

No. 6-4/2023-FA(P) | 55
Government of India
Ministry of Communications
Department of Posts
[Integrated Finance Wing]

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 21.09.2023

OFFICE MEMORANDUM

Sub: Delegation of Financial Powers to GM, CEPT and HOC, CEPT

In accordance with the approval of the Project Steering Committee vide para 5.7 of the Minutes of the Meeting held on 24.08.2023, Secretary (Posts) in consultation with AS & FA is pleased to extend the delegation of financial powers to GM, CEPT and HOC, CEPT as furnished in the enclosed Annexure.

2. The powers will be utilised by GM, CEPT and HOC, CEPT subject to the overall amount approved by the Project Steering Committee under each item.
3. The expenditure may be incurred from the fund placed/ to be placed under IT 2.0 and with the concurrence of IFA at the appropriate level. In no case should expenditure be incurred without corresponding budget allotment. Budget control and monitoring of expenditure vis-a-vis fund allocation may be monitored by maintaining registers.
4. All the procurement may be made by following the rules of procurement on the subject, such as GFR-2017, Financial Handbooks, Manual of Procurement for Goods, Works, Services and Consultancy etc.




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5. For civil/electrical works, renting of accommodation etc., the normal procedure being followed by the Department, i.e. obtaining the estimate from civil wing/electrical wing, constitution of rent assessment committee etc. as the case may be, should be followed.

6. This delegation will be applicable during the currency of IT 2.0 Project only.

Encl. As above


(Anurag Srivastava)
Director (FA)

Copy to:

1. All Members of the Project Steering Committee
2. All Members of the PSB, Additional DG (Coord.)
3. All Senior DDsG /DDsG of Postal Directorate
4. CGM (PD/BD/PLI)
5. All Chief Postmasters General
6. All Postmasters General
7. GM (CEPT)
8. All GM (F)/DsAP
9. E-office/India Post Website

Copy for information to:

1. PSO/Sr.PPS to Secretary (Posts)/Director General (Posts)
2. Sr.PPS to AS & FA (Posts)

Annexure

Schedule of Financial Powers delegated to GM, CEPT and HOC, CEPT based on the approval of the Project Steering Committee (IT 2.0) vide para 5.7 of the Project Steering Committee MoM dated 29.08.2023.

Sl. No.	Item of expenditure	Extent of financial powers delegated to GM, CEPT	Extent of financial powers delegated to HOC, CEPT
1	Procurement of laptops	25 Lakhs	Full Powers
2.	Procurement of Software tools	5 lakhs in each case / 2 crores per annum	25 lakhs in each case/ 5 crores per annum
3.	Procurement of technical support	10 Lakhs in each case / 2 crores per annum	25 lakhs in each case / 5 Crores per annum
4.	Hiring of IT consultants/experts/IT resources.	5 lakhs in each case / 1 Crore per annum	Full Power including advance payment.
5.	Civil & Electrical works for IT 2.0 setup (for all units under CEPT) a. Addition and alteration including replacement of installations to office buildings. b. Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations.	25 lakhs	Full Powers

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	c. Ordinary repairs and maintenance of Govt. Buildings.		
6.	Purchase of fixtures and furniture.	25 lakhs	Full power
7.	Procurement of all office equipment	25 Lakhs	Full Power
8.	O&M of IT related equipment and peripherals	50 lakhs	Full power
9.	Training through hired consultant (As per the rate approved by DoPT / Training Division vide OM No.13024/01/2009/01/2009-Trg. (Trg. Ref.), dated 23.09.2014 and subsequent OMs)	2 lakhs per case / 25 lakhs per annum	5 lakhs per case / 50 lakhs per annum
10.	Training through agency/ Institutions	2 lakhs per case / 25 lakhs per annum	5 lakhs per case / 50 lakhs per annum
11.	Outsourcing of housekeeping / security services	2 Crores per annum	Full power.
12.	Renting of accommodation: for Office: Administrative and Operative Offices. (Whenever accommodation is hired, it has to be ensured that accommodation is as per approved schedule of accommodation and approved scale. Besides, whenever accommodation is hired, it should be ensured that certificate of reasonableness of rent is	Nil	X Class city ₹1,00,000/- p.m. Y class city ₹75,000/- p.m. Z class city ₹50,000/- p.m.

	obtained from Postal Civil Wing / rent control authority as the case may be).		
13.	Payment of electricity, water and other statutory charges as per actuals	Full Power	Full Power
14.	Project related office expenditure including recurring expenditure such as consumables, repairs etc.	5 Lakhs	25 lakhs

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