

भारतीय मानक ब्यूरो
(वित्त विभाग)

सन्दर्भ: वित्त/डी एफ/7:113

26.09.2022

विषय : बी.आई.एस/डी.जी.ओ(478)/2022 दिनांक 07.03.2022 -
शक्तियों के प्रत्यायोजन में संशोधन संख्या 3

यह परिपत्र उक्त विषय पर जारी हमारे पूर्व परिपत्र दिनांक 15.09.2022 का अधिक्रमण करता है और तत्काल प्रभाव से बी.आई.एस/डी.जी.ओ(478)/2022 दिनांक 07.03.2022 में दी गई शक्तियों के प्रत्यायोजन में निम्नलिखित संशोधन को जारी करता है :

प्रत्यायोजन क्रमांक संख्या : ए - 1.8(b), 1.8(e), 1.8(f), 1.16, 1.17, 1.21,
1.23, 1.24(a), 1.26, 1.28, 1.29(e), 1.33,
1.44(b), 1.48(a), 1.48(b), 1.1 (गैर-आवर्ती व्यय)

संशोधन प्रत्यायोजन सलंग्न है ।

हस्ताक्षरित/-
(विनोद कुमार)
निदेशक (वित्त)

परिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से :

- सभी क्षेत्रीय कार्यालय/शाखा कार्यालय/केंद्रीय प्रयोगशाला के प्रमुख/एन.आई.टी.एस/ सभी प्रयोगशालाओं के प्रमुख
- मुख्यालय के सभी विभागों के प्रमुख
- भा मा ब्यूरो के सभी अधिकारी एवं कर्मचारी

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

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT)

Our Ref: FIN/DF/7:113

26.09.2022

***Subject: Amendment No. 3 to the Delegation of Powers
given in BIS/DGO(478)/2022 dated 07.03.2022***

In supersession of our circular of even No. dated 15.09.2022 on the above subject, the following Amendment to the Delegation of Power given in the BIS/DGO(478) dated 07.03.2022 is made in respect of the below mentioned Budget Head with immediate effect:

**Sl. No. of Delegation : A - 1.8(b), 1.8(e), 1.8(f), 1.16, 1.17, 1.21,
1.23, 1.24(a), 1.26, 1.28, 1.29(e), 1.33,
1.44(b), 1.48(a), 1.48(b), 1.1 of Non-Recurring
Expenditure**

The Amendment to the delegation is attached.

sd/-
(Vinod Kumar)
Director (Finance)

Circulated through Intranet to:

- Heads of ROs/BOs/NITS/Laboratories
- Heads of all Departments at HQ BIS
- All Officials of BIS

Copy to: ITSD for placing on BIS INTRANET

FINANCE DEPARTMENT

Ref: FIN/DF/7:113

26.09.2022

***Subject: Amendment No. 3 to the Delegation of Powers given in
BIS/DGO(478)/2022 dated 07.03.2022***

Revised Delegation of Powers with effect from 13.09.2022 in respect of following Budget Heads of BIS/DGO(478)/2022 dated 07.03.2022:

- a) 1.8(b) : Staff Welfare (Official events)
- b) 1.8(e) : Staff Welfare (Canteen item, cutlery etc.)
- c) 1.8(f) : Staff Welfare (Canteen coupons/cards, etc.)
- d) 1.16 : Library Subscription & Expenses
- e) 1.17 : IT Services Expenses
- f) 1.21 : Repair & Maintenance: Furniture & Office Equipments
- g) 1.23 : Hiring of Vehicles for Senior Officers & for Administration work
- h) 1.24(a): Freight & Cartage for Samples
- i) 1.26 : Insurance Charges
- j) 1.28 : Refreshment & Entertainment
- k) 1.29(e): Hiring of Science Graduate/engineers/ superannuated LO/TA
- l) 1.33 : Hiring of Taxies for Inspection Work
- m) 1.44(b): Repair & Maintenance of Lab Equipment
- n) 1.48(a): Repair & Maintenance (Building)
- o) 1.48(b): Repair & Maintenance Building – Annual Maintenance Contract

- p) 1.1 (Non-recurring expenditure): Library Books

sd/-

(Vinod Kumar)
Director (Finance)

