

भारतीय मानक ब्यूरो

(वित्त विभाग)

संदर्भ सं : वित्त/7:113

दिनांक 22.02.2019

विषय: वित्तीय शक्तियों के प्रत्यायोजन - बीआईएस / डी जी ओ (454)/2019 दिनांक 22.02.2019

महानिदेशक, भारतीय मानक ब्यूरो द्वारा वित्तीय शक्तियों के प्रत्यायोजन को पुनरीक्षित किया गया है जो कि दिनांक 04/05/2017 के बीआईएस / डी जी ओ (447)/2017 का अधिक्रमण करता है और इस आदेश के जारी होने की तिथि तक के इसमें सभी संशोधनों को शामिल किया गया है।

संशोधित आदेश संलग्न है।

हस्ता

(गुरप्रीत सिंह)

निदेशक (वित्त)

भारतीय मानक ब्यूरो मुख्यालय / क्षेत्रीय और शाखा कार्यालयों / एनआईटीस / लैब्स के सभी विभाग प्रमुखों, कर्मचारियों एवं अधिकारियों को इंटरनेट के माध्यम से परिचालित

भारतीय मानक ब्यूरो
(वित्त विभाग)

सन्दर्भ :वित्त /7:113

22.02.2019

OFFICE ORDER

Subject: Delegation of Powers

The updated Delegation of Financial Powers made by DG:BIS, relating to Financial Matters given in the Schedule of BIS(Powers & Duties of Director General) Regulations, 2018 is enclosed. This DGO supersedes BIS/DGO(447)/2017 dated 04 May, 2017 and all amendments issued thereafter. The revised order is attached in three parts as under:

- 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.
- 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.
- C. 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.

The general conditions which are required to be observed by all the delegated authorities while exercising the Delegation of Powers are also enclosed in the beginning of the above delegation.

The delegations relating to Establishment and Administrative Matters given in the Schedule of the BIS(Powers & Duties of Director General) Regulations, 2018 is dealt by Establishment and Administration Department

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

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

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) For purchase of Goods costing above ₹ 25,000/- and upto ₹ 2,50,000/- on each occasion, a Local Purchase Committee is to be constituted as per Rule 155 of GFR 2017. Such Committee shall be constituted by DDG concerned at HQ/Region/NITS and by Heads at BOs & Labs. Such Committee shall consist of atleast one officer from Administration and Finance.
 - b) The Committee(s) involved in opening of tenders and procurement of Goods/Services above ₹ 2,50,000 at HQ/ROs/BOs/ Labs/ NITS may be constituted by Concerned Activity Head at HQ/ DDG:Labs for Labs Offices /DDGRs for ROs/BOs and DDG:TI for NITS. The Committee shall consist of 4 members including Chairman. The DD(A&F)/AD(A&F) Administration and Finance Department 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.
 - c) 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.

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 Accounts 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 ₹ 50,000 |
| ii) AD(A&F)/ DD (A&F) looking after Accounts at HQ/ROs/BOs/Labs/NITS | upto ₹ 2,00,000 |
| iii)DF/DAC/DDGF/DDGRs/ Heads of Branches at ROs/ Heads of BOs/Heads of Labs/ DDG(TI)/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.

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	As per the scale of pay attached to the posts given in First Schedule of BIS (Terms and Conditions of Service of Employees) Regulations. The Pay and Allowances shall be drawn based on monthly leave statement by all ROs/BOs/ Labs/NITS/ Departments at HQ
	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

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					
	1.5	CGHS & Other Medical Benefits- Employees a) Indoor Treatment	All DDGs and above/CVO/Heads of BOs/Labs/NITS	Full Powers	The Administrative approval may be given by the Delegated Authority. The 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 in recognized hospital	All DDGs and above/CVO/Heads of BOs/Labs/NITS	Full Powers	
		c) Outdoor Treatment	Reimbursement of medical claim (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	Full Powers	
		d) Payment of Annual Contribution to CGHS	DDGF	Full Powers	As per the rate of Annual Contribution fixed by CGHS.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.6	Medical Benefits- Pensioners a) Indoor Treatment	DF/DAC/ DDGF All DGRs/ DDG(Labs)/ DDG:TI/ Heads of BO(s)	Full Powers	The Administrative approval may be given by the Delegated Authority. The 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) Outdoor Treatment	Reimbursement of medical 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	Full Powers	After the administrative approval for indoor treatment, 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

