

भारतीय मानक ब्यूरो
(वित्त विभाग)

हमारा संदर्भ: वित्त /7:113

दिनांक : 07.05.2024

विषय: वित्तीय शक्तियों के प्रत्यायोजन- बीआईएस/डीजीओ(486)/2024 दिनांक 07.05.2024

महानिदेशक, भारतीय मानक ब्यूरो द्वारा वित्तीय शक्तियों के प्रत्यायोजन को पुनरीक्षित किया गया जो कि बीआईएस/डीजीओ(483)/2023 दिनांक 18.04.2023 का अधिक्रमण करता है और इस आदेश के जारी होने के तिथि तक के इस में सभी संशोधनों को शामिल किया गया है |

संशोधित आदेश स्लंगन है |

हस्ता

(गुरप्रीत सिंह)

निदेशक (वित्त)

परिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से :

- सभी क्षेत्रीय कार्यालय / शाखा कार्यालय / प्रशिक्षण संस्थान / केंद्रीय प्रयोगशाला के प्रमुख / सभी प्रयोगशालाओं के प्रमुख
- मुख्यालय के सभी विभागों के प्रमुख
- भा मा ब्यूरो के सभी अधिकारी एवं कर्मचारी

प्रतिलिपि - जानकारी के लिए :

- महानिदेशक/अपर महानिदेशक/मुख्य सतर्कता अधिकारी/सभी उपमहानिदेशक

सूचना और प्रौद्योगिकी विभाग - भारतीय मानक ब्यूरो के इंटरनेट पर रखने के लिए

GENERAL CONDITIONS WHICH ARE REQUIRED TO BE OBSERVED BY ALL THE DELEGATED AUTHORITIES WHILE EXERCISING THE DELEGATION OF POWERS

1. In order to ensure effective control and efficient utilization of the funds, the following instructions shall be strictly followed:
 - a) The expenditure shall be sanctioned adhering to Rules, Regulations & procedures including General Financial Rules,2017;
 - b) While sanctioning the expenditure the Rule 21 of GFR i.e. Standards of Financial Propriety shall be complied with
 - c) While sanctioning the expenditure, the Guidelines issued by HQs, on any subject shall be complied with;

2. Procedure for procurement of Goods/Services:
 - a) As per Rule 149 of GFR 2017, Goods or/and Service available in GeM should be purchased from GeM only.
 - b) For purchase of Goods/Service costing above Rs. 25,000/- and upto Rs.2,50,000/- on each occasion, a Local Purchase Committee, consisting atleast 3 members including Chairman shall be constituted by Concerned Activity Head at HQ/ DDG of concerned Region/ Heads at Bos/ Head of Labs/ Head of NITS. Such Committee shall consist of at least one officer from Administration.
 - c) For purchase of Goods/Service costing above Rs. 2,50,000/- and upto Rs.10,00,000/- on each occasion, the Committee be constituted by Concerned Activity Head at HQ/ DDG of concerned Region/ Heads at BOs/ Head of Labs/ Head of NITS. The Committee shall consist of atleast 4 members including Chairman and one officer from Administration. In case of HQ/ROs, the DD(A&F)/AD(A&F) of Administration, shall be one of the members of the Committee.
 - d) For purchase of Goods/Service costing above Rs. 10,00,000/- on each occasion, the Committee be constituted by Concerned Activity Head at HQ/ by DDGL for Laboratories/ by DDGRs for ROs& BOs and DDG(PRT) for NITS. The Committee shall consist of at least 4 members including Chairman. The DD(A&F)/AD(A&F) of Administration at HQ shall be one of the members of the Committee at HQ. The DD(A&F)/AD(A&F) at ROs/Labs/NITS shall be one of the members of the Committee at ROs/BOs/Labs/NITS. In case there is no DD(A&F)/AD(A&F) in laboratory, the DD(A&F)/AD(A&F) of concerned Region where the laboratory is located will be member of the Committee.

- e) It shall be ensured by all the delegated officers at ROs/BOs/HQ that supply orders shall not split under any circumstances with the objective of circumventing the limit given in GFR.
- f) Limits of procurements as well as the Delegation are inclusive of all Taxes.
3. The expenditure sanctioned in a year in each Budgeted Account Head by all the delegated officers at ROs/BOs/HQ shall not exceed the Budget allocated by Finance Department under the respective Budget Heads. In order to monitor the total amount of sanctions accorded till date vis-à-vis the allocated Budget, the Sanction Register as per Accounting Manual shall be maintained by all the concerned departments at HQ/ ROs/BOs/Labs/NITS.
4. After the Administrative and Financial sanction by the delegated authority, the payment may be released by the officials as under:
- | | |
|--------------------------------------------------------------------------------------------------|--------------------|
| i) SO looking after Accounts at HQ/ROs/BOs/Labs/NITS | upto Rs. 2,00,000 |
| ii) AD(A&F) looking after Accounts at HQ/ROs/BOs/Labs/NITS | upto Rs. 5,00,000 |
| iii) DD (A&F) looking after Accounts at HQ/ROs/BOs/Labs/NITS | upto Rs. 10,00,000 |
| iv) DF/DAC/DDGF/DDGRs/ Heads of Branches at ROs/ Heads of BOs/Heads of Labs/ DDG(PRT)/Head(NITS) | Full Powers |

The following shall be ensured by the above official(s) before release of payment that:

- a) the payment is as per the terms and conditions of the Contract/Purchase Order and
- b) there is compliance to all statutory provisions with regard to deduction of income-tax at source (TDS), Good and Service Tax etc.in the bills.
- c) The payment shall be made as per procedures and within time norms as given in the Accounts Manual
5. All payments may be made by ECS/NEFT/RTGS only. Cash/Cheque payments may be avoided as far as possible. The instructions issued by HQ from time to time regarding payment to employees/suppliers shall be followed.

A. DELEGATION OF POWERS UNDER VARIOUS BUDGET HEADS RELATING TO RECURRING EXPENDITURE GIVEN IN THE SCHEDULE TO THE BIS(POWERS & DUTIES OF DIRECTOR GENERAL) REGULATIONS, 2018.

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
BUDGET ACCOUNT HEADS RELATING TO COMMON ACTIVITIES- DELEGATION THEREIN					
	1.1	Pay & Allowances and Pension	DF/DAC/ DDGF	Full Powers	<p>As per the scale of pay attached to the posts given in First Schedule of BIS (Terms and Conditions of Service of Employees) Regulations as amended.</p> <p>The Pay and Allowances shall be drawn based on monthly leave statement by all ROs/BOs/Labs/NITS/ Departments at HQ.</p> <p>For Children Education Allowance: respective Heads at BOs/ Labs are the Approving Authority.</p> <p>For Monthly Salary Events/Pension/ Additional Pension:</p> <p>i) Concerned SOs are Approving Authority for monthly salary events and additional pension upto Rs. 1,00,000/-</p> <p>ii) AD(A&F)/DD(A&F) will be Approving Authority upto Rs. 2,50,000/-</p>

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1. To sanction recurring expenditure					
					iii) DF/DAC/DDGF – Full power Once the approval of competent authority has been obtained, Section Officer of the concerned department can sign bank payment voucher for payment.
	1.2	Contribution to GPF towards deficit	DDGF	Full Powers	As per the Accounting Policy of BIS that Surplus/ Deficit in GPF Accounts will belong to BIS.
	1.3	Yearly Contribution to Pension & Gratuity Liability Fund Account	DDGF	Full Powers	As per the Actuarial Valuation conducted and approval thereof by DG.
	1.4	Contribution to National Pension Scheme	DF/DAC/ DDGF	Full Powers	As per NPS guidelines of Govt./PFRDA Once the approval of competent authority has been obtained, Section Officer of the concerned department can sign bank payment voucher /Journal voucher for payment/passing of journal entry.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.5	CGHS & Other Medical Benefits- Employees a) Indoor Treatment	Concerned Activity Head at HQ /CVO/ DDG of concerned Region/ Heads at BOs/Head of Labs/ Head of NITS	Full Powers	DD(A&F)/AD(A&F)/SO (Admn. & Fin.) attached to concerned Delegated Authority to first examine the case and make its recommendation to Delegated Authority as per CGHS/CSMA Rules.
		b) Permission for tests and specialized OPD treatment under CSMA Rules	Concerned Activity Head at HQ /CVO/ DDG of concerned Region/ Heads at BOs/Head of Labs/ Head of NITS	Full Powers	After the administrative approval for indoor/outdoor treatment, Test and Investigation, the payment of Advance and settlement of Claims (as per GOI Guidelines on CGHS/CSMA) can be made by DD(A&F)/AD(A&F)/SO looking after Accounts at HQ/ ROs/BOs/ Labs/ NITS (subject to the limits given at Para 4 of General Conditions)
		c) Permission for tests and investigations not covered under CGHS Rules	Concerned Activity Head at HQ /CVO/ DDG of concerned Region/ Heads at BOs/ Head of Labs/ Head of NITS	Full Powers	
		d) Outdoor Treatment	Concerned Activity Head at HQ /CVO/ DDG of concerned Region/ Heads at BOs/ Head of Labs/ Head of NITS	Full Powers	Where no permission is required from office as per CGHS/CSMA rules, from the office, the payment may be released by DD(A&F)/AD (A&F)/SO looking after Accounts at HQ/ ROs/BOs/ Labs/NITS (subject to the limits given at Para 4 of General Conditions)

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		e) Payment of Annual Contribution to CGHS	DF/DAC/ DDGF	Full Powers	As per the rate of Annual Contribution fixed by CGHS. Once the approval of competent authority has been obtained, Section Officer of the concerned department can sign bank payment voucher for payment.
	1.6	Medical Benefits- Pensioners			
		a) Indoor Treatment	DF/DAC/ DDGF/ All DDGRs/ Heads at BOs	Full Powers	<p>The DD(A&F)AD(A&F)/ SO (Admn & Fin.) attached to concerned Delegated Authority to first examine the case and make its recommendation to Delegated Authority as per CGHS/CSMA Rules.</p> <p>After the administrative approval for indoor/outdoor treatment, Test and Investigation, the payment of Advance and settlement of Claims (as per GOI Guidelines on CGHS/CSMA) can be made by DD(A&F)/ AD (A&F)/ SO looking after Accounts at HQ/ ROs/BOs/ Labs/NITS (subject to the limits given at Para 4 of General Conditions).</p>

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		b) Permission for tests and specialized OPD treatment under CSMA Rules	DF/DAC/ DDGF/ All DDGRs/ Heads at BOs	Full Powers	Where no permission is required from Office as per CGHS/CSMA rules, from the office, the payment may be released by DD(A&F)/AD (A&F)/SO looking after Accounts at HQ/ ROs/BOs/ Labs/NITS (subject to the limits given at Para 4 of General Conditions)
		c) Permission for tests and investigations not covered under CGHS Rules	DF/DAC/ DDGF/ All DDGRs/ Heads at BOs	Full Powers	
		d) Outdoor Treatment	DF/DAC/ DDGF/ All DDGRs/ Heads at BOs	Full Powers	
		e) Payment of Annual Contribution to CGHS	DF/DAC/ DDGF	Full Powers	
	1.7	Interest Subsidy on HBL	DF/ DAC/ DDGF	Full Powers	As per the policy issued by Finance Deptt.
	1.8 (a)	Staff Welfare (Payment of Official Newspaper/ Magazines etc.)	Heads of BOs/Labs/NITS DRA/Head(GSD)	Full Powers	As per guidelines issued by DDGA

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.8 (b)	Staff Welfare: Official Events (Special occasions like BIS Day, Women's Day, New Year Celebration, Retirement Gift, Doctor's Payment and Medicine purchase, <i>Scholarship</i> etc.)	DDGA DDGRs/DDG(Labs)/DDG(PRT) Heads of BOs/ NITS Head(GSD)/ DRA/Head(Labs)	Upto Rs. 5.00 lakh on each occasion Upto Rs.1.00 lakh on each occasion Upto Rs. 0.50 lakh on each occasion Upto Rs.1.00 lakh on each occasion	As per guidelines issued by DDGA with the approval of DG:BIS. Retirement Gift as per the policy can be paid by DD(A&F)/ AD(A&F)/ SO looking after Accounts at HQ/ROs/BOs/ Labs/ NITS
	1.8 (c)	Staff Welfare: <i>Holiday Home</i>	DDGA/DDGRs	Full Powers	There will one holiday home for HQ and for the each of the 5 Regions. The guidelines will be issued by DDGA with the approval of DG These guidelines may <i>inter alia</i> include the location(s), number of suites in each holiday home etc. The Award of Contract for Holiday Home will be approved by DG. DDGA/DDGRs will have full power for the payment
	1.8 (d)	BIS Contribution towards Benevolent Fund	DF/ DAC/ DDGF	Full Powers	BIS Contribution shall be as per BIS (Terms and Conditions of Service of Employees) Regulations.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.8 (e)	Staff Welfare (Canteen item, cutlery etc.)	DDGA DDGRs/ DDG(PRT)/Head (GSD)/ DRA/Head(Labs) Head of BOs/NITS	Upto Rs.2.50 lakh on each occasion Upto Rs.1.00 lakh on each occasion Upto Rs. 0.50 lakh on each occasion	As per guidelines approved by DG and issued by DDGA.
	1.8 (f)	Staff Welfare (Canteen coupons/ cards, etc.)	DDGA/DDGRs/Head of BOs/NITS/Head (GSD)/ DRA Head (Labs)	Full Powers Upto Rs. 1.00 lakhs on each occasion	As per guidelines approved by DG and issued by DDGA.
	1.9	Leave Travel Concession	DD(A&F)/AD(A&F)/SO looking after Accounts at HQ/ ROs/BOs/ Labs/NITS	Full Powers	The payment of Advance and settlement of Claims as per GOI Guidelines. Application for LTC Advance/ Claim shall be forwarded through the Controlling Officer.
	1.10	TA Overseas	Concerned DDGs/ Heads of ROs/BOs/ Departments Heads at HQ/ Heads of Labs/ Head NITS	Full Powers	As per foreign visits approved by DG on files of Standardization and Certification Department. The Tour programme, thereafter may be sanctioned by concerned Delegated Authority. The final TA Claim shall be countersigned by the concerned Delegated Authority after verifying the details of journey performed and submission of report.

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1. To sanction recurring expenditure					
					The payment of Advance and settlement of Claims as per BIS (Terms and Conditions of Employees) Regulations can be made by DD(A&F)/ AD (A&F)/ SO looking after Accounts at HQ/ ROs/BOs/ Labs/NITS (subject to the limits given at Para 4 of General Conditions)
	1.11	TA/DA Officers & Staff	Tour Programme shall be approved as per the procedure given in BIS/ON:6(2015) dated 16.03.2015 issued by HRD.		The final TA Claim shall be countersigned by the Controlling Officer(s) after verifying the details of journey performed and the task accomplished. The payment of Advance and settlement of Claims as per BIS (Terms and Conditions of Employees) Regulations, can be made by DD(A&F)/ AD (A&F)/ SO looking after Accounts at HQ/ ROs/BOs/ Labs/NITS (subject to the limits given at Para 4 of General Conditions).
	1.12	Staff Training	DDG(PRT) AGD/CVO/ DDGs at HQ/DDGRs Heads of BOs/ Departments Heads at HQ/ Heads of Labs/NITS	Upto Rs. 1.00 lakh on each occasion Upto Rs. 1.00 lakh on each occasion Upto Rs. 0.25 lakh on each occasion	As per guidelines approved by DG and circulated by DDG:PRT. These guidelines may <i>inter alia</i> include criteria for selecting officials for the training, the areas under which training to be imparted etc.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.13	a) Conferences/ Seminars/ Workshop etc	DDG(Standards)/ DDG(Hallmarking)/DDG(PRT) CVO/DDGA/DDGRs/ DDG(Labs) Heads of BOs/Head (NITS)/Head (Labs) Departments Heads at HQ	Upto Rs. 10.00 lakh on each occasion Upto Rs. 7.50 lakh on each occasion Upto Rs. 5.00 lakh each occasion Upto Rs. 1.00 lakh each occasion	--
		b) Training Programme Expenses at NITS – Paid Programme	DDG(PRT)/ H(NITS)	Full Power	
		c) Training Programme Expenses at NITS- Other than Sl. No. 1.13 (b)	DDG(PRT) H(NITS) DDGRs Heads of BOs	Upto Rs. 25.00 lakh for each training Upto Rs. 10.00 lakh for each training Upto Rs. 5.00 lakh for each training Upto Rs. 2.50 lakh for each training	For Product Specific Capsule courses for Quality Control Personnel and all other training programme/courses to be conducted at NITS as per the policy/approval of Competent Authority.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.14	Hindi Promotional Activities	DDGA DDGRs/ DDG(Labs)/ DDG(PRT) Head (Hindi)/ Heads of BOs/Labs/NITS	Upto Rs. 5.00 lakh each occasion Upto Rs. 2.00 lakh each occasion Upto Rs. 1.00 lakh each occasion	As per guidelines approved by DG and circulated by DDGA. The guidelines may include the facilities to be arranged in the review by parliamentary and other committees, the limits regarding mementos/gifts to parliamentary committee members etc.
	1.15	Legal Charges	Activity Head of Legal Department DDGRs/ DDG(Labs)/ DDG(PRT)/ DRL Head of BOs/ HNITS/ Heads(Labs)	Upto Rs. 5.00 lakh on each occasion Upto Rs. 2.50 lakh on each occasion Upto Rs. 1.00 lakh on each occasion	As per guidelines approved by DG and circulated by DRL. These guidelines may <i>inter alia</i> include procedure for appointment of legal counsel, fee structure of legal counsels in various courts monitoring mechanism of legal cases etc.
	1.16	Library Subscription & Expenses	DDGA DDGRs/ DDG(Standards)/ DDG(Labs)/ DDG(PRT)/DLS Heads of BOs/NITS	Upto Rs. 0.50 lakh on each occasion Upto Rs. 0.10 lakh on each occasion Upto Rs. 0.05 lakh on each occasion	As per guidelines approved by DG and circulated by DDGA. These guidelines may include the journals to be subscribed for, etc.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.17	IT Services Expenses- (i) Annual Maintenance Contracts & other revenue expenditure relating to Softwares (ii) Payments to leased line/bandwidth charges (iii) Maintenance of IT Infrastructure including software, servers, storage/ backup computer and peripherals, Unifies Threat Management (UTM) devices etc., (iv) Engagement of technical manpower on contract from NIC/ NICS I etc.,	Activity -incharge of ITS Head(ITS) DDGA/DDGF/DDGRs/ DDG(PRT)/DDG(Labs)/ Head(Lab) Heads of BOs/NITS/ Head(GSD) Head(ITS) Activity -incharge of ITS Head(ITS) Activity -incharge of ITS HITS	Upto Rs. 25.00 lakh on each occasion Upto Rs. 10.00 lakh on each occasion Upto Rs. 5.00 lakh on each occasion Upto Rs. 2.50 lakh on each occasion Full Powers Upto Rs. 25.00 lakh on each occasion Upto Rs. 10.00 lakh on each occasion Upto Rs. 25.00 lakh per annum Upto Rs. 10.00 lakh per annum	As per guidelines approved by DG and circulated by DDGA. These guidelines may <i>inter alia</i> includes AMCs, leased-line, VIPIN, Antivirus, Internet Security etc.,