S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Existing Delegation	Revised Delegation
(1)	(2)	(3)	(4)	(5)
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	Upto Rs. 5.00 lakh on each occasion	Upto Rs. 5.00 lakh on each occasion
		DDGRs/ DDG(Labs)/DDG(PRT)	Upto Rs.1.00 lakh on each occasion	Upto Rs.1.00 lakh on each occasion
		Heads of BOs/NITS	Upto Rs. 0.50 lakh on each occasion	Upto Rs. 0.50 lakh on each occasion
		Head(GSD)/ DRA	Upto Rs.1.00 lakh on each occasion	Upto Rs.1.00 lakh on each occasion
		Head(Labs)	Upto Rs. 0.50 lakh on each occasion	Upto Rs. 1.00 lakh on each occasion
1.8(e)	Staff Welfare (Canteen item, cutlery etc.)	DDGA	Upto Rs.2.50 lakh on each occasion	Upto Rs.2.50 lakh on each occasion
		DDGRs/ DDG(PRT)/Head (GSD)/ DRA	Upto Rs.1.00 lakh on each occasion	Upto Rs.1.00 lakh on each occasion
		Head of BOs/NITS	Upto Rs. 0.50 lakh on each occasion	Upto Rs. 0.50 lakh on each occasion
		Head(Labs)	--	Upto Rs. 1.00 lakh on each occasion

S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Existing Delegation	Revised Delegation
(1)	(2)	(3)	(4)	(5)
1. To sanction recurring expenditure:				
1.8(f)	Staff Welfare (Canteen coupons/ cards, etc.)	DDGA/DDGRs/Head of BOs/NITS/Head (GSD)/ DRA Head (Labs)	Full Powers --	Full Powers Upto Rs. 1.00 lakhs at each occasion
1.16	Library Subscription & Expenses	DDGA	Upto Rs. 0.50 lakh on each occasion	Upto Rs. 0.50 lakh on each occasion
		DDGRs/ DDG(Standards)/ DDG(Labs)/ DDG(PRT)/DLS	Upto Rs. 0.10 lakh on each occasion	Upto Rs. 0.10 lakh on each occasion
		Heads of BOs/NITS	Upto Rs. 0.05 lakh on each occasion	Upto Rs. 0.05 lakh on each occasion
1.17	IT Services Expenses- (i) Annual Maintenance Contracts & other revenue expenditure relating to Softwares	Activity -incharge of ITS	Upto Rs. 25.00 lakh on each occasion	Upto Rs. 25.00 lakh on each occasion
		Head(ITS)	Upto Rs. 10.00 lakh on each occasion	Upto Rs. 10.00 lakh on each occasion
		DDGA/DDGF/DDGRs/DDG(PRT)/DDG(Labs)	Upto Rs. 5.00 lakh on each occasion	Upto Rs. 5.00 lakh on each occasion
		Heads of BOs/ /NITS Head(GSD)	Upto Rs. 2.50 lakh on each occasion	Upto Rs. 2.50 lakh on each occasion

S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Existing Delegation	Revised Delegation
(1)	(2)	(3)	(4)	(5)
1. To sanction recurring expenditure:				
		Head(Labs)	Upto Rs. 2.50 lakh on each occasion	Upto Rs. 5.00 lakh on each occasion
1.21	Repair & Maintenance: Furniture & Office Equipments	DDGA/ DDGRs/ DDG(PRT)	Upto Rs. 2.00 lakh on each occasion	Upto Rs. 2.00 lakh on each occasion
		Heads of BOs/NITS/ Head (GSD)	Upto Rs. 1.00 lakh on each occasion	Upto Rs. 1.00 lakh on each occasion
		Head (Labs)	Upto Rs. 1.00 lakh on each occasion	Upto Rs. 5.00 lakh on each occasion
1.23	Hiring of Vehicles for Senior Officers & for Administrative Work	DDGA	Full Powers	Full Powers
		DDG(PRT)	Upto Rs. 4.00 lakh per month	Upto Rs. 4.00 lakh per month
		DDGRs/Head(GSD)/ Head(NITS)	Upto Rs. 2.00 lakh per month	Upto Rs. 2.00 lakh per month
		Heads of BOs	Upto Rs. 1.00 lakh per month	Upto Rs. 1.00 lakh per month
		Head (Labs)	Upto Rs. 0.50 lakh per month	Upto Rs. 1.00 lakh per month
1.24	(a)Freight & Cartage for Samples	DDGRs/ DDG(Labs)/DDG -in charge of FMCD	Full Powers	Full Powers