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.7	Interest Subsidy on HBL	DF/ DAC/ DDGF	Full Powers	As per the policy issued by Finance Deptt.
	1.8 (a)	Staff Welfare (Newspaper reimbursement and payment of Official Newspaper)	Heads of BOs/Labs/NITS/ Head: GSD	Full Powers	As per guidelines issued by DDGA vide Circular No. BIS HQ/Admn/Circular/(07)/2018 dated 09.04.2018. Newspaper reimbursement as per policy can be paid by DD(A&F)/AD(A&F)/ SO looking after Accounts at HQ/ ROs/BOs/Labs/NITS
	1.8 (b)	Staff Welfare: Official Events (Special occasions like BIS Day, Women's Day, New Year Celebration, Retirement Gift, Diwali Gift, Doctor's Payment and Medicine purchase etc.)	DDGA DDGRs/ DDG(Labs)/DDG(TI) Heads of BOs/Labs/NITS Head:GSD	Upto ₹ 1.00 lakh on each occasion Upto ₹ 0.50 lakh on each occasion Upto ₹ 0.10 lakh on each occasion Upto ₹ 0.10 lakh on each occasion	As per guidelines issued by DDGA. 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

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					
	1.8 (c)	Staff Welfare: <i>Creation of Holiday Home</i>	DDGA/DDGRs	Full Powers	As per the guidelines approved by DG and issued by DDGA. These guidelines shall <i>inter alia</i> include the number of suites, financial ceiling etc. for each holiday home.
	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, 2007.
	1.8 (e)	Staff Welfare (Canteen coupons/ cards, Canteen item etc.)	DDGA	Upto ₹ 5.00 lakh per month	As per guidelines issued by DDGA.
			DDGRs	Upto ₹ 5.00 lakh per annum	
			DDG(Labs)/DDG(TI)	Upto ₹ 0.25 lakh per annum	
			Head(CL)	Upto ₹ 2.00 lakh per annum	
			Heads of BOs	Upto ₹ 1.00 lakh per annum	
			Head GSD	Upto ₹ 1.00 lakh per month	
			Heads of Labs/NITS	Upto ₹ 0.10 lakh per annum	

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	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	<p>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.</p> <p>The final TA Claim shall be countersigned by the concerned Delegated Authority after verifying the details of journey performed and submission of report.</p> <p>The payment of Advance and settlement of Claims as per BIS (Terms and Conditions of Employees) Regulations, 2007 can be made by DAC/ DF/ DD(A&F)/ AD (A&F) at HQ Finance & Accounts Department.</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					
	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.		<p>The final TA Claim shall be countersigned by the Controlling Officer(s) after verifying the details of journey performed and the task accomplished.</p> <p>The payment of Advance and settlement of Claims as per BIS (Terms and Conditions of Employees) Regulations, 2007 can be made by DD(A&F)/ AD (A&F)/ SO looking after Accounts at HQ/ ROs/BOs/ Labs/NITS.</p>
	1.12	Staff Training	<p>All DDGs & above(excluding DDG:TI)</p> <p>DDG:TI</p> <p>Heads of BOs/Heads:Labs</p> <p>Head:NITS</p>	<p>Upto ₹ 0.25 lakh on each occasion</p> <p>Upto ₹ 0.50 lakh on each occasion</p> <p>Upto ₹ 0.10 lakh on each occasion</p> <p>Upto ₹ 0.25 lakh on each occasion</p>	<p>As per guidelines approved by DG and circulated by DDG:TI. These guidelines may <i>inter alia</i> include criteria for selecting officials for the training, the areas under which training to be imparted etc.</p> <p>The expenditure under this head can be only incurred on employees posted in the concerned office.</p> <p>The sponsoring an employee for undergoing a specialized course of training in India shall be covered under this Budget Head.</p>

