

**भारतीय मानक ब्यूरो**  
(वित्त विभाग)

सन्दर्भ :वित्त /7:113

11.03.2019

विषय: बी.आई.एस. / डी.जी.ओ. / (454)/ 2019 दिनांक 22.02.2019 -  
शक्तियों का प्रत्यायोजन का संशोधन संख्या 01

महानिदेशक, भारतीय मानक ब्यूरो नएतकाल प्रभाव सपबी.आई.एस / डी.जी.ओ 2019 / (454)  
दिनांक 22.02.2019 में दी गई शक्तियों का प्रत्यायोजन में निम्न लिखित संशोधन को मंजूरी दादी  
है।

<u>प्रत्यायोजन क्रमांक संख्या</u>	<u>बजट मद</u>
ए.1.17	आईटी सेवा व्यय
ए.1.28	जलपान और मनोरंजन
ए. 1.53	खराब ऋण और नुकसान बंद

संशोधित प्रत्यायोजन सलंगन है।

हस्ताक्षरित/-  
(गुरप्रीत सिंह)  
निदेशक (वित्त)

रिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से :

- सभी क्षत्रीय कार्यालय केंद्रीय प्रयोगशाला का प्रमुख / एन आई टी एस / शाखा कार्यालय /
- मुख्यालय का सभी विभागों का प्रमुख
- भा मा ब्यूरो का सभी अधिकारी एंवम कर्मचारी

प्रतिलिपि :सूचनार्थ

- निजी सचिव (महानिदेशक) महानिदेशक की जानकारी का लिए -
- अपर महानिदेशक सभी उप महानिदेशक / मुख्य सतर्कता अधिकारी /

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

**भारतीय मानक ब्यूरो**  
(वित्त विभाग)

सन्दर्भ :वित्त /7:113

11.03.2019

**Subject: Amendment No. 01 to Delegation of Powers given in  
BIS/DGO(454)/2019 dated 22.02.2019**

DG:BIS has approved the Amendment to the Delegation of Power given in the BIS/DGO(454)/2019 dated 22.02.2019 in respect of the below mentioned Serial Numbers of Delegation Chart and Budget Head with immediate effect:

<u>Sl. No. of Delegation</u>	<u>Budget Head</u>
A.1.17	IT Services Expenses
A.1.28	Refreshment & Entertainment
A. 1.53	Bad Debts and Losses written off

The amended delegation is attached.

.sd/-  
(Gurpreet Singh)  
Director(Finance)

**Circulated through Intranet to:**

- Heads of ROs/BOs/ CL/NITS
- Heads of all Departments at HQ
- All Official of BIS

**Copy for Information:**

- PS to DG – For DG's Information
- ADG/CVO/ All DDGs

**Copy to: ITSD for placing on BIS INTRANET**

## भारतीय मानक ब्यूरो

(वित्त विभाग)

सन्दर्भ :वित्त /7:113

11.03.2019

**Subject: Amendment No. 01 to Delegation of Powers given in BIS/DGO(454)/2019  
dated 22.02.2019**

1. Revised Delegation of Power with effect from 07.03.2019 in respect of following Budget Head of BIS/DGO(454)/2019 dated 22.02.2019 (Amendment No 1)

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)
A.1.17	<p>a(i) Annual Maintenance Contracts &amp; other revenue expenditure relating to IT, Salary Software</p> <p>a(ii) In respect of payments to leased line/ bandwidth charges</p> <p>a(iii) In respect of maintenance of IT Infrastructure including software, servers, storage/ backup computer and peripherals, Unifies Threat Management (UTM) devices etc.,</p> <p>a(iv) Engagement of technical manpower on contract from NIC/ NICS I etc.,</p>	<p>DDGA/DDGF</p> <p>DDGRs/ DDG(Labs)/DDG(TI)</p> <p>Head:GSD/ Heads of BOs/Labs/ NITS</p> <p>All other DDGs at HQ</p> <p>HITS</p> <p>HITS</p> <p>DDG- incharge of ITS</p> <p>HITS</p> <p>DDG- incharge of ITS</p>	<p>Upto ₹ 7.00 lakh per annum</p> <p>Upto ₹ 2.00 lakh per annum</p> <p>Upto ₹ 1.00 lakh per annum</p> <p>Upto ₹ 0.50 lakh per annum</p> <p>Full Powers</p> <p>Upto ₹ 10.00 lakh per annum</p> <p>Upto ₹ 10.00 lakh on each occasion</p> <p>Upto ₹ 10.00 lakh per annum</p> <p>Upto ₹ 20.00 lakh per annum</p>	<p>As per guidelines approved by DG and circulated by DDGA These guidelines may <i>inter alia</i> includes the procedure for purchase of cartridge, AMCs guidelines, leased-line VIPIN , Antivirus, Internet Security etc.,</p>

