GOVERNMENT OF INDIA
MINISTRY OF FINANCE AND COMPANY AFFAIRS [DEPARTMENT OF REVENUE]
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS AND SERVICE TAX
CENTRAL REVENUE BUILDING: I.S.PRESS ROAD: COCHIN- 18
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C.No.I/13/1/2004-Admn Dated: .11.2015

Subject: Admn-Delegation of powers to Head of Office-regarding

In terms of Rule 14 of Delegation of Financial Powers Rules 1978, the powers as appended in the annexure are delegated to Additional Commissioner/ Joint Commissioner (P&V), Central Excise Headquarters, Cochin Commissionerate, who shall be the Head of office for the Headquarters in Cochin Commissionerate with immediate effect and until further orders.

Reshma Lakhani 11/11/15
(RESHMA LAKHANI)
COMMISSIONER

To

Joint Commissioner (P&V), Cochin Commissionerate.

Copy to:

1. The Chier Commissioner of Central Excise and Customs, Kerala Zone, Kochi.
2. The CAO/ Administrative Officer(DDO)/ PAO Central Excise, HQRS Cochin.
3. The Superintendent (Computer Cell)- for uploading in Website.

12/11

O/C

for AO(ddo)

Recd.

PRO

Received
12/11/15

12/11/15

As per Rule 14 of Delegation of Financial Powers Rules the powers to be delegated to Head of Office in Cochin Commissionerate

		Monetary limit upto which expenditure can be incurred	
Sl. No.	**Items of expenditure**	**Head of Department (Ref : O.M.F.No.15/6/2008-IFU-III(EC) dtd. 15.9.2011)**	**Head of Office in Cochin Commissionerate ADC/JC**
1	Electricity, gas and water charges	Full powers	Full powers
2	Fixtures and Furnitur purchase and repairs.	Full powers	Rs.1,00,000/- p.a. in each case.
3	Hire of Office Furniture, electric fans,heaters, coolers, clocks and call bells	Full powers	Rs.10,000/- p.a per office and also for Vig.unit/Range/Sector treating them separately for purchase and repair of fixture and furniture,Hire of electric fans etc.
4	Motor Vehicles (I)Purchase (ii)Maintenance, upkeep and repairs	(i)Nil (ii)Full powers	(i) Nil (ii) Rs.10,000/- in respect of single vehicle each time.

Sl. No.			
	Municipal, Rates and Taxes	Full powers	Full powers
5	Postal and telegraph charges.	(i)Full Powers to incur expenditure on this item subject to following the existing govt instructions. Through e-governance activities, electronic mode is to be increasingly adopted.	same as Heads of Department
6	Printing and binding	Full powers to HODs in case printing is done in Govt press or through Directorate of printing.(ii) Rs. 1lakh p.a through private party including cost of paper and binding following GFRs 2005 provisions & Govt instructions on the subject.	Rs.50,000/- p.a in each case.
7	Publications	Full powers	Rs.50,000/- p.a in each case.
8	Purchases of Stationery	Rs.10. lakhs p.a	Rs.2,00,000/- p.a limited to Rs.20,000/- in each case.
9	Telephone charges	Full powers	Full powers

	Items of expenditure	Head of Department (Ref : O.M.F.No.15/6/2008-IFU-III(EC) dtd. 15.9.2011)	Head of Office in Cochin Commissionerate ADC/JC
10	Miscellaneous Expenditure	Recurring--Rs.10,000/- p.a in each case. Non Recurring- Rs,20,000/- in each case.	Recurring- Rs.5,000/- p.a in each case Non recurring: Rs.10,000/- p.a in each case.
11	Freight and Demurrage charges	Full powers	Full powers
12	Supply of Uniform	Full Powers	Full Powers
13	Annual Maintanance contract (EPABX, Franking Machine, Gestetner Machine)	Full Power	

Further to the above Commissioner of Central Excise, Customs & service Tax , Cochin has delegated powers to Head of Office as per Rule 14 of Delegation of Financial Powers for the following items as dated: 23.06.2014 and 17.07.2014.

Sl.No.	Items of Expenditure	Head of Department (Ref: O.M. No. F.No.15/6/2008-IFU-III (EC) dtd:15.09.2011)	Head of Office in Cochin Commissionerate	Deputy / Assistant Commissioners of Divisional Offices
14.	Computer Hardware (only repairs & purchase of peripherals and consumables)	Full Power	Rs. 2,00,000/- in a year subject to a limit of Rs. 25000/- in each Case. (Maybe enhanced to Rs. 3,00,000/-)	Rs. 40000/- in a year subject to a limit of Rs. 10000/- in each case.
15.	Legal Charges	Powers delegated under DFPR's will be applicable. The position of allocation of financial powers to HODs (alongwith restrictions, Conditions etc,) from the powers available with the Department, as prevailing before the issue of Dept of Exp Notif. No.I(II)E-II(A)/2003 dtd:16.09.03 will continue	Full powers subject to GFR	Nil
16.	Rubber Stamps	Full Powers	Rs.10000/- per annum	Rs. 10000/- per annum

Commissioner of Central Excise, Customs & service Tax , Cochin has delegated / enhanced the powers to Head of Office as per rule 14 of Delegation of Financial Powers for the following item as dated:06.11.2015.				
17.	All office equipment including typewriter, electronic typewriter, dedicated word processors, intercom equipments, calculators, electronic stencil, cutter, Dictaphones, typerecorders, photocopier, copying machine, franking machine, filling and indexing system etc	Full powers	Upto 1 lakh per annum and limited to Rs. 50000/- in each case	
18.	Other items of Contingent Expenditure	Recurring--Rs.1,00,000/- p.a in each case. Non Recurring-Rs.1,50,000/- in each case.	Recurring-Rs.50,000/- p.a. limited to Rs.15,000/- in each case. Non recurring: Rs.50,000/- p.a. limited to Rs.20,000/- in each case.	