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.13	a) Conferences/ Seminars	DDG(Stand)/ DDG(Labs) DDGRs Heads of BOs/Heads:Labs Heads of Technical Departments at HQ CVO	DDG(HP)/ Upto ₹ 1.00 lakh on each occasion Upto ₹ 0.50 lakh on each occasion Upto ₹ 0.25 lakh each occasion Upto ₹ 0.10 lakh each occasion Upto ₹ 1.00 lakh per.annum for Vigilance Awareness Week at HQ	As per guidelines approved by DG and circulated by DDG(Stand). The guidelines shall <i>inter alia</i> include financial ceilings of memento to be presented etc. The extent of delegation to concerned officials for will be same for Jewwllers Awareness Programme For celebration of Vigilance Awareness Week at all Ros/Bos, the consolidated approval thereof shall be taken by Vigilance Deptt. at HQ from DG:BIS and conveyed to Ros/Bos.
		b) Training Programme Expenses at NITS only	DDG(TI) H(NITS)	Upto ₹ 5.00 lakh on each occasion Upto ₹ 2.50 lakh on each occasion	As per guidelines issued by DDG(TI) with the approval of DG.

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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(TI) Head (Hindi)/ Heads of BOs/Labs/NITS	Upto ₹ 1.00 lakh each occasion Upto ₹ 0.25 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	ADG DDGRs/ DDG(Labs)/DDG(TI) DRL Heads of BOs/ HNITS/Heads:Labs	Upto ₹ 1.00 lakh on each occasion Upto ₹ 0.50 lakh on each occasion Upto ₹ 0.50 lakh on each occasion Upto ₹ 0.25 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.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.16	Library Subscription & Expenses	DDGA DDGRs/ DDG (Stands)/ DDG(Labs)/ DDG(TI)/DLS Heads of BOs/Labs/NITS	Upto ₹ 0.50 lakh on each occasion Upto ₹ 0.10 lakh on each occasion Upto ₹ 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.
	1.17	IT Services Expenses- a(i) Annual Maintenance Contracts & other revenue expenditure relating to IT, Salary Software a(ii) In respect of payments to BSNL and MTNL for leased line charges a(iii) In respect of AMCs of servers, engagement of manpower on contract from NIC, NICSI etc.	DDGA/DDGF DDGRs/ DDG(Labs)/DDG(TI) Head:GSD/ Heads of BOs/Labs/NITS All other DDGs at HQ HITS HITS	Upto ₹ 7.00 lakh per annum Upto ₹ 2.00 lakh per annum Upto ₹ 1.00 lakh per annum Upto ₹ 0.50 lakh per annum Full Powers Upto ₹ 10.00 lakh per annum	As per guidelines approved by DG and circulated by DDGA. These guidelines may <i>inter alia</i> include the procedure for purchase of cartridge, AMCs guidelines, leased-line VIPIN, Antivirus Internet Security etc.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
		b) Procurement of Software for the concerned activity	All DDGs and above	Upto ₹ 1.00 lakh per annum	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.
	1.18	Stationery	DDGA DDGRs/ DDG(Labs)/ DDG(TI) All other DDGs Heads of BOs/HNITS Head (CL) Heads of Labs Head GSD- HQ All HODs	Upto ₹ 5.00 lakh per month Upto ₹ 1.00 lakh per month Upto ₹ 0.50 lakh per annum Upto ₹ 0.50 lakh per month Upto ₹ 0.50 lakh per month Upto ₹ 0.25 lakh per month Upto ₹ 1.00 lakh per month Upto ₹ 0.02 lakh per month	As per guidelines approved by DG and circulated by DDGA. These guidelines may <i>inter alia</i> include procedure of Rate Contract, extent of stock to be kept, 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.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.19	Postage	DDGA DDGRs/ DDG(Labs)/ DDG(TI) Heads of BOs/Labs/NITS/ Head:GSD	Full Powers Upto ₹ 1.00 lakh per month Upto ₹ 0.50 lakh per month	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.
	1.20	Telephone & Telex	DDGA DDGRs/ DDG(TI)/ DDG(Labs)/ Head:GSD HQ Head (CL) Heads of BOs/Labs HNITS	Upto ₹ 4.00 lakh per month Upto ₹ 1.00 lakh per month Upto ₹ 2.00 lakh per month Upto ₹ 0.50 lakh per month Upto ₹ 0.25 lakh per month Upto ₹ 0.50 lakh per month	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.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
	1.21	Repair & Maintenance: Furniture & Office Equipments	DDGA/DDGRs/ DDG(Labs)/ DDG(Std.) DDG(TI) Heads of BOs/Labs/ Head:GSD HQ HNITS	Upto ₹ 1.00 lakh per month Upto ₹ 2.00 lakh per month Upto ₹ 0.25 lakh per month Upto ₹ 1.00 lakh per month	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:TI Heads of BOs/NITS Head:GSD:HQ	Full Powers Upto ₹ 1.00 lakh per annum per vehicle Upto ₹ 0.50 lakh per annum per vehicle Upto ₹ 1.00 lakh per month	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.
	1.23	Hiring of Vehicles for Senior Officers & for Administrative Work	DDGA DDGRs/DDG:TI Heads of BOs/NITS Head:GSD Heads of Labs	Full Powers Upto ₹ 0.50 lakh per month Upto ₹ 0.20 lakh per month Upto ₹ 1.00 lakh per month Upto ₹ 0.10 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. Approval of DG shall be obtained for the tender and award of contract in respect of hiring of vehicles at HQ. DDGA will have full powers for sanction of monthly bills only.

