



**कार्यालय रक्षा लेखा नियंत्रक(सेना), मेरठ छावनी**  
**Office of CDA (Army)**  
**बेलवेडीयर परिसर, आयुध पथ, मेरठ छावनी**  
**Belvedere Complex, Ayudh Path, Meerut Cantt-250001**  
**फोन:0121-2646632 फैक्स नंबर :0121-2646254, 2646216**



**PT. 100 No: 13**

**Dated: 08.04.2022**

**Subject: Delegation of powers: Shri H.B. Dutta, IDAS, ACDA.**

Under the powers vested with the undersigned as Head of the Department vide Govt. of India Ministry of Finance (Defence) New Delhi Letter No. 13196(1)/70/Accts/AN dt 03.07.1970 I, **Mini Sri Bisht, IDAS, CDA, CDA(Army) Meerut** hereby delegate the following powers to be exercised on my behalf by **Shri H.B. Dutta, IDAS, ACDA, PAO(ORs) GRRC Lansdowne w.e.f. 08.04.2022 till further orders.**

**Administrative Powers:**

1.	Countersignature and scrutiny of re-imbursement of tuition fee and CEA bills in respect of employees up to AAOs serving at Lansdowne station.
2.	Countersignature and scrutiny of GPF Advance/Final Withdrawal of bills in respect of employees up to AAOs serving at Lansdowne station.
3.	Countersignature and scrutiny of LTC requisitions/ claims in respect of employees up to AAOs serving at Lansdowne station.
4.	To sanction Ty. Duty moves up to AAO level in emergent cases. A list of all the temporary duty moves sanctioned in a month will be submitted to AN-I Section of the Main Office in the first week of the following month.
5.	<p>(i) Sanction of CL/RH in respect of SAOs/AOs posted at Lansdowne station up to 05 days at a time.  Note: Conversion of one kind of leave into another in r/o SAOs/AQOs will be sanctioned by Main Office.</p> <p>(ii) Sanction of EL up to 10 days to SAO/AOs posted at Lansdowne station.</p> <p>(iii) To sanction the following type of leave in respect of employees up to AAOs serving at Lansdowne station.</p> <p>(a) HPL up to 30 days  (b) Maternity Leave upto 180 days.  (c) Miscarriage/Abortion Leave up to 45 days.  (d) Paternity Leave for 15 days.  (e) Child Care Leave up to 30 days.  (f) EL up to 30 days  (g) CL up to 8 days &amp; RH up to 2 days</p>
6.	To sanction immediate relief to the families of deceased DAD Officer/Staff (excluding casual and daily staff).

**Financial Powers:**

1.	<p>To incur non-recurring expenditure pertaining to service label up to Rs. 10000/- at a time by drawing cheque at his end.</p> <p><b>Note:</b> The ACDA I/C PAO(ORs) GRRC Lansdowne will immediately inform the particulars of the amount drawn by him to Accounts Officer(AN-VII) MO by name for noting the same against the allotment and watch for acknowledge.</p>
2.	<p>Contingent Expenditure</p> <p>(a) Recurring in each case Rs. 10000/-  (b) Non-recurring in each case Rs. 25000/-</p>

	(c) Office Expenses Head - Full Powers i.e. upto Rs. 25,000/- if the procurement is through the GEM Portal under Rule 149(1) of General Financial Rules, 2017.
3.	<u>Information Technology head</u> (a) Information Technology head if the procurement is through the GEM Portal - Full Powers (b) Non Recurring expenditure (IT Head) - Rs. 10000/-
4.	Printing/Binding:- Petty printing and binding jobs executed through private agencies not exceeding a sum of Rs. 10000/- per financial year. Note: (a) the jobs should be emergent and unforeseen (b) The monetary limit includes cost of paper etc.
5.	Sanction and Payment of telephone bills subject to availability of funds.

The exercise of powers as delegated in this order shall be subject to the following conditions:

- (I) The officer to whom the powers have been delegated shall be personally responsible for the propriety and regularity of sanction accorded and expenditure incurred. While exercising the delegated powers all prescribed rules and instructions would be followed.
- (II) These powers shall not be re-delegated to any sub-ordinate authority.
- (III) Financial sanction shall be accorded subject to availability of funds allotted under the contingent grant/office expenses to the PAO (ORs) GRRC Lansdowne. Utmost economy shall be exercised in exercise of financial powers.
- (IV) In addition ACDA I/C PAO(ORs) Lansdowne will also exercise the administrative powers mentioned at Sl. No. 1 to 6 in r/o all offices located at Lansdowne.
- (V) Cases involving doubtful or unusual features will be referred to the Main Office for obtaining sanction of the CDA.
- (VI) Monthly report by 10<sup>th</sup> of the following month in r/o expenditure sanctioned in contingent Miscellaneous Expenditure may be put up to CDA for information.

**Note:-** In absence of Sh. H.B. Dutta, IDAS, ACDA, Shri J.S. Chauhan, AO shall exercise the above powers except sanction of leave of SAO/AO

Sd/-  
(Mini Sri Bisht)  
CDA (Army)  
Meerut Cantt

No. AN/IV/017/XI/Del/22  
Dt. 08.04.2022

**Distribution:**

1. Shri H.B. Dutta, IDAS, ACDA.
2. Shri J.S. Chauhan, AO
3. All IDAS in Main Office/All SAOs/AOs.
4. All Groups in AN Section
5. All Sections in MO
6. All Sub Offices located at Lansdowne
7. Guard File.
- ✓ 8. The O I/C IT&S Cell - For uploading on website.

Akhilesh Kumