

Sl. No	Item of expenditure	Monetary limit up to which expenditure can be incurred	Rules and Orders
(1)	(2)	(3)	(4)
1.	Purchase and repair of bicycles within authorized limit.	Full Powers	Subject to the observance of relevant rules provided under item 1 of schedule V of Delegation of Financial Rules 1978.
2.	Hiring of Conveyance	Full Powers (Subject to Admn. Approval by DGHS)	Subject to the observance of relevant rules provided under item 3 of schedule -V of Delegation of Financial Rules 1978.
3.	Electric, Gas and Water Charges.	Full Powers	Subject to the observance of relevant rules provided under item 4 of schedule -V of Delegation of Financial Rules 1978.
4.	Furniture and Fixture Purchase and repairs.	Rs. 50,000/- per annum in each case recurring. Rs. 1,00,000 per annum non-recurring.	Subject to conditions and scales as may be prescribed by Ministry of Urban Development and other relevant rules.
5.	Freight and demurrage/ Wharfrage Charges. (i) Freight Charges. (ii) Demurrage/ (iii) Wharfrage Charges	Full Powers Full Powers	Subject to the observance of relevant rules provided under item 6 of schedule-V of Delegation of Financial Powers Rules 1978.
6.	Hiring of office furniture, electric fans, heaters, Coolers, Clocks and Call bells.	<u>Recurring</u> Rs. 50,000/- per annum in each case. <u>Non-Recurring</u> Rs. 1,00,000 in each case	As per the provision provided under item 7 of Schedule V of Delegation of Financial Power Rules, 1978.
7.	Maintenance, upkeep, repairs of Motor Vehicle	<u>Recurring</u> Rs. 50,000/- per annum in each case. <u>Non-Recurring</u> Rs. 1,00,000 in each case	
8.	Purchase of petrol and Mobil oil.	Rs. 50,000/- per annum per vehicle.	Sanction for expenditure beyond this ceiling may be taken from D.G.H.S. after giving full justification.

AS

(1)	(2)	(3)	(4)
9.	Municipal rates, Taxes	Full Powers	Subject to the observance of relevant rules provided under item No. II of Schedule V of delegation of financial powers, 1978 and Appendix to these rules.
10	Repair and alternations to hired requisitioned building	Rs. 10,000/- per annum (recurring) and Rs. 50,000/- per annum (Non-recurring)	Subject to the observance of relevant rules provided under item No. 12(iii) of Schedule V of delegation of financial powers, 1978.
11.	Printing and Binding	<u>Recurring</u> Rs. 50,000/- per annum in each case. <u>Non-Recurring</u> Rs.1,0,0000 in each case.	Subject to the observance of relevant rules provided under item No. 14 of Schedule V of delegation of financial powers, 1978.
12.	Purchase of periodical publications official and non-official	<u>Recurring</u> Rs. 50,000/- per annum in each case. <u>Non-Recurring</u> Rs. 1,00,000 in each case.	Subject to the observance of Codel formalities as contained in item No. 15 Schedule-V of DFPR, 1978.
13.	Local Purchase of Petty items of Stationary	Rs. 10,000/- per annum	As admissible to Head of Office under item No. 21 (B) (3) of Schedule V of Delegation of Financial Powers Rules, 1978 Subject to Observance of Rules for the supply and use of stationery stores' and other general and special instructions issued from time to time.
14	<u>Stores</u> (i) Stores required for works.	<u>Recurring</u> Rs. 50,000/- per annum in each case. <u>Non-Recurring</u> Rs.1,00,000 in each case.	The sanction of a competent authority for executing the work carries with it the sanction for incurring necessary expenditure on the purchase of stores required for the work as contained in item No. 22 (i) & (ii) of GFPR 1978.



(1)	(2)	(3)	(4)
	(iii) Other stores i.e. Stores required for working of an establishment instrument, equipment's & apparatus.	<u>Recurring</u> Rs. 50,000/- per annum in each case. <u>Non-Recurring</u> Rs.1,00,000 in each case	The sanction of a competent authority for executing the work carries with it the sanction for incurring necessary expenditure on the purchase of stores required for the work as contained in item No. 22 (i) & (ii) of GFPR 1978.
15.	Uniforms Protective Clothing including washing allowance.	<u>Recurring</u> Rs. 50,000/- per annum in each case. <u>Non-Recurring</u> Rs. 1,00,000 in each case	Subject to the observance of relevant rules provided under item No. 23 Schedule-V of DFPR, 1978
16.	Telephone Call Charges	Full Powers	Subject to the observance of relevant rules provided under item No. 24 Schedule-V of DFPR, 1978
17.	(a) Hiring repairs & upkeep of typewriters and calculating Machine etc.	<u>Recurring</u> Rs. 50,000/- per annum in each case. <u>Non-Recurring</u> Rs. 1,00,000 in each case	Full powers will be subject to the conditions laid down under item No. 26 to Schedule-V of the Delegation of Financial Powers Rules 1978.
	(b) Maintenance of computer of all kinds.	<u>Recurring</u> Rs. 50,000/- per annum in each case. <u>Non-Recurring</u> Rs.1,00,000 in each case	As contained in item No. 26 (ii) of DFPR, 1978. Subject to general or special instructions issued by the Ministry of Financial or Deptt. of Electronics from time to time.
18.	Contingent expenditure in each case/where no limit restriction is laid down.	Rs.2,000/- p.m. (Recurring) Rs. 10,000/- in each case (Non-recurring)	As admissible to Head of Office under Schedule-V of Delegation of Financial Rules (Amendment) date 23.10.2001
19.	Entertainment (light refreshment)	Rs. 5,000/- (Recurring) Rs. 25,000/- per annum (Non-recurring)	As contained in Schedule VI of GFPR, 1978 subject to the general instructions issued by the M/o Finance, Govt. of India.

-x-x-