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					
	1.24	(a)Freight & Cartage (b)Freight & Cartage-shifting of office	DDGA/ DDGRs/ DDG:TI DDG(Labs) Heads of BOs/NITS/ Head:GSD/ Head:Sales Heads of Labs DDGRs Heads of BOs	Upto ₹ 0.50 lakh each occasion Upto ₹ 1.00 lakh each occasion Upto ₹ 0.25 lakh each occasion Upto ₹ 0.50 lakh each occasion Upto ₹ 2.50 lakh Upto ₹ 1.00 lakh	
	1.25	Liveries	DDGA/DDGRs/ DDG(Labs)/DDG:TI/ Heads of BOs/Labs/NITS/ Head:GSD/ DD(A&F) Regions	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:TI Heads of BOs/Labs/ Head:GSD HNITS	Upto ₹ 1.00 lakh each occasion Upto ₹ 0.15 lakh each occasion Upto ₹ 0.50 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) Refreshment entitlements for official meetings : DG ADG/CVO/All DDGs Heads of all BOs/Labs/ Head:NITS Heads of all departments at HQ	Upto ₹ 5000/- per month Upto ₹ 2500/- per month Upto ₹ 1000/- per month Upto ₹ 1000/- 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.

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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction recurring expenditure					
			<p>b) Refreshment entitlements for official meetings ADG/CVO/All DDGs</p> <p>Heads of BOs/NITS/ Heads of Labs/ Heads of departments at HQ</p>	<p>Upto ₹ 0.10 lakh on each occasion.</p> <p>Upto ₹ 0.05 lakh on each occasion</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>
	1.29	Labour Expenses	<p>a)Security(unskilled on Man Power Basis</p> <p>DDGA/DDGRs/ DDG(Labs)/DDG:TI/ Heads of BOs/Labs/Head:NITS</p>	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.

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) House Keeping (Unskilled)			
		i) Contract Basis	DDGA/DDGRs/ DDG (Labs) /DDG:TI/ Heads of BOs/Labs/HNITS	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.
		ii) Man Power Basis	DDGA/DDGRs/ DDG (Labs) /DDG:TI/ Heads of BOs/Labs/HNITS	Full Powers	
		c) Others-skilled & unskilled Manpower	DDGA/DDGRs/ DDG (Labs) /DDG:TI/ Heads of BOs/Labs/HNITS	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.