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		(v) Internet services, mailing, domain, hosting/ data center services, security audit, internet security, procurement of SSL Certificates, eprocuremnt operational support services etc.	Activity -incharge of ITS HITS	Full Power Upto Rs. 20.00 lakh per annum	
	1.18	Stationery	DDGA DDGRs/ DDG(Labs)/ DDG(PRT)/ Head(GSD) All other DDGs/ Heads of BOs/Head of Labs/ Head (NITS) All HODs at HQ	Upto Rs. 10.00 lakh on each occasion Upto Rs. 2.00 lakh on each occasion Upto Rs. 1.00 lakh on each occasion Upto Rs. 0.20 lakh per occasion	As per guidelines approved by DG and circulated by DDGA. These guidelines may <i>inter alia</i> include extent of stock to be kept, recording of purchase in stock register, uniformity in various stationery items including Cartridges for printers etc. The Office order issued by Administration Department vide BIS/DGO(418)2014 dt. 28.11.2014 may also be referred to in this regard.
	1.19	Postage	DDGA /DDGRs/DDG(Labs)/ DDG(PRT)/ Heads of BOs/Labs/NITS/ DRA/ Head (GSD)	Full Powers	As per guidelines approved by DG and circulated by DDGA These guidelines may <i>inter alia</i> include the modes of sending communication to be used in various types of information to outsiders.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.20	Telephone & Telex	DDGA /DDGRs/DDG(Labs)/DDG(PRT)/Heads of BOs/Labs/NITS/DRA/ Head (GSD)	Full Powers	As per guidelines approved by DG and circulated by DDGA, These guidelines may <i>inter alia</i> include EPBX, Intercom, mobile, residence phone, internet/Tata Photon/Broadband, fax, new connection etc.
	1.21	Repair & Maintenance: Furniture & Office Equipments	DDGA/ DDGRs/ DDG(PRT) Heads of BOs/NITS/Head (GSD)/OIC (Maintenance Cell at HQ) Head (Labs)	Upto Rs. 2.00 lakh on each occasion Upto Rs. 1.00 lakh on each occasion Upto Rs. 5.00 lakh on each occasion	As per guidelines approved by DG and circulated by DDGA. These guidelines may <i>inter alia</i> include expected life span of the equipment, whether to replace it or go for repair, the periodicity of change of sofa covers/mattress sizes of sofa sets etc. provided to DDGs, manner of AMC etc.
	1.22	Operation & Maintenance of owned Vehicles	DDGA/ DDGRs/DDG(PRT) Heads of BOs/Labs/NITS/Head(GSD)	Full Powers Upto Rs. 0.50 lakh on each occasion	As per guidelines approved by DG and circulated by DDGA. These guidelines may <i>inter alia</i> include keeping of maintenance records of vehicles, petrol consumptions records, approval of major repairs, vehicle running records, empanelment of vendors.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.23	Hiring of Vehicles for Senior Officers & for Administrative Work	DDGA DDG(PRT) DDGRs/Head(GSD)/ Head(NITS) Heads of BOs/Head (Labs)	Full Powers Upto Rs. 4.00 lakh per month Upto Rs. 2.00 lakh per month Upto Rs. 1.00 lakh per month	The official vehicle provided to DDGs at HQ and ROs shall be as per the guidelines approved by DG and circulated by DDGA. At HQ, the approval of DG shall be obtained for the tender and award of contract. DDGA/ H(GSD) will have full powers for sanction of monthly bills only.
	1.24	(a)Freight & Cartage for Samples	DDGRs/ DDG(Labs)/ DDG -in charge of FMCD Head of Labs Heads of BOs /Head of FMCD	Full Powers Upto Rs. 5.00 lakh each occasion Upto Rs. 2.00 lakh each occasion	
		(b)Freight & Cartage-shifting of office and others	DDGA/DDGRs/DDG(Labs) Heads of BOs/ Head (GSD)/ Head(PMW)/Heads of Labs	Full Powers Upto Rs. 1.00 lakh each occasion	
	1.25	Uniform Allowance	DDGA/DDGRs/ DDG(Labs)/ Heads of BOs/Labs/NITS/ DRA/ Head(GSD)	Full Powers	As per GOI norms

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.26	Insurance charges	DDGA/DDGRs/ DDG(Labs)/ DDG-NITS/Head (Labs) Heads of BOs/NITS/ Head(GSD)	Full Powers Upto Rs. 1.00 lakh each occasion	As per guidelines approved by DG and circulated by DDGA. These guidelines may <i>inter alia</i> include items to be covered, scope & extent of insurance, the agency from whom the insurance is to be taken etc.
	1.27	Bank Charges	DF/DAC/ Heads of ROs/BOs/CL/NITS	Full Powers	This being a statutory charge by bank(s) as per RBI guidelines, the same may be taken in the books of accounts after due verification by the authorities indicated.
	1.28	Refreshment & Entertainment	a) Monthly entitlements for day-to-day internal official meetings : DG ADG/CVO/All DDGs Heads of all BOs/Labs/ Head: NITS Heads of all departments at HQ	Upto Rs. 5,000/- per month Upto Rs. 2,500/- per month Upto Rs. 1,000/- per month Upto Rs. 1,000/- per month	All requirements shall be met by the respective canteens and the records shall be maintained by the respective canteen to observe the limits.

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
			b) Sanctioning Power for other official meetings ADG/CVO/All DDGs/ Head(Labs) Heads of BOs/NITS/Heads of Departments at HQ	Upto Rs. 1.00 lakh on each occasion. Upto Rs. 0.50 lakh on each occasion	As per guidelines approved by DG and circulated by DDGA. These guidelines may <i>inter alia</i> include fixation of rates for High Tea, Lunch, Meeting Lunch, for official meetings, Menu for official meetings. All requirements shall be met by the respective canteens.
	1.29	Hiring of Manpower			
		a) Security (unskilled on Man Power Basis)	DDGA/DDGRs/ DDG(Labs)/ DDG(PRT)/ Head(GSD)/ Heads of BOs/Labs/NITS	Full Powers	As per guidelines approved by DG and issued by DDGA from time to time. The guidelines may include the number of persons to be deployed at each office of BIS, the procedure of selection of agency etc.
		b) House Keeping (unskilled on Man Power/Area Basis)	DDGA/DDGRs/ DDG(Labs)/ DDG(PRT)/ Head(GSD)/ Heads of BOs/Labs/NITS	Full Powers	As per guidelines approved by DG and issued by DDGA. The guidelines may include the criteria of keeping workers based on area, number of toilets, number of items to be cleaned, periodicity etc.
		c) Young Professional, Graduate Engineers, Diploma Holders Enforcement Officers and Inters etc.	DDGA/DDGRs/DDG(Labs)/ DDG(PRT)/Heads of BOs/Labs/NITS/ Head(HRD)	Full Powers	As per guidelines approved by DG and issued by DDGA. The guidelines may include the number of persons to be deployed at each office of BIS and rates of each category of outsource personnel etc.

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		d) Others-skilled & unskilled Manpower	DDGA/DDGRs/ DDG(Labs)/DDG(PRT)/ Head(GSD)/ Heads of BOs/Labs/NITS	Full Powers	To fill the vacancies of certain categories of staff like LDC, Junior Stenos, Multi-Tasking Workers, Testing Personnel temporarily on contract basis subject to the ceiling based on the final allocation of staff by Establishment Department to respective HQs/ROs/ BOs/ Labs/ NITS. Engaging manpower in addition to the sanctioned strength shall be got approved from DG-BIS.
		e) Hiring of Science Graduate/Engineers/ superannuated LO/TA	Head (Labs)	Full Powers	Remuneration equal to skilled labour rate per day per person per testing discipline for maximum 15 days in a month
		f) Hiring of Contractual Staff for Canteen	DDGA/DDGRs/DDGL/ DDG(PRT)	Full Powers	Opening of new canteen with the approval of DG:BIS. Hiring of contractual manpower for canteens as per guidelines as specified by DoPT order or as decided by DG:BIS

