

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS (PD)
MEERUT CANTT

Pt-I O.O No.- 20

Dated: 07/12/2015

Sub: Delegation of Financial and Administrative Powers.

Ref: This office Pt-I O.O. No. 18 dated 16/10/2015.

Consequent upon joining of Sh. R.C.Sharma, IDAS, ACDA in Main Office Meerut Cantt., the undersigned has declared Sh. R.C.Sharma, IDAS, ACDA as Head of Office for personnel serving under CDA (PD), Meerut Cantt and delegates the following Financial and Administrative Powers with immediate effect.

ADMINISTRATIVE DELEGATION:-

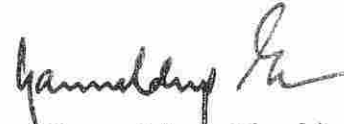
(i)	Sanction move on Temporary Duty in respect of staff/officers upto AAOs level in the Main Office including DPDO Meerut and DPDO Dehradun.
(ii)	Regularization of absence/sanction of leave as delegated to GOs in Main Office vide this office Part-I O.O. No. 11 dated 27/09/2012.
(iii)	Acceptance of surety bonds for drawal of advance to Group 'C' employees.
(iv)	To sanction advance for purchase of conveyance (Bicycle Advance).
(v)	To sanction advance for purchase of Table Fan to eligible employees.
(vi)	To sanction advance in connection with law suits to which Govt. is a party.
(vii)	Countersignature of contingent bills pertaining to office contingency and in other Contingent bills where Competent Authority has accorded sanction.
(viii)	Full powers to sanction the expenditure incurred on licence fee bills, telephone bills, electricity bills, water supply bills, purchase of postal stamps and photocopier charges in respect of Main Office including DPDO Meerut and DPDO Dehradun and also in Zonal Offices and DPDOs under CDA (PD) exceeding the financial powers already delegated to all the respective Zonal Offices.
(ix)	To accord permission for sale/purchase of movable and immovable property up to AAOs level.
(x)	To issue NOC up to AAOs level regarding Higher Studies, Competitive examination and Obtaining of Passport.

FINANCIAL POWERS:-

(i)	Local purchase of Articles from Office Contingency upto Rs. 10000/- per item for recurring and Rs. 7500/- per item for non recurring expenditure.
(ii)	Local purchase of stationery items upto Rs. 20000/- per annum.
(iii)	Printing and binding, petty binding and binding jobs executed through private agencies upto Rs. 10000/- per annum.
(iv)	To reimburse the day to day petty contingent and emergent expenditure in respect of Main office including DPDO Meerut and DPDO Dehradun out of the Imprest Account of Main office held by Cashier upto the limit of Rs. 10000/- in a month.
(v)	To sanction expenditure debitable to the Imprest Account of the Main office including DPDO Meerut and DPDO Dehradun on account of Conveyance charges and petty purchase etc subject to a ceiling of Rs. 300/- per transaction.
(vi)	Sanction of all kind of GPF Bills (except temporary advance/final withdrawal advance for construction of house/HBA) of Group 'B' & 'C' staff upto AAO level serving in Main Office including DPDO Meerut and DPDO Dehradun upto the limit of 3/4th of the GPF Balance in GPF Account of the employee.
(vii)	Sanction of night duty allowance to chowkidars in Main Office/Sub Office incases prior to 01/04/1998, if any.
(viii)	Sanction of CGEIS accumulation for payment on superannuation/death in respect of non Gazetted and Gazetted upto AAO level (excluding Hindi Officer).
(ix)	Counter signature of all Pay and Allowance claims.
(x)	Countersignature of all tuition fee, TA/DA, Medical Claim, LTC claim and advances (except IDAS Officers).
(xi)	Sanction for payment of immediate relief on sudden death of Group 'C' and Group 'B' up to the AAO grade (excluding Hindi Officer).
(xii)	Sanction for encashment of leave on superannuation/death in respect of Group 'B' & 'C' employees upto the AAO's grade.
(xiii)	To authorise provisional payment of pay allowances in respect of officers/Staff (except IDAS Officers) serving in Main Office including DPDO Meerut and DPDO Dehradun for a period of 6 consecutive months in terms of Para 53 Defence Audit Code.

(xiv)	To accord permission for medical tests referred to by the AMAs/CGHS in the referral hospitals/diagnostic centers of CGHS or outdoor patients in respect of the DAD employees serving under this organization and their dependents.
(xv)	To sanction encashment of Earned Leave upto 10 days on LTC upto AAO level.
(xvi)	To sanction expenditure debitable to IT budget head 094/94 on account of repair of EDP goods/purchase of EDP goods on emergent basis up to the limit of Rs. 5000/- in a month.
(xv)	Sanction of leave as delegated vide Part-II O.O. No. 11 dated 27/09/2012.

2. The powers so delegated are not applicable in respect of IDAS Officers.
3. These powers are to be exercised subject to the availability of funds and will not be further delegated to his subordinate officers.
4. Where ZOs (PD) & DPDOs have not been delegated specific powers, the H.O.O. of the Main Office of CDA (PD) Meerut will exercise those powers as a H.O.O. in respect of cases of ZOs (PD)/DPDOs.
5. In the absence of Sh. R.C.Sharma, IDAS, ACDA, Sh. Vinok Kumar Laxkar, IDAS, ACDA will exercise these Powers.



(Kanwaldeep Singh)

Controller of Defence Accounts (PD)
Meerut Cantt

No. AN/1/176/Delegation
Dated: 07/12/2015

Copy to:-

1. The CGDA, Ulan Batar Road Palam, Delhi Cantt-10 - (2 Copies)
2. The PCDA (Pension), Allahabad (2-Copies)
3. PS to CDA
4. Shri R.C.Sharma, IDAS, ACDA, Main Office Meerut Cantt.
5. Sh. Vinok Kumar Laxkar, IDAS, ACDA, Main Office Meerut Cantt.
6. All ZOs under CDA (PD), Meerut
7. All DPDOs under CDA (PD), Meerut
8. All Officers in Main Office
9. AN Sections in Main Office
10. Part-I Office Order file/Guard file
11. EDP Section- For uploading on the website.


(Ajay Kumar Aggrawal)
Sr. Accounts officer (Admin)