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/CVO /DDG:Labs/ DDG:Central Region/ All DDGs at HQ(excluding DDGA) DDGA DDGRs (excluding DDG:Central Region) HGSD Heads of BOs/ NITS/ CL Heads of BOs which are within premises of Region/HQ Heads of Laboratories (excluding CL) Head of all Departments at HQ	Upto ₹ 0.25 Lakh per annum Upto ₹ 1.00 Lakh per month Upto ₹ 2.00 Lakh per annum Upto ₹ 0.20 lakh per month Upto ₹ 1.00 Lakh per annum Upto ₹ 0.25 lakh per annum Upto ₹ 0.25 lakh per annum Upto ₹ 0.20 lakh per annum	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.

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	DDGRs Heads of BOs	Upto ₹ 2.00 lakh on each occasion Upto ₹ 1.00 lakh on each occasion	As per guidelines approved by DG and issued by DDG(Certification). 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 (Certification) DDGRs Heads of BOs	Upto ₹ 2.00 lakh on each occasion Upto ₹ 1.00 lakh on each occasion Upto ₹ 0.50 lakh on each occasion	As per guidelines approved by DG and circulated by DDG (Certification). 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.

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					
	1.33	Hiring of Taxies for Inspection Work	DDGRs/DDG(Labs) Heads of BOs /Heads of Labs	Upto ₹ 1.00 lakh per month Upto ₹ 0.50 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	Consumer Awareness Programmes	DDG-incharge of CAD DDGRs Heads of BOs/ Head(CAD)	Upto ₹ 2.00 lakh on each occasion Upto ₹ 1.00 lakh on each occasion Upto ₹ 0.50 lakh on each occasion	As per guidelines approved by DG and circulated by DDG:incharge of CAD. The Budget head shall cover all types of meetings under the Consumer Awareness Programme.
	1.35	Printing of Standards	DDG(Incharge) of Printing Activity Officer-incharge Printing activity	Upto ₹ 20.00 lakh on each occasion Upto ₹ 0.50 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

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	ADG(Activity Head) DDG (Activity Head) DDGRs (Heads of the Regional Offices) Heads of BOs (Heads of the Branches) DPR DD:PR	Upto ₹ 15.00 lakh on each occasion Upto ₹ 10.00 lakh on each occasion Upto ₹ 5.00 lakh on each occasion Upto ₹ 1.00 lakh on each occasion Upto ₹ 1.00 lakh on each occasion Upto ₹ 0.10 lakh on each occasion	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. Rajiv Gandhi National Quality Award is a sub-head under Publicity. DDG(incharge) may sanction the expenditure as per the extent of delegation given for Publicity. World Standards Day is a sub-head under Publicity. The delegated authorities and extent of delegation shall be similar to the Publicity.

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					
	1.37	Outsourcing of Enforcement Activity	DDG(incharge of Enforcement) DDGRs Heads of BOs	Upto ₹ 0.50 lakh on each occasion Upto ₹ 0.50 lakh on each occasion Upto ₹ 0.25 lakh on each occasion	As per guidelines approved by DG and circulated by DDG (incharge)
	1.38	Enforcement Reward Scheme	DDG(incharge of Enforcement)	Full Powers	As per the scheme approved by DG and circulated by DDG(incharge of Enforcement).

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					
	1.39	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 DDGA/ DDG-in charge	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
	1.40	Research Projects	DDG (Standards)	Upto ₹ 1.00 lakh on each occasion	As per guidelines approved by DG and issued by DDG (Standards)
	1.41	International Standard Organization (ISO) Payments	DG:BIS	Full Powers	As per guidelines approved by DG and issued by IRD
	1.42	International Electrotechnical Commission (IEC) Payments	DG:BIS	Full Powers	As per guidelines approved by DG and issued by IRD
	1.43	Printing of Bulletin	DDG (incharge) Officer incharge of P&FL	Upto ₹ 2.00 lakh on each occasion Upto ₹ 0.50 lakh on each occasion	As per guidelines approved by DG and issued by DDG(Incharge)