S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Existing Delegation	Revised Delegation
(1)	(2)	(3)	(4)	(5)
1. To sanction recurring expenditure:				
		Heads of BOs /Head of FMCD	Upto Rs. 2.00 lakh each occasion	Upto Rs. 2.00 lakh each occasion
		Head (Labs)	Upto Rs. 2.00 lakh each occasion	Upto Rs. 5.00 lakh each occasion
1.26	Insurance charges	DDGA/DDGRs/ DDG(Labs)/ DDG -incharge of NITS/	Full Powers	Full Powers
		Heads of BOs/NITS/ Head(GSD)	Upto Rs. 1.00 lakh each occasion	Upto Rs. 1.00 lakh each occasion
		Head(Labs)	Upto Rs. 1.00 lakh each occasion	Full Powers
1.28	Refreshment & Entertainment	a) Sanctioning Power for other official meetings		
		ADG/CVO/All DDGs	Upto Rs. 1.00 lakh on each occasion.	Upto Rs. 1.00 lakh on each occasion.
		Heads of BOs/NITS/Heads of Departments at HQ	Upto Rs. 0.50 lakh on each occasion	Upto Rs. 0.50 lakh on each occasion
		Head(Labs)	Upto Rs. 0.50 lakh on each occasion	Upto Rs. 1.00 lakh on each occasion

S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Existing Delegation	Revised Delegation
(1)	(2)	(3)	(4)	(5)
1. To sanction recurring expenditure:				
1.29	(e) Hiring of Science Graduate/Engineers/superannuated LO/TA	Head(Labs)	--	Remuneration equal to skilled labour rate per day per person per testing discipline for maximum 15 days in a month
1.33	Hiring of Taxies for Inspection Work	DDGA/DDGRs/Head of BOs	Full Power	Full Power
		Head of Labs	Upto Rs. 0.50 lakh per month	Upto Rs. 1.50 lakh on each occasion
1.44	(b) Repair & Maintenance of Lab Equipment	DDG (Labs)	Upto Rs. 5.00 lakhs	Upto Rs. 5.00 lakhs
		Heads of Labs	Upto Rs. 2.50 lakhs	Upto Rs. 5.00 lakhs each occasion
		OIC (Testing Section)	Upto Rs. 0.50 lakhs	Upto Rs. 0.50 lakhs
1.48	(a) Rep & Maintenance: Building	Activity Head of PMWD	Upto Rs. 25.00 lakh on each occasion	Upto Rs. 25.00 lakh on each occasion

S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Existing Delegation	Revised Delegation
(1)	(2)	(3)	(4)	(5)
1. To sanction recurring expenditure:				
		DDGA/DDGRs/DDG(PRT)/Head:PMWD	Upto Rs. 10.00 lakh on each occasion	Upto Rs. 10.00 lakh on each occasion
		Head of BOs/ Head of NITS/ Head(GSD)	Upto Rs. 5.00 lakh on each occasion	Upto Rs. 5.00 lakh on each occasion
		DDG(Labs)	Upto Rs. 10.00 lakh on each occasion	Upto Rs. 20.00 lakh on each occasion
		Head(Labs)	Upto Rs. 5.00 lakh on each occasion	Upto Rs. 10.00 lakh on each occasion
1.48	(b) Repair & Maintenance Building-Annual Maintenance Contract	Activity-incharge of PMWD	Upto Rs. 10.00 lakh on each occasion	Upto Rs. 10.00 lakh on each occasion
		DDGRs/DDG(PRT)/Head:PMWD/Head (GSD)	Upto Rs. 5.00 lakh on each occasion	Upto Rs. 5.00 lakh on each occasion
		Head of BOs/ Head of NITS	Upto Rs. 2.50 lakh on each occasion	Upto Rs. 2.50 lakh on each occasion

S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Existing Delegation	Revised Delegation
(1)	(2)	(3)	(4)	(5)
1. To sanction recurring expenditure:				
		DDG(Labs)	Upto Rs. 05.00 lakh on each occasion	Upto Rs. 20.00 lakh on each occasion
		Head(Labs)	Upto Rs. 2.50 lakh on each occasion	Upto Rs. 10.00 lakh on each occasion
1. To sanction non-recurring expenditure:				
1.1	Library Books	DDGA	Upto Rs. 5.00 lakh on each occasion	Upto Rs. 5.00 lakh on each occasion
		Director(Library)	Upto Rs. 2.00 lakh on each occasion	Upto Rs. 2.00 lakh on each occasion
		DDGRs/ DDG(PRT)	Upto Rs. 1.00 lakh on each occasion	Upto Rs. 1.00 lakh on each occasion
		Heads of BOs/NITS	Upto Rs. 0.50 lakh on each occasion	Upto Rs. 0.50 lakh on each occasion
		Head (Labs)	Upto Rs. 0.05 lakh on each occasion	Upto Rs. 5.00 lakh per annum

S.No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Existing Delegation	Revised Delegation
(1)	(2)	(3)	(4)	(5)
1. To sanction recurring expenditure:				
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:-				
<ul style="list-style-type: none"> • DD(A&F)/AD(A&F) in Regional Offices/Laboratories 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/Laboratories (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. 				