

Office of the Director General of Civil Aviation, New Delhi

Delegation of Financial and Administrative Powers to DG (CA)

SL. NO.	Nature of Powers	
	(A) Financial Powers	
	<u>ITEMS OF EXPENDITURE</u>	Extent of Powers
1.	Bicycle	Full Powers
2.	Electric, Gas & Water charges	Full Powers
3.	Fixtures & Furniture, Purchase and repairs	Full Powers
4.	Freight & Demurrage/Wharfage charges	Full powers
5.	Hire of Office furniture, electric fans, heaters, coolers, clocks and call bells	Rs.5.00 lakh in each case
6.	Legal charges	
(a)	Fees to Barristers/Advocates etc.	Full powers
(b)	Other legal charges	Full powers
(c)	Reimbursement of legal expenses	Full powers
7.	Motor Vehicles:- Maintenance, upkeep and repairs	Full Powers
8.	Municipal rates & taxes	Full Powers
9.	Petty works and repairs i) Execution of petty works and special repairs to Govt. owned building including sanitary fitting, water supply and electric installations in such building and repairs to such installation; ii) Ordinary repairs to Govt. building iii) Repairs & Alterations to hired and requisitioned building	Rs. 5.00 lakh in each case
10	Postal and Telegraphs charges	Full Powers
11	Printing and Binding	i) Rs. 4.50 lakhs (If purchase through open/limited tender); ii) Rs. 1.50 lakh (If purchase through open/limited tender which results in one effective offer). Full Powers where printing is executed through or with the approval of Director of Printing.
12	Publications (i) Official publications (ii) Non-Official Publications	Full Powers subject to the following conditions (as laid down at Sr. No. 15 relating to Publication in schedule V of DFPR, 1978) i.e. (1) Priced publications of Central Government shall be purchased in accordance with the provisions of Appendix – XIII to the rules for Printing and Binding. (2) The distribution of unpriced publications of the Central Government should be controlled by the Head of Departments responsible for their issue. The distribution lists should be vetted by them before the Printing is undertaken. In the case of Departments of the Central Government, the vetting should be done by an Officer not below the rank of a Deputy Secretary. (3) Maps produced by Survey of India shall be purchased in accordance with the rules issued in this behalf by Surveyor General of India. Non-Official Publications include books, newspapers and other periodical publications, etc.

13.	Rent-Ordinary Office accommodation 1) Where the accommodation is entirely utilized for the office 2) Where the accommodation is used partly as office and partly as residence	1) Class A-1 Cities: Rs.50,000/- p.m. Class A, B-1 & B-2 cities: Rs.20,000/- p.m. Class C Cities: Rs. 12,000/- p.m. Unclassified Cities: Rs. 8,000/- p. m. 2) Class A-1 Cities: Rs. 10,000/- p.m. Class A, B-1 & B-2 Cities: Rs. 10,000/- p.m. Class C Cities: Rs. 6,000/- p.m. Unclassified Cities: Rs. 4,000/- p.m. Note: These Powers are to be exercised with the condition that no accommodation may be hired under these powers at Delhi, Mumbai and Kolkata for any offices which is entitled to general pool accommodation provided in these places by the Works & Housing Ministry (now Ministry of Urban Development).
14.	Repairs to and removal of machinery (where the expenditure is not of a capital nature)	Full Powers
15	i) Purchase of Stationary stores ii) Local purchase of petty stationary stores iii) Local purchase of rubber stamps and Offices seals	Full Powers
16.	Stores i) Stores requires for the works ii) Other stores i.e. Stores required for the working of an establishment, instruments, equipments and apparatus.	Full Powers ----- Rs.5.00 lakh
17.	Supply of uniforms, badges and other articles of clothing, etc. and washing allowance	Full powers
18	Telephone charges	Full Powers
19	Tents and furniture	Full Powers
20.	(i) All office equipments including typewriters, electronic typewriters, dedicated work processors, Intercom equipments, calculators, electric stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filling and indexing systems etc. Excluding computers of all kinds	Full Powers
	ii) Computers (including personal computers)	Full Powers
	iii) Hire and maintenance of computers of all kinds	Full Powers
21.	Power to incur miscellaneous expenditure	Rs. 2.00 lakh in each case-(Recurring) Rs. 5.00 lakh in each case (Non-recurring)
22	Hire and upkeep and repairs of office equipment including intercom equipments, photo copiers copying machines, water coolers, air conditioners, printers, R.O. Systems, Generator Set, CCTV, Desert Cooler and other such type of equipments/items to be repaired and maintained.	Full Powers
(B) Outsourcing of Services (Manpower)		
1.	Outsourcing of services (manpower) such as engagement of Data Entry Operators (DEOs), Staff Car Drivers, Multi Tasking Staff (MTS), Sweeping & Cleaning Staff, Stenographers, Security Services, Staff to keep Pilot medical Records, Horticulture Labourers, Junior Clerk, etc.	Full Powers
(C) Extension of tenure of Consultants		
1.	Powers to extend contracts of all Consultants hired in DGCA	Up to 5 years (including initial period)
2.	Powers to accept resignations of contractual Staff (Consultants)	Full Powers
(D) Foreign Deputations		
	(i) To approve the proposals of foreign deputations of officers up to the level of Director for MRO Inspections/Inspection of Aircraft/Issuance Certificate of Airworthiness/Surveillance where the funds are provided by the Airlines/Operator to meet the expenditure and where no expenditure from Govt. Account is not involved. (ii) To approve the proposal for inspection by FOIs where air tickets are provided by Operators and expenditure on account of daily allowance and hotel accommodation is to be borne by Govt. of India.	Full Powers

