

**भारतीय मानक ब्यूरो**  
(वित्त विभाग)

सन्दर्भ: वित्त/ 7:113

28.05.2018

विषय : बी.आई.एस/डी.जी.ओ (441)/2017 दिनांक 04.05.2017 -  
शक्तियों के प्रत्यायोजन में संशोधन संख्या 4

महानिदेशक, भारतीय मानक ब्यूरो ने तत्काल प्रभाव से बी.आई.एस/डी.जी.ओ (447)/2017 दिनांक 04.05.2017 में दी गई शक्तियों के प्रत्यायोजन में निम्न लिखित संशोधन को मंजूरी दी है :

प्रत्यायोजन क्रमांक संख्या : बी - 4

बजट मद : प्रयोगशाला उपकरण - खरीद संबंधित

संशोधन प्रत्यायोजन सलंग्न है ।

हस्ताक्षरित/-  
(गुरप्रीत सिंह)  
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

प्रतिलिपि - जानकारी के लिए :

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

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

**BUREAU OF INDIAN STANDARDS**  
**(FINANCE DEPARTMENT)**

Our Ref: FIN/7:113

28.05.2018

*Subject: Amendment No. 4 to the Delegation of Powers  
given in BIS/DGO(447)/2017 dated 04.05.2018*

DG:BIS has approved the Amendment to the Delegation of Powers given in the BIS.DGO(447) dated 04.05.2017 in respect of the below mentioned Budget Head with immediate effect:

**Sl. No. of Delegation** : B – 4

**Budget Head** : Laboratory Equipment – purchase thereof

The Amendment delegation is attached.

sd/-

**(Gurpreet Singh)**  
**Director (Finance)**

**Circulated through Intranet to:**

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

Ref: FIN/7:113

28.05.2018

**Subject: Amendment No. 4 to the Delegation of Powers given in BIS/DGO(447)/2017 dated 04.05.2017 for Sanction of Non Recurring (i.e., Capital) Expenditure**

1. Revised Delegation of Powers with effect from 28.05.2018 in respect of Budget Head-Laboratory Equipment (Purchase thereof) – Sl. No. B-4 of BIS/DGO(447)/2017 dated 04.05.2017 (Amendment No. 4)

S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Condition under which Power to Exercised
(1)	(2)	(3)	(4)	(5)
4.	Laboratory Equipments- Purchase thereof			<ol style="list-style-type: none"><li>1) As per the guidelines for Purchase of Laboratory Equipment issued by DDG(Lab) after DG's approval.</li><li>2) In principal approval towards purchase of equipment costing more than ₹ 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(Certification), Head CL &amp; respective Lab Heads whose proposals are under consideration as members.</li><li>3) After the in principal approval for purchase of equipments costing more than ₹ 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 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.</li></ol>

S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Condition under which Power to Exercised								
(1)	(2)	(3)	(4)	(5)								
		Head of Laboratory	Administrative approval & Financial Approval  upto ₹ 25.00 lakh in each case	<p>Payment to be released by Heads of Labs.</p> <p>The Purchase Committee for scrutiny of Technical &amp; Financial Bids and recommendations thereof, may be constituted with approval of the authorities as under:</p> <table border="1" data-bbox="922 768 1513 1088"> <thead> <tr> <th data-bbox="922 768 1217 846">Estimated cost of the equipment</th> <th data-bbox="1217 768 1513 846">Approval of Authority</th> </tr> </thead> <tbody> <tr> <td data-bbox="922 846 1217 925">Upto ₹ 25 lakhs</td> <td data-bbox="1217 846 1513 925">Head of concerned lab</td> </tr> <tr> <td data-bbox="922 925 1217 1010">₹ 25 lakhs to ₹ 50 lakhs</td> <td data-bbox="1217 925 1513 1010">DDGL</td> </tr> <tr> <td data-bbox="922 1010 1217 1088">Exceeding ₹ 50 lakhs</td> <td data-bbox="1217 1010 1513 1088">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> <p>The head of BIS Labs may accord <b>Administrative Approval</b> for Purchase of Laboratory Equipments upto estimated cost of ₹ 25.00 lakh in each case. Administrative approval of DDG(Lab) will be required to be taken beyond ₹ 25.00 lakh and upto ₹ 50.00 lakh of estimated cost in each case.</p> <p>Before the <b>Financial Approval</b>, the financial concurrence shall be taken as under:</p> <p><b>In case of Central Laboratory:</b> The DDA&amp;F/ADA&amp;F in Central Laboratory to examine the purchase file(s) for financial concurrence upto ₹ 25.00 lakh in each case.</p> <p><b>In case of Regional Labs.:</b> The DDA&amp;F/ ADA&amp;F working under DDGRs to examine the purchase file(s) for financial concurrence upto ₹ 25.00 lakh in each case.</p>	Estimated cost of the equipment	Approval of Authority	Upto ₹ 25 lakhs	Head of concerned lab	₹ 25 lakhs to ₹ 50 lakhs	DDGL	Exceeding ₹ 50 lakhs	DG:BIS
Estimated cost of the equipment	Approval of Authority											
Upto ₹ 25 lakhs	Head of concerned lab											
₹ 25 lakhs to ₹ 50 lakhs	DDGL											
Exceeding ₹ 50 lakhs	DG:BIS											

S. No.	Budgeted Head of Expenditure	Authority to whom Power for Administrative and Financial Approval is delegated	Extent of Delegation	Condition under which Power to Exercised
(1)	(2)	(3)	(4)	(5)
		DDG(Labs)	<b>Administrative approval and Financial Approval:</b>  upto Rs. 50.00 lakh in each case	<b>In case of other Labs:</b> The Section Officer(Accounts)/ ADA&F/DDA&F of the concerned Branch Office where the laboratory is situated to examine the purchase file(s) for financial concurrence upto ₹ 10.00 lakh in each case. For more than ₹ 10.00 lakh and upto ₹25.00 lakh, the DDA&F/ADA&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 DDA&F/ADA&F of the regions  DDG(Labs) may accord <b>Administrative Approval</b> for Purchase of Laboratory Equipments with estimated cost upto ₹ 50.00 lakh in each case after LEPAC recommendations.  Before the <b>Financial Approval</b> , the financial concurrence of the Finance Department at HQ to be taken for proposals exceeding ₹ 25.00 lakh in each case.  Administrative approval of DG will be required to be taken beyond ₹ 50.00 lakh of estimated cost in each case after LEAPC recommendations.

2. There is no change in the other delegations and conditions as given in BIS/DGO(447)/2017 dated 04.05.2017

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

Circulated to all Departments and officials at HQs/Regional and Branch Offices/NITS/ Labs through BIS: Intranet