

भारत सरकार / GOVERNMENT OF INDIA

केन्द्रीय उत्पाद शुल्क आयुक्त (लेखा परीक्षा) का कार्यालय,

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE (AUDIT)केन्द्रीय

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C.No. I/13/1/2015- Audit (Admn.) 659 Dated: 14.12.2017

Subject:-Admn-Delegation of powers to Head of Office, *Administrative officer and the circle heads in the Audit Commissionerate, Cochin* -Reg.

In terms of Rule 14 of Delegation of Financial Powers Rules, 1978 and in supersession of this office order dated ***06.07.2017, I, the undersigned, hereby designate Shri. Arun Kanth, Joint Commissioner, Audit Commissionerate, Cochin as Head of Office. Further, I also delegate the powers as appended in the Annexure, to the Head of office , Administrative officer and the Circle heads with immediate effect and until further orders.***

(MOHD. YOUSAF)
COMMISSIONER (AUDIT)

To

Shri. Arun Kanth, Joint Commissioner, Audit Commissionerate, Cochin.

Copy submitted to: The Chief Commissioner of Central Tax and Central Excise, Kerala Zone, Cochin.

Copy to:

1. The Commissioner of Central Tax and Central Excise,Cochin/Trivandrum/Calicut/CCP, Cochin,
2. Commissioner (Appeals), Central Tax and Central Excise Hqrs. Cochin
3. All Assistant Commissioners in charge of Audit Circles 1 to 8.
4. The CAO/PAO/AO (DDO)/Supdt.(Confdl/Vig.)/PRO/ACES, Central Tax and Central Excise.Cochin.
5. The Superintendent (Computer Cell)-for uploading in website.

Travelling Allowance:

In exercise of the powers vested with the Head of the Department as per S No. 54 to Appendix-1 under supplementary Rule 2 (6) read with S.R. 191, I hereby order the following delegation of powers with immediate effect as detailed in table below for Travelling Allowance.

Sl. No.	Classification of Officers	Controlling authorities
1.	Additional Commissioner/Joint Commissioner	Commissioner
2.	All Group 'A' Officers in the Commissionerate other than Additional Commissioner and joint Commissioner	Additional/Joint Commissioner ***designated as the head of office***
3.	***All group 'B', Officers attached to Audit Commissionerate Hqrs., Cochin***	***Designated Head of office.***
4	***All group 'C' and 'D' Officers attached to Audit Commissionerate Hqrs., Cochin***	***Administrative Officer***
5.	All Group 'B' officers in Circles	Deputy/Assistant Commissioner in charge of ***respective Circle.***
6..	All Group 'C' and 'D' Officers in Circles	AO in the Hqrs.

Medical Attendance: By virtue of powers delegated to the officers cited above as controlling officers for the purpose of ***sanctioning of Travelling Allowance***, they are also competent to countersign Medical re-imbursement claims, in respect of the groups specified against each [Para 5 Appendix XII of Central Services (Medical Attendance) Rules refers].

Leave: According to the provisions made in the first Schedule to the Central Civil Service (Leave) Rules 1972, the Head of the Departments are competent to grant Earned Leave/ Half Pay Leave/Commuted Leave/Leave not due/Extra Ordinary Leave/Maternity Leave/Hospital leave/***child care leave /special casual leave on account of hartal, bandh disruption of law and order, association activities and sports activities*** to any Officer/***officials*** under them. The Heads of the Departments are empowered to delegate the powers for grant of aforesaid kinds of leave to any authority sub-ordinate to them subject to conditions that may be specified in the delegation. Accordingly the following delegation is made with immediate effect in exercise of the powers vested in me under Rule 3 (c) of the CCS Leave Rules, 1972.

