power	Extent of power proposed to be delegated	Remarks
1	2	3	4	5	6	7
2.1	Rule 264 (1) (2) (3)	Investigation of Arrear Claims	Ministry / Department	DG, ICERT	Full Power with the concurrence of AFA, ICERT	
2.2	Rule 196	Disposal of Obsolete / Unserviceable stores	Ministry / Department	DG(ICERT)	Upto Rs 1.00 lakh (Book Value) with the concurrence of AFA, ICERT.	
2.3	Rules 275, 277	i) Acceptance of Security and to determine the kind of Security	Ministry/ Department	DG(ICERT)	Full Power with the concurrence of AFA, ICERT	
		ii) Security Deposit				
		iii) Release of Security				

Compendium of Rules on Advances to Govt. Servants.

2.4	Rule 15(1), (2) & Rule 21 (5)	a) Advance for purchase of Car/computer/ conveyance (other than two wheeler and bicycle.)	Ministry / Department	DG(ICERT)	Full powers.	Subject of fulfillment of eligibility criteria and upto the ceiling prescribed in this regard by MOF
		b) Advance for purchase of Two-wheeler & bicycle	Ministry / Department	DG(ICERT)	Full powers	Subject of fulfillment of eligibility criteria and upto the ceiling prescribed in this regard by MOF
2.5	Rule, 39, 40, 52 & 53	LTC, Pay, Festival Advance etc.	Ministry / Department	DG(ICERT)	Full powers	As per prescribed norms in the relevant rules.
2.6	Rule 85 (1)	Advance of TA to non-officials	Ministry / Department	DG(ICERT)	Full powers	Subject to the condition that non-official member in the committee has been appointed with the approval of Secretary, DeitY and concurrence of IFD
2.7	Rule 86	House Building Advance	Ministry / Department	DG(ICERT)	Full powers	Subject to fulfillment of prescribed norms and upto the prescribed ceilings in the relevant instructions.

3. GENERAL PROVIDENT FUND (CENTRAL SERVICES) RULES, 1960

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power	Extent of power proposed to be delegated	Remarks
1	2	3	4	5	6	7
3.1	Rule 12	Advance	Ministry / Department	DG(ICERT)	Full powers	As per prescribed norms in the GPF Rules.
3.2	Rule 15 & 16 A	Withdrawals permissible from the fund and conversion of advance into withdrawals	Ministry / Department	DG(ICERT)	Full powers	As per prescribed norms in the GPF Rules.

Note: Similar provision will be applicable in the case of Contributory Provident Fund (CPF):

4. FUNDAMENTAL RULES

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power in DeitY	Extent of power proposed to be delegated	Remarks
1	2	3	4	5	6	7
4.1	Rule 46	i) Grant of permission to receive honorarium/fee from outside agencies (both Govt. and non-Govt.)	Ministry / Department	DG(ICERT)	Upto Rs. 2,500/-	
		ii) Sanction of Honorarium/ fee, in cases where scale has been prescribed, such as, verbatim record of proceedings, examination, test fees, etc.	Ministry / Department	DG(ICERT)	Upto Rs. 2,500/-	
		iii) Payment of Honorarium not covered by (ii) above	Ministry / Department	DG(ICERT)	Upto Rs. 2,500 /-	

5. THE CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power	Extent of power proposed to be delegated	Remarks
1	2	3	4	5	6	7
5.1	Rule 18	Purchase and Sale of immovable property and Motor Car / Scooter	Ministry / Department	DG(ICERT)	Group A and B (Gazetted Officers)	Cases pertaining to non-Gazetted staff may be delegated down – the – line by DG(ICERT)

6. Medical Attendance Rules/Medical Reimbursement

CS (MA) Rules, 1944 (To be regulated under Rules till they frame their own medical facility)

Sl. No.	Rule No.	Nature of Power	Authority prescribed in the Rule	Authority who will exercise the power	Extent of power proposed to be delegated	Remarks
1	2	3	4	5	6	7
6.1		Permission for taking Treatment in a Referral Hospital for tests/ Treatment/procedure for CGHS beneficiaries and under CS(MA) Rules	Ministry / Department	DG(ICERT)	Full Powers	Subject to compliance of conditions prescribed in CS(MA) Rules and instructions under the CGHS Scheme
		Permission/settlement of claim for emergency cases, ex-post facto approvals, and Relaxation of Rules		DG(ICERT)	Full Powers	- do -
		Settlement of medical claims for as per rates approved under the CGHS and CS(MA) Rules		DG(ICERT)	Full Powers	- do -

ANNEXURE – II**7. LEAVE****Sanctioning of Leave**

		Sanctioning Authority	Remarks
1.	(i) DG(ICERT)	Secretary	In case of an official/employee in the ICERT intends to visit any foreign country for un-official purposes, the leave in cases of :
	(ii) Group 'A' and 'B' Gazetted	DG (ICERT)	(i) DeitY employees in ICERT shall be referred to the Personnel Division, DeitY
	(iii) Group 'B' Non-Gazetted and below	Any Officer nominated by DG, ICERT	(ii) ICERT employees:- (a) Group 'A' & 'Group 'B' Gazetted – DG, ICERT. (b) Group 'B' Non-Gazetted and below - Any Officer nominated by DG, ICERT.

ANNEXURE-III**STATEMENT OF CONTROLLING OFFICER FOR THE PURPOSE OF TA/DA**

S.No.	Officer/Class of Officer	Controlling Officer
1.	DG(ICERT)	Self
2.	All other Officers	DG(ICERT)
3.	i) All Non- Gazetted employees.	As designated by DG (ICERT).