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.30	Miscellaneous	ADG/ DDGA	Upto Rs. 1.00 Lakh per month	The expenditure which cannot be classified in any other expenditure head can be sanctioned under this head. However, the need and justification for the same shall be recorded by the officer sanctioning the expenditure. The expenditure in relation to General Provident Fund.
			DDGRs	Upto Rs. 0.50 Lakh per month	
			CVO/All Activity Head at HQ/Head(GSD)/ Heads of BOs/ NITS/ Labs	Upto Rs. 0.25 Lakh per month	
			Head of all Departments at HQ	Upto Rs. 0.10 Lakh per month	

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
BUDGET ACCOUNTS HEADS RELATING TO CERTIFICATION ACTIVITY ONLY - DELEGATION THEREIN					
	1.31	Market Samples	DDG(Hallmarking)/ DDG-incharge of FMCD/ DDG (Surveillance & Monitoring)/ DDGRs/ Head of BOs/ Head(FMCD)/ Head(CSMD)	Full Powers	As per guidelines approved by DG and issued by DDG-incharge of FMCD /DDG (Surveillance & Monitoring). These guidelines may inter-alia include the type of sample to be procured, number of samples to be procured, the system of recording samples and sending the samples for testing etc. For sanction of advance, circular issued by Accounts Department vide BIS/HQ/Accounts/ Circular(04)/2017 dated 16.01.2017 may be referred to.
	1.32	Inspection Charges to Outside Agencies	DDG(Hallmarking)/ DDG-incharge of FMCD/ DDG (Surveillance & Monitoring)/ DDGRs/ Head of BOs/ Head(FMCD)/ Head(CSMD)	Full Powers	As per guidelines approved by DG and circulated by DDG-incharge of FMCD/ DDG (Surveillance & Monitoring). These guidelines may inter-alia include the procedure for recognition of OSAs, terms & conditions of appointment of OSAs, the type of inspection to be conducted, rates of payment the flow chart of doing an inspection and report thereof.
	1.33	Hiring of Taxies for Inspection Work	DDGA/DDGRs/Head of BOs Head of Labs	Full Power Upto Rs. 1.50 lakh per month	As per guidelines and hiring procedures approved by DG and circulated by DDGA.

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		BUDGET ACCOUNTS HEADS RELATING TO CONSUMER AWARENESS ACTIVITY ONLY - DELEGATION THEREIN			
	1.34	Standard Promotion & Consumer Awareness Programmes	DDG(PRT)/DDGRs Heads of BOs/Heads of Labs/ Head of TN&MD	Upto Rs. 25.00 lakh on each occasion Upto Rs. 10.00 lakh on each occasion	As per guidelines approved by DG and circulated by Activity Head of TN&MD. The Budget head shall cover all types of meetings under the Consumer Awareness Programme.
	1.35 (a)	Printing - Printing of Standards	Activity Head of Printing Activity Officer-incharge of Printing activity	Full Powers Upto Rs. 5.00 lakh on each occasion	As per guidelines approved by DG and issued by DDG (incharge). These guidelines may inter-alia include the standards to be got printed from outside(off-set printing), the standards not to be printed, printing lot-size maximum stock to be kept and reorder levels.
	1.35 (b)	Printing - Printing of Rules & Regulations of BIS and Gazette Notification	Concerned Activity Head Concerned Head of the Department	Upto Rs. 20.00 lakh on each occasion Upto Rs. 5.00 lakhs on each occasion	As per guidelines approved by DG and issued by DDG(incharge). These guidelines may inter-alia include the standards to be got printed from outside(off-set printing), the standards not to be printed, printing lot-size maximum stock to be kept and reorder levels.

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.36	Publicity	<p>Concerned Activity Head/ DDGRs</p> <p>Heads of BOs/ Director (PR)/ Head of TN&MD/ Heads of Labs</p> <p>DD:PR</p>	<p>Upto Rs. 25.00 lakh on each occasion</p> <p>Upto Rs. 10.00 lakh on each occasion</p> <p>Upto Rs. 0.10 lakh on each occasion</p>	<p>As per guidelines approved by DG and circulated by DDG (incharge). These guidelines may <i>inter alia</i> include procedure for selection of agency, budget allocation for publicity of ISI Mark, Hall Mark, BIS Standard, etc, means of publicity i.e. TV/Radio/Website etc., Information, Education & Communication of consumers/manufacturers, their feedback etc.</p> <p>National Quality Award and World Standards Day is a sub-head under Publicity. The delegated authorities and extent of delegation shall be similar to the Publicity.</p>

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		BUDGET ACCOUNTS HEADS RELATING TO STANDARDIZATION ACTIVITY ONLY- DELEGATION THEREIN			
	1.37	TA/DA to: a) Technical Committee Members b) Bureau/ EC & Advisory Committee Members	Heads of Technical Department(s) in respect of Committee Member(s) nominated in the Committee by the Competent Authority and also entitled to TA/DA from BIS Activity-incharge	Full Powers Full Powers	The payment of Advance and settlement of Claims as per FR relating to TA-Non Officials can be made by DD(A&F)/ AD (A&F)/ SO looking after Accounts at HQ/ ROs/BOs/ Labs/NITS
	1.38	Research Projects	DDG(Standards)/DDG(Labs) Heads of Labs	Upto Rs.10.00 lakh on each occasion Upto Rs.5.00 lakh on each occasion	As per guidelines approved by DG and issued by DDG (Standards)/ DDG(Labs)
	1.39	International Standard Organization (ISO) Payments	DG:BIS	Full Powers	As per guidelines approved by DG and issued by IRD
	1.40	International Electro-Technical Commission (IEC) Payments	DG:BIS	Full Powers	As per guidelines approved by DG and issued by IRD
	1.41	Printing of Bulletin – Standards India & Annual Report	Concerned Activity Head Concerned Head of the Department	Full Powers Upto Rs. 5.00 lakh on each occasion	As per guidelines approved by DG and issued by Concerned Activity Head.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		BUDGET ACCOUNTS HEADS RELATING TO QMS ACTIVITY ONLY - DELEGATION THEREIN			
	1.42	Quality System Charges	DDG in charge of MSCD	Upto Rs. 5.00 lakh on each occasion	As per guidelines approved by DG and issued by DDG in charge of MSCD.
			DDGRs/Heads of the Branches at RO	Upto Rs. 2.50 lakh on each occasion	

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		BUDGET ACCOUNTS HEADS RELATING TO TESTING & CALIBRATION ACTIVITY ONLY - DELEGATION THEREIN			
	1.43	a) Testing Charges	DDG (Labs)/ DDGRs/ DDG (Surveillance & Monitoring)/ Heads of BOs/ Labs/(FMCD)	Full Power	As per guidelines approved by DG and issued by DDG (Labs) in respect of Recognition of Labs and Testing Charges for each product. These guidelines may <i>inter-alia</i> include the policy for sending the samples to OSL, Capacity of BIS Labs, System for monitoring the test reports etc. (I) The Powers for sanction and payment of testing charges Bills shall be exercised by the officials as under: a. DDG:Labs/Head:Labs for all samples sent to OSLs by the laboratories b. DDGRs/Head:BOs for all samples sent by BOs directly to OSLs. c. The power delegated to DDG(Surveillance & Monitoring) and HCMD is for FMCS Samples only. (II) Head of BOs shall exercise the power and sanction of testing charges for applicant and licensee(Resumption of marking