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 QMS ACTIVITY ONLY - DELEGATION THEREIN					
	1.44	Quality System Charges	DDG in charge of MSCD	Upto ₹ 1.00 lakh on each occasion	As per guidelines approved by DG and issued by DDG in charge of MSCD. The guidelines may include fee to be paid to accrediting agency, fee of subcontractor`
			DDGRs/Heads of the Branches at RO	Upto ₹ 0.25 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			
	1.45	a) Testing Charges	DDG (Labs)	Upto ₹ 10.00 lakh on each occasion	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 inter-alia 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(Certification) 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 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)
			DDGRs/ DDG(Certification)	Upto ₹ 5.00 lakh on each occasion	
			Heads of Labs	Upto ₹ 5.00 lakh on each occasion	
			HCMD(FMCS)	Upto ₹ 2.00 lakh on each occasion	
			Heads of BOs	Upto ₹ 2.00 lakh on each occasion	
			Heads of BOs	---	

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) NABL Audit & related expenses	DDG(Labs)/Head(Labs)	Upto ₹ 4.00 lakh per annum each Lab	
	1.46	a) Laboratory Consumables	DDG (Labs) Heads of Labs	Upto ₹ 2.00 lakh each occasion Upto ₹ 1.00 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.
		b) Repair & Maintenance of Lab Equipment	DDG (Labs) Heads of Labs	Upto ₹ 2.00 lakh each occasion Upto ₹ 1.00 lakh 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.
	1.47	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					
	1.48	Rent & Statutory Taxes	DDGRs/ DDG(Labs)/ DDG(TI) DDG-PMW Heads of BOs HNITS/Head Labs	Rent- ₹ 50.00 lakh per annum Statutory Taxes- Full Powers Rent- Nil Statutory Taxes- Full Powers Rent- ₹ 25.00 lakh per annum Statutory Taxes- Full Powers Statutory Taxes- Full Powers	As per guidelines approved by DG and circulated by DDG-PMW. These guidelines may <i>inter alia</i> include the area of the building to be hired, the market rent etc.
	1.49	Electricity & Water Charges	DDG-PMW/ Head PMW DDGRs/DDG(Labs)/DDG:TI /Heads of BOs/ Labs/NITS DDGRs/DDG(Labs) DDGTI Head PMWD Heads of BOs/Labs HNITS	Full Powers Full Powers Upto ₹ 2.00 lakh per month Upto ₹ 2.00 lakh per month Upto ₹ 2.00 lakh per month Upto ₹ 0.50 lakh per month Upto ₹ 1.00 lakh per month	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					
	1.50	a) Rep & Maintenance: Building	DDG:PMW) DDGRs/DDG(Labs) DDGTI Head PMWD Heads of BOs/Labs HNITS	Upto ₹ 4.00 lakh per month Upto ₹ 2.00 lakh per month Upto ₹ 2.00 lakh per month Upto ₹ 2.00 lakh per month Upto ₹ 0.50 lakh per month Upto ₹ 1.00 lakh per month	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.
		b) Repair & Maintenance Building-Annual Maintenance Contract	DDG:PMW DDGRs/DDGTI/DDGL/Head PMWD Heads of BOs/Heads of Labs/ HNITS	Upto ₹ 10.00 lakh per work/service Upto ₹ 5.00 lakh per work/service Upto ₹ 2.50 lakh per work/service	
	1.51	Recruitment	DDGA	Upto ₹ 100.00 lakh	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.