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)
	<p>a(v) In respect of internet services, mailing, domain, hosting/ data center services, security audit, internet security, procurement of SSL Certificates, e-procurement operational support services etc.</p> <p>b) Procurement of Software for the concerned activity</p>	<p>HITS</p> <p>DDG- incharge of ITS</p> <p>All DDGs and above</p>	<p>Upto ₹ 10.00 lakh per annum</p> <p>Full Powers</p> <p>Upto ₹ 1.00 lakh per annum</p>	<p>Normally software which is required by all offices of BIS shall not be developed by the Regions. ITSD shall be approached for development of such software. Region specific software can be developed/totally new concept can be tried for later replication in all offices of BIS for which this delegated powers may be used. However, before getting such a software developed locally, the ITSD may be kept informed.</p>
1.28	Refreshment & Entertainment	<p>a) Monthly entitlements for official meetings :</p> <p>DG</p> <p>ADG/CVO/All DDGs</p> <p>Heads of all BOs/Labs/ Head:NITS</p> <p>Heads of all departments at HQ</p>	<p>Upto ₹ 5000/- per month</p> <p>Upto ₹ 2500/- per month</p> <p>Upto ₹ 1000/- per month</p> <p>Upto ₹ 1000/- per month</p>	<p>All requirements shall be met by the respective canteens and the records shall be maintained by the respective canteen to observe the limits.</p>

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)
1.53	<p><b>Bad Debts and Losses written off</b></p> <p><b>a) Losses of stores not due to theft, fraud or negligence</b></p> <p><b>b) Other Cases i.e. Outstanding Dues</b></p>	<p>b) <b>Sanctioning Power for official meetings</b></p> <p>ADG/CVO/All DDGs</p> <p>Heads of BOs/NITS/ Heads of Labs/ Heads of departments at HQ</p> <p>ADG</p> <p>All DDGs at HQ and Region</p> <p>All Heads of BOs including Head of Marks Department at Regions/ Director (Sales)/ Heads of Labs/ Head: NITS</p> <p>ADG/All DDGs at HQ and Region</p> <p>All Heads of BOs including Head of Marks Department at Regions/ Director (Sales)/ Heads of Labs/ Head: NITS</p>	<p>Upto ₹ 0.20 lakh on each occasion.</p> <p>Upto ₹ 0.10 lakh on each occasion</p> <p>Upto ₹ 5.00 lakh for each case.</p> <p>Upto ₹ 2.50 Lakh for each case.</p> <p>Upto ₹ 1.00 lakh for each case</p> <p>Upto ₹ 0.50 Lakh for each case.</p> <p>Upto ₹ 0.10 Lakh for each case</p>	<p>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.</p> <p>All requirements shall be met by the respective canteens.</p> <p>The write off shall be reported to EC.</p> <p>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.</p>

2. There is no change in the other delegations and conditions given in BIS/DGO(454)/2019 dated 22.02.2019.

.sd/-  
(Gurpreet Singh)  
Director(Finance)

**Circulated through Intranet to:**

- Heads of ROs/BOs/ CL/NITS
- Heads of all Departments at HQ
- All Official of BIS

**Copy for Information:**

- PS to DG – For DG's Information
- ADG/CVO/ All DDGs

**Copy to: ITSD for placing on BIS INTRANET**