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
					sample only) sample sent directly to OSLs for which samples testing charges are deposited in advance by the applicant and licensee(Resumption of Marking sample only)
		b) NABL Audit & related expenses	DDG(Labs)/Head(Labs)	Full Power	
	1.44	a) Laboratory Consumables	DDG (Labs)	Upto Rs. 15.00 lakh each occasion	As per guidelines approved by DG and issued by DDG(Labs) regarding consumption of Laboratory Consumables. These guidelines may inter-alia include the quantity of consumables to be procured at each occasion, the stock to be maintained the system for purchase etc.
			Heads of Labs	Upto Rs. 10.00 lakh each occasion	
			OIC (Testing Section)	Upto Rs. 0.50 lakhs on each occasion	

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		b) Repair & Maintenance of Lab Equipment	DDG (Labs)/Head (Labs) OIC (Testing Section)	Upto Rs. 5.00 lakh each occasion Upto Rs. 0.50 lakhs on each occasion	For Repair and Maintenance of Lab Equipment it may include, the estimated life of the equipment, whether go for repair or for new one the use of equipment in testing, the policy for obsolete and outdated equipment etc
	1.45	Stipend- Lab Apprentices	DDG(Labs)/Heads of Labs	Full Powers	As per guidelines approved by DG and circulated by DDG(Labs). These guidelines may <i>inter alia</i> include the requirement of Lab Apprentices and cost benefit analysis thereof.

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		BUDGET ACCOUNTS HEADS RELATING TO PMW ACTIVITY ONLY - DELEGATION THEREIN			
	1.46	(a) Rent	DDGRs	Rent- Rs. 10.00 lakh on each occasion	As per guidelines approved by DG and circulated by PMW Department. These guidelines may <i>inter alia</i> include the area of the building to be hired, the market rent etc.
		(b) Statutory Dues	Head of BOs DDGRs/DDG(Labs)/DDG(PRT)/Head of BOs/ Head of NITS/ Head of Labs/Head(GSD)/ OIC (Maintenance Cell) at HQ	Rent- Rs. 5.00 lakh on each occasion Full Powers	
	1.47	Electricity & Water Charges	DDGRs/DDG(Labs)/DDG(PRT)/Head of BOs/ Head of NITS/ Head of Labs/Head(GSD)/ OIC (Maintenance Cell) at HQ	Full Powers	As per guidelines approved by DG and circulated by DDG(PMWD). These guidelines may <i>inter alia</i> include sanction load, guidelines for use of electricity, use of ACs/Heaters Solar energy, Rain Harvesting, concessions on bills etc.

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.48	a) Rep & Maintenance: Building	Activity Head of PMWD DDG(Labs)	Upto Rs. 25.00 lakh on each occasion UptoRs.20.00 lakhs on each occasion	As per guidelines approved by DG and circulated by PMWD. These guidelines may <i>inter alia</i> include norms/periodicity of white washing of owned building, norm of Purchase of cleaning material and consumables, norm of purchase of electrical material, norms for keeping of electrician, plumbers, etc
			DDGA/DDGRs/DDG(PRT)/Head: PMWD/Head (Labs)	Upto Rs. 10.00 lakh on each occasion	
			Head of BOs/Head of NITS/Head(GSD)/OIC (Maintenance Cell) at HQ	Upto Rs. 5.00 lakh on each occasion	
		b) Repair & Maintenance Building-Annual Maintenance Contract	Activity-incharge of PMWD/Head (Labs)	Upto Rs. 10.00 lakh on each occasion	
			DDG(Labs)	Upto Rs. 20.00 lakhs on each occasion	
			DDGRs/DDG(PRT)/Head: PMWD/Head(GSD)/ (Maintenance Cell) at HQ	OIC Upto Rs. 5.00 lakh on each occasion	
			Head of BOs/ Head of NITS	Upto Rs. 2.50 lakh on each occasion	

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.49	Recruitment	DDGA	Full Powers	The expenditure shall include payment to Agency, Advertisement cost and TA/DA of candidates. The vacancies to be advertised shall be as per regulations. Recruiting agency shall be appointed with the approval of DG.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
BUDGET ACCOUNTS HEADS RELATING TO ACCOUNTS & FINANCE ACTIVITY ONLY - DELEGATION THEREIN					
	1.50	Audit Fee and Other Consultancy Charges			
		a) Payment to C&AG Office	DF/ DAC/ DDGF	Full powers	
		b) Payment to Internal Auditor of BIS	DF/ DAC/ DDGF	Full powers	The appointment of Internal Auditor of BIS be made with the approval of DG:BIS
		c) Outsourcing of Accounts Work	DDGRs/ DDG(PRT)/DDGF DDG(Labs)/ Heads of BOs/Labs/NITS	Upto Rs. 7.50 lakh per annum Upto Rs. 4.00 lakh per annum	As per guidelines issued by Accounts Deptt. for outsourcing of Accounting Functions
		d) Payment of fee to Fund Manager for Investment Advisory Services	DF/ DAC/ DDGF	Full Powers	The appointment of Fund Manager may be made with the approval of DG:BIS/ EC
		g) Payment to Consultant for Income-Tax, Indirect Tax viz. GST, Service Tax etc. cases and other Audits/ Consultancies/ Certificates etc.	DDGF DDGRs/ DDG(PRT)/ DDG(Labs) DF/DAC/ Heads of BOs/ Labs/NITS	Upto Rs. 2.50 lakh on each occasion Upto Rs. 1.00 lakh on each occasion Upto Rs. 0.50 lakh on each occasion	

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.51	Bad Debts and Losses written off			
		a) Losses of stores not due to theft, fraud or negligence	ADG All DDGs at HQ/ DDGRs Heads of BOs/ Labs/NITS	Upto Rs. 5.00 lakh for each case. Upto Rs. 2.50 Lakh for each case. Upto Rs. 1.00 lakh for each case	The write off shall be reported to EC.
	b) Other Cases i.e. Outstanding Dues	ADG/ All DDGs at HQ/ DDGRs Heads of BOs/ Labs/NITS	Upto Rs. 0.50 Lakh for each case. Upto Rs. 0.10 Lakh for each case	The efforts made for recovery and the reasons for write off shall be part of the proposal(s). The write off shall be reported to EC.	
	1.52	Write Off Capital Investments i.e. Fixed Assets (Net of Depreciation)	DDG(Labs)/DDGA DDGRs/ DDG(PRT)/ Heads of Labs Heads of BOs/NITS	Upto Rs. 25.00 lakh on each occasion Upto Rs. 10.00 lakh on each occasion Upto Rs. 5.00 lakh on each occasion	As per GFR and approval of the concerned Condemnation Committee. The Condemnation Committee shall be constituted with the approval of the authority competent to purchase the item.
		1.53	Exchange Rate Variation	DF/ DAC/ DDGF	Full Powers
1.54	Input Tax Credit Expenses	DF/ DAC/ DDGF/ DDGRs/ Heads of BOs/ Labs/ NITS	Full Powers	As per GST Rules	