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 ACCOUNTS & FINANCE ACTIVITY ONLY - DELEGATION THEREIN					
	1.52	Audit Fee and Other Consultancy Charges			
		a) Payment to C&AG Office	DF/ DAC/ DDGF	Full powers	
		b) Payment to Internal Auditor of BIS	DG:BIS	Full powers	The appointment of Internal Auditor of BIS be made with the approval of DG:BIS
		c) Outsourcing of Accounts Work	DDGRs/ DDG(Labs)/ DDG(TI)/DDGF	Upto ₹ 3.50 lakh per annum	As per guidelines issued by Accounts Deptt. for outsourcing of Accounting Functions
			Heads of BOs/Labs/NITS	Upto ₹ 2.50 lakh per annum	
		d) Payment to Fund Manager for Investment of BIS Funds	DG:BIS	Full Powers	The appointment of Fund Manager may be made with the approval of DG:BIS/ EC
		e) Payment to Consultant for Income-Tax, Service Tax etc. cases and other Audits/ Consultancies/ Certificates etc.	DDGF/DDGRs/ DDG(TI)/ DDG(Labs)	Upto ₹ 0.25 lakh on each occasion	
			DF/DAC/ Heads of BOs/ Labs/NITS	Upto ₹ 0.10 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					
	1.53	Bad Debts and Losses written off a) Losses not due to theft, fraud or negligence b) Other Cases i.e. Outstanding Dues	ADG All DDGs at HQ and Region All Heads of BOs including Head of Marks Department at Regions/ Director (Sales)/ Heads of Labs/ Head: NITS ADG/All DDGs at HQ and Region All Heads of BOs including Head of Marks Department at Regions/ Director (Sales)/ Heads of Labs/ Head: NITS	Upto ₹ 0.04 lakh for each case. Upto ₹ 0.02 Lakh for each case. Upto ₹ 0.01 lakh for each case Upto ₹ 0.02 Lakh for each case. Upto ₹ 0.01 Lakh for each case	The write off shall be reported to EC. 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.
	1.54	Write Off Capital Investments i.e. Fixed Assets (Net of Depreciation)	DDG(Labs) DDGA DDGRs/ DDG(NITS)/ Heads of Labs Heads of BOs/NITS	Upto ₹ 25.00 lakh on each occasion Upto ₹ 10.00 lakh on each occasion Upto ₹ 5.00 lakh on each occasion Upto ₹ 1.00 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.

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					
	1.55	Exchange Rate Variation	DF/ DAC/ DDGF	Full Powers	Actual
	1.56	Input Tax Credit Expenses	DF/ DAC/ DDGF	Full Powers	As per Service Tax Rules
		<p>DELEGATION TO DY. DIRECTOR(ADMINISTRATION & FINANCE) & SCIENTIFIC CADRE OFFICERS LOOKING AFTER ADMINISTRATION AND FINANCE FUNCTIONS IN THE REGIONAL OFFICES:-</p> <ul style="list-style-type: none"> Dy. Director(Administration & Finance) in regional offices of BIS (excluding CRO) are delegated with Administrative & Financial Powers upto ₹ 1000/- in each case to sanction petty expenditure relating to day to day Administration & Finance Activities under the respective budget heads. Scientific Cadre Officer who is not below the rank of Dy. Director and looking after the work of Administration & Finance in Regional Offices can exercise Administrative & Financial Powers upto ₹ 1000/- in each case [equal to Dy. Director (Administration & Finance)] 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. 			

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	All DDGs	Upto ₹ 15000	The permanent advances may be given only for those activities where the expenses are required to be incurred on concurrent basis. This will also be subject to following the other guidelines/norms, if any issued by HQs from time to time.
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 1.48</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 1.50</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 1.50</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 1.53</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 will be debited to "Staff Welfare"
17.		To sanction grants in aid for research and testing.	DG:BIS	Full Powers	The expenditure will be debited under the head "Research and Development Expense 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 1.39</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 Standardisation.	DG:BIS	Full Powers	As per guidelines approved by EC, in case the expenditure being met from Bureau's own funds.
20		To sanction payment of honorarium/fee to outside experts for special service or advice.	DG:BIS All DDGs & above	Full Powers Upto ₹ 10,000/- each occasion	Subject to following guidelines/norms issued by HQ from time to time. The expenditure shall be debited under "Hiring of Consultants and Consultancy Charges"
21		To sanction demurrage/ wharfage charges.	All DDGs relating to their functional area	Upto ₹ 5000 in each case	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 (ii) Computer Advance	DDGF/DDGRs DF/ DAC/ DDGF/Heads of BOs/Heads of Labs/HNITS	Full powers 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. 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.
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>		

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)
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>		