Schedule of delegation of power in the matter of grant of leave:

Sl. No.	Classification of Officers	Kinds of Leave	Authority powered to grant leave	Powers
1.	Group 'B'	Earned Leave/ Half Pay Leave/Commuted Leave/maternity leave/hospital leave/casual leave	Head of the office in Hqrs., Dy/Asst. Commissioner in charge of respective Circles.	Full powers where substitutes are not required up to a period not exceeding 30 days, **after ascertaining the eligibility. A copy of the sanction order is to be sent to AO (Hqrs.) for entry in service book.**
2.	Group C & D	Earned Leave/ Half Pay Leave/Commuted Leave/maternity leave/hospital leave/casual leave	DC/AC (Audit) Hqrs and DC/AC in respective Circles	Full powers where substitutes are not required up to a period not exceeding 30 days, **after ascertaining the eligibility. A copy of the sanction order is to be sent to AO (Hqrs.) for entry in service book.**

Note: ***Sanctioning of Leave not due/Extra Ordinary Leave/ special casual leave on account of hartal, bundh disruption of law and order, association activities and sports activities , child care leave and any other kind of leave specified in CCS (leave) Rules 1972 will be done by head of the department on recommendation by the respective controlling officers.***

As per Rule 14 of Delegation of Financial Powers Rules, the powers delegated to Head of Office *and vested with the head of the department* in Audit Commissionerate Cochin.

		Monetary limit up to 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 Audit Commissionerate, Cochin.
1	Other items of Contingent Expenditure	Recurring – Rs. 1,00,000/- p.a in each case. Non Recurring – Rs. 1,00,000/- in each case.	Recurring – Rs. 50,000/- p.a limited to Rs. 5,000/- in each case. Non recurring – Rs. 50,000/- p.a limited to Rs.10,000/- in each case.
2	Electricity, gas & water charges	Full powers	Full powers
3	Fixtures & Furniture purchase & repairs.	Full powers	Rs.1,00,000/- p.a in each case.
4	Hire of Office Furniture, electric fans, heaters, coolers, clocks & cell bells.	Full powers	Rs. 10,000/- p.a per office & also for Circles treating them separately for purchase & repair of fixture & furniture, Hire of electric fans etc.
5	Motor Vehicles (I) Purchase (II)Maintenance, upkeep & repairs	(i) Nil (ii) Full powers	(i) Nil (ii) Rs. 10,000/- in respect of single vehicle each time.
6	Municipal, Rates & Taxes	Full powers	Full powers
7	Postal & telegraph charges.	(i) Full Powers to *sanction the incurred expenditure on these heads* subject to following the existing/time to time Government instructions. Through e-governance activities, Electronic mode is to be increasingly adopted.	Same as Heads of Department

8	Printing & binding	Full powers to HODs in case printing is done in Government press or through Directorate of printing. (ii) Rs. 1 lakh p.a through private party including cost of paper & binding following GFRs 2005 provisions & Govt instructions on the subject.	Rs. 50,000/- p.a in each case.
9	Publications	Full powers	Rs. 50,000/- p.a in each case.
10	Purchase of Stationery	Rs. 10. Lakhs p.a	Rs. 50,000/- p.a limited to Rs. 10,000/- in each case.
11	Telephone charges	Full powers	Full powers
12	Miscellaneous Expenditure	Recurring –Rs-10,000/- p.a in each case. Non Recurring- Rs-20,000/- p.a in each case.	Recurring – Rs- 5,000/- p.a in each case; Non recurring –Rs-10,000/- p.a in each case
13	Freight & Demurrage charges	Full powers	Full powers
14	Computer Hardware (Only repairs & Purchase of Peripherals & consumables)	Full powers	Up to an amount not exceeding Rs-. 2,00,000/- in a year subject to a maximum limit of Rs- 25,000/- in each case.
15	Legal Charges	Powers delegated under DFPRs will be applicable. The position of allocation of financial powers to HODs (Along with restrictions, conditions etc) from the powers available with the department, as prevailing before the issue of Dept of Exp No if. No. I(II)E-II(A)/2003 dated . 16.09.03 will Continue.	Full powers subject to GFR.
16	Rubber Stamps	Full powers	Rs-. 10,000/- per annum.