Sl. No. of Schedule of Regulations	S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	<p>DELEGATION TO DD(A&F) in regional offices of BIS (excluding CRO / AD(A&F) (where there is no DD(A&F) / SCIENTIFIC CADRE OFFICERS LOOKING AFTER ADMINISTRATION AND FINANCE FUNCTIONS IN THE REGIONAL OFFICES:-</p> <ul style="list-style-type: none"> • DD(A&F)/AD(A&F) in Regional Offices of BIS are delegated with Administrative & Financial Powers upto Rs. 1000/- in each case to sanction petty expenditure relating to day to day Administration & Finance Activities under the respective budget heads. • Scientific Cadre Officer looking after the work of Administration & Finance in Regional Offices (in absence of DD(A&F)/AD(A&F)) can exercise Administrative & Financial Powers upto Rs. 1000/- in each case to sanction petty expenditure relating to day to day Administration & Finance Activities under respective budget head. • Heads of BOs which are within the premises of Region/HQ can accord administrative and financial sanction for the expenditure related to their Departments to the extent power is delegated to Heads of BO in the Delegation of Power. 				

B. DELEGATION OF POWERS UNDER VARIOUS BUDGET HEADS RELATING TO NON-RECURRING EXPENDITURE (I.E., CAPITAL EXPENDITURE) GIVEN IN THE SCHEDULE TO THE BIS(POWERS & DUTIES OF DIRECTOR GENERAL) REGULATIONS, 2018.

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction non-recurring expenditure					
	1.1	Library Books	DDGA/Head (Labs) Director(Library) DDGRs/ DDG(PRT) Heads of BOs/NITS	Upto Rs. 5.00 lakh on each occasion Upto Rs. 2.00 lakh on each occasion Upto Rs. 1.00 lakh on each occasion Upto Rs. 0.50 lakh on each occasion	As per guidelines approved by DG and circulated by DDGA. The guidelines may include the budget allocated to each RO/BO, types of books to be purchased, procedures for purchase of books, procedure of running of Library, procedure of issue of books to members etc.
	1.2	Furniture & Office Equipments & Computer	DDGA DDGRs/DDG(Labs)/ DDG(PRT) Heads of BOs/Labs/NITS/ Head: GSD	Upto Rs. 25.00 lakh on each occasion Upto Rs. 10.00 lakh on each occasion Upto Rs. 5.00 lakh on each occasion	As per guidelines approved by DG and circulated by DDGA. These guidelines may <i>inter alia</i> includes the requirements/norms, types of furniture, its requirement, the brand if any, minimum periodicity of disposal, condemnation guidelines etc. In case Furniture/Office Equipment/ Computer etc. are proposed to be purchased as a replacement to the existing items to be condemned, simultaneous action for the condemnation of the existing items

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction non-recurring expenditure					
					shall be initiated by the concerned officials as per procedure given in GFR. As per the Laptop policy approved by competent authority, the reimbursement is to be made as per the policy therefore, DRA/Head(GSD) can sanction the said reimbursement claim.
	1.3	Laboratory Equipment's- Purchase thereof			<ol style="list-style-type: none"> 1) As per the guidelines for Purchase of Laboratory Equipment issued by DDG(Lab) after DG's approval. 2) In principal approval towards purchase of equipment costing more than Rs. 25 lakh shall be provided by a Laboratory Purchase Advisory Committee (LEPAC) to be constituted by DG:BIS comprising of DDGL as Chairman, Head: LPPD, DDGF, DDG(Surveillance & Monitoring), Head CL & respective Lab Heads whose proposals are under consideration as members. 3) After the in principal approval for purchase of equipments costing more than Rs. 25 lakh by LEPAC, the individual lab to seek administrative approval of DDGL. Before financial approval, the financial concurrence of Finance Deptt. HQ to be taken. In case

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised								
(1)	(2)	(3)	(4)	(5)	(6)								
1. To sanction non-recurring expenditure													
					<p>LEPAC decides to purchase same equipment for multiple labs, it may also decide to designate one of the labs as nodal lab for the complete tendering process. Purchase Order to be issued by Heads of individual labs even when tendering has been done by Nodal Lab.</p> <p>Payment to be released by Heads of Labs. The Purchase Committee for scrutiny of Technical & Financial Bids and recommendations thereof, may be constituted with approval of the authorities as under:</p> <table border="1"> <thead> <tr> <th>Estimated cost of the equipment</th> <th>Approval Authority</th> </tr> </thead> <tbody> <tr> <td>Upto Rs. 25 lakhs</td> <td>Head of concerned lab</td> </tr> <tr> <td>Rs. 25 lakhs to Rs. 50 lakhs</td> <td>DDGL</td> </tr> <tr> <td>Exceeding Rs.50 lakhs</td> <td>DG:BIS</td> </tr> </tbody> </table> <p>4) All general conditions relating to procurement of goods/services attached in this Delegation Order of DG:BIS shall be followed.</p>	Estimated cost of the equipment	Approval Authority	Upto Rs. 25 lakhs	Head of concerned lab	Rs. 25 lakhs to Rs. 50 lakhs	DDGL	Exceeding Rs.50 lakhs	DG:BIS
Estimated cost of the equipment	Approval Authority												
Upto Rs. 25 lakhs	Head of concerned lab												
Rs. 25 lakhs to Rs. 50 lakhs	DDGL												
Exceeding Rs.50 lakhs	DG:BIS												

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction non-recurring expenditure					
			Head of Laboratory	Administrative approval & Financial Approval Upto Rs. 25.00 lakh in each case	<p>The head of BIS Labs may accord Administrative Approval for Purchase of Laboratory Equipments upto estimated cost of Rs. 25.00 lakh in each case. Administrative approval of DDG(Lab) will be required to be taken beyond Rs. 25.00 lakh and upto Rs. 50.00 lakh of estimated cost in each case.</p> <p>Before the Financial Approval, the financial concurrence shall be taken as under:</p> <p>In case of Central Laboratory: The DD(A&F)/AD(A&F) in Central Laboratory to examine the purchase file(s) for financial concurrence upto Rs. 25.00 lakh in each case.</p> <p>In case of Regional Labs.: The DD(A&F)/AD(A&F) working under DDGRs to examine the purchase file(s) for financial concurrence upto Rs.25.00 lakh in each case.</p> <p>In case of other Labs: The Section Officer(Accounts)/DD(A&F)/AD(A&F) of the concerned Branch Office where the laboratory is situated to examine the purchase file(s) for financial concurrence upto Rs. 10.00 lakh in each case. For more than Rs. 10.00 lakh and</p>