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	Upto ₹ 1.00 lakh on each occasion	As per guidelines approved by DG and circulated by DDGA.
			DDGRs/DDG(Labs)/DDG:TI	Upto ₹ 0.25 lakh on each occasion	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.
			DDG(Standardization)	Upto ₹ 0.50 lakh on each occasion	
			Heads of BOs/Labs/NITS/All HODs/DLS	Upto ₹ 0.10 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 non-recurring expenditure					
	1.2	Furniture & Office Equipments & Computer/ Computerisations	DDGA/DDGRs/DDG(Labs)/DDG:TI Heads of BOs/Labs/NITS/ Head: GSD	Upto ₹ 5.00 lakh on each occasion Upto ₹ 2.50 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 shall be initiated by the concerned officials as per procedure given in GFR.
	1.3	Laboratory Equipments- Purchase thereof			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 ₹ 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 & respective Lab Heads whose proposals are under consideration as members. 3) After the in principal approval for purchase of equipments costing more than ₹ 25 lakh by

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(1)	(2)	(3)	(4)	(5)	(6)								
1. To sanction non-recurring expenditure													
					<p>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.</p> <p>Payment to be released by Heads of Labs.</p> <p>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" data-bbox="1496 995 2123 1278"> <thead> <tr> <th>Estimated cost of the equipment</th> <th>Approval of Authority</th> </tr> </thead> <tbody> <tr> <td>Upto ₹ 25 lakhs</td> <td>Head of concerned lab</td> </tr> <tr> <td>₹ 25 lakhs to ₹ 50 lakhs</td> <td>DDGL</td> </tr> <tr> <td>Exceeding ₹ 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 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												
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(1)	(2)	(3)	(4)	(5)	(6)
1. To sanction non-recurring expenditure					
			Head of Laboratory	Administrative approval & Financial Approval upto ₹ 25.00 lakh in each case	The head of BIS Labs may accord Administrative Approval 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. Before the Financial Approval , the financial concurrence shall be taken as under: In case of Central Laboratory: The DDA&F/ADA&F in Central Laboratory to examine the purchase file(s) for financial concurrence upto ₹ 25.00 lakh in each case. In case of Regional Labs.: The DDA&F/ ADA&F working under DDGRs to examine the purchase file(s) for financial concurrence upto ₹ 25.00 lakh in each case. In case of other Labs: 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

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					
			DDG(Labs)	Administrative approval and Financial Approval: upto ₹ 50.00 lakh in each case	DDG(Labs) may accord Administrative Approval for Purchase of Laboratory Equipments with estimated cost upto ₹ 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 ₹ 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.
	1.4	Renovation / modernization of Existing Building	DG:BIS	Full Powers	
	1.5	Installation of Solar Power Projects	DG:BIS	Full Powers	
	1.6	Purchase of Vehicle	DG:BIS	Full Powers	As per GOI Norms
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</i>		

C 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.

SI 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/ Final Settlement of General Provident Fund	DDA&F:HQ /DF/DAC/ DDGF	Full Powers	As per GOI Norms
2.	To condone the delay in Insurance of House property	DDGF/DDGRs	Full Powers in case of delay upto 3 months	
3.	Opening and operation of bank accounts	DDGF/DDGRs/ DF/DAC/ Heads of BOs/ HNITS/ Head: CL/ Head: Northern Regional Office Lab, Mohali	Full Powers	Subject to guidelines issued by HQ
4.	To invest funds for the Bureau	DDGF	Full Powers	As per the Investment Policy and procedure approved by FC/EC
5.	To invest funds for the General Provident Fund	Committee of Administrators nominated by DG	Full Powers	As per GOI Norms
6.	To condone delay in submission of Medical claims	DDGF/DDGRs	Full Powers in case of delay upto 6 months	As per GOI Norms
7.	Allocation and Transfer of Budget among ROs/BOs/CL/NITS/ Departments:HQ	DDGF	Full Powers	For Allocation and Transfer of Budget among ROs/ BOs/ CL/ NITS/ Departments:HQ within the total budget approved by EC under each Budget head excluding Re-appropriation.