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction non-recurring expenditure					
					upto Rs.25.00 lakh, the DD(A&F)/AD(A&F) in the respective region working under DDGRs to examine the Purchase file(s) for financial concurrence. The laboratory shall send the file(s) to DD(A&F)/AD(A&F) of the regions.
			DDG(Labs)	Administrative approval and Financial Approval: Upto Rs. 50.00 lakh in each case	DDG(Labs) may accord Administrative Approval for Purchase of Laboratory Equipments with estimated cost upto Rs. 50.00 lakh in each case after LEPAC recommendations. Before the Financial Approval , the financial concurrence of the Finance Department at HQ to be taken for proposals exceeding Rs.25.00 lakh in each case. Administrative approval of DG will be required to be taken beyond Rs. 50.00 lakh of estimated cost in each case after LEAPC recommendations.
8.		To sanction expenditure for acquiring of land and building.	DG:BIS	Full Powers	Full powers subject to approval of Central Government

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction non-recurring expenditure					
9.		To sanction expenditure for construction of building for new offices of the Bureau.	DG:BIS	Full Powers	Full powers subject to approval of Central Government
11.		To sanction the purchase of office equipment.	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.2 and 1.3</i>		

C. DELEGATION OF POWERS UNDER SERIAL NUMBERS OF SCHEDULE APPENDIX TO BIS (POWERS & DUTIES OF DIRECTOR GENERAL) REGULATIONS RELATING TO FINANCE & ACCOUNTS MATTERS

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
2.		To sanction purchase of working stores	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.18</i>		
3.		To sanction permanent advances or Imprest	Concerned Activity Head at HQs/CVO	Upto Rs. 15000 on each occasion	Subject to following the guidelines/norms issued by HQs from time to time and report to EC.
4.		To sanction all levies and taxes by Government or Local Bodies	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.46</i>		
5.		To sanction the renting of ordinary office accommodation.	DG:BIS	Full Powers	
6.		To sanction expenditure for repairs and alterations to hired and requisitioned buildings	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.48</i>		
7.		To sanction expenditure on all types of works for the buildings owned by the Bureau.	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.48</i>		
10.		To sanction advance of pay to an officer under transfer.	DDGF/DF/DAC	Full Powers	

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
12.		To write off irrecoverable losses of stores, or of public money (including loss of stamps), etc,	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.51</i>		
13.		To sanction tours and to counter-sign TA bills of employees.	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.11</i>		
14		To allow travel by air to employees.	DG:BIS	Full Powers	In respect of employees who are not entitled to travel by air
15.		To sanction expenditure on entertainment and refreshments.	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.28</i>		
16		To sanction expenditure on grants-in-aid for welfare of employees	DG:BIS	Full Powers	As per GOI Norms. The expenditure shall be debited to "Staff Welfare"
17.		To sanction grants in aid for research and testing.	DG:BIS	Full Powers	The expenditure shall be debited under the head "Research Project A/c"
18.		To sanction TA and DA to Governing Council and committee members as admissible under the regulations.	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.37</i>		

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
19		To sanction TA/DA for foreign travel to expert and committee members for participation in International Standardization.	DG:BIS	Full Powers	
20		To sanction payment of honorarium/fee to outside experts for special service or advice.	DG:BIS All DDGs & above	Full Powers Upto Rs. 0.25 lakh each occasion	Subject to following guidelines/norms issued by HQ from time to time. The expenditure shall be debited under "Audit Fee & other Consultancy Charges A/c"(Serial A.52)
21		To sanction demurrage/wharfage charges.	All DDGs relating to their functional area	Upto Rs. 0.05 lakh each occasion	Full powers of Head of Department as given in "Delegation of Financial Power Rules" of the Government of India as amended from time to time subject to report to the Executive Committee.

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
22		To sanction loans and advances to employees in accordance with the Central Government orders (i) House Building Advance	DDGF/DDGRs	Full powers	As per GOI Norms. The DD(A&F)/ AD(A&F)/SOs concerned to take all follow-up action as per the House Building Advance Rules of GOI. The HBA of Lab Officials shall be sanctioned by respective DDGRs.
		(ii) Computer Advance	DF/ DAC/ DDGF/Heads of BOs/Heads of Labs/HNITS	Full powers	As per GOI Norms. The DD(A&F)/ AD(A&F)/ SOs concerned to take all follow-up action as per the Computer Advance Rules of GOI.

Sl. No. of Schedule of Regulations	S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Conditions under which Powers to be exercised
(1)	(2)	(3)	(4)	(5)	(6)
37.		To nominate delegations to international meetings after consulting the concerned Division Council/Sectional Committee of the Bureau and other interests concerned with the subject matter under discussion.	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.10</i>		
38.		To decide the scope and extent of insurance of Bureau's property and sanction expenditure.	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.26.</i>		
39		To sponsor an employee for undergoing a specialized course of training in India and to sanction expenditure therefor.	<i>Delegation under this serial remains the same as per the Delegation at Serial 1.12.</i>		

D DELEGATION OF OTHER POWERS RELATING TO FINANCE & ACCOUNTS MATTERS WHICH ARE NOT COVERED UNDER SCHEDULE APPENDED TO BIS (POWERS & DUTIES OF DG), REGULATIONS, 2018 BUT ARE COVERED UNDER OTHER RULES APPLICABLE IN GOVT. OF INDIA.

Sl No.	Description of Power	Authority to whom Power for Administrative and Financial approval is delegated	Extent of Delegation	Conditions under which powers to be exercised.
(1)	(2)	(3)	(4)	(5)
1.	To sanction Advance/ Withdrawal of General Provident Fund	DDA&F:HQ /DF/DAC/ DDGF	Full Powers	As per GOI Norms
2.	To sanction Final Settlement of General Provident Fund	DF/DAC/ DDGF	Full Powers	As per GOI Norms
3.	To condone the delay in Insurance of House property	DDGF/DDGRs	Full Powers in case of delay upto 3 months	
4.	Opening and operation of bank accounts	DDGF/DDGRs/ DF/DAC/ Heads of BOs/ HNITS/ H(CL)/H(NROL)	Full Powers	Subject to guidelines issued by HQ
5.	To invest funds for the Bureau	DG:BIS ADG	Full Powers Upto Rs. 25.00 Crores on each occasion	As per the Investment Policy and procedure approved by FC/EC
6.	To invest funds for the General Provident Fund	Committee of Administrators nominated by DG	Full Powers	As per GOI Norms
7.	To condone delay in submission of Medical claims	DDGF/DDGRs	Full Powers in case of delay upto 6 months	As per GOI Norms

Sl No.	Description of Power	Authority to whom Power for Administrative and Financial approval is delegated	Extent of Delegation	Conditions under which powers to be exercised.
(1)	(2)	(3)	(4)	(5)
8.	Allocation and Transfer of Budget among ROs/BOs/CL/NITS/ Department at :HQ	DDGF	Full Powers	For Allocation and Transfer of Budget among ROs/ BOs/ CL/ NITS/ Departments at HQ within the total budget approved by EC under each Budget head excluding Re-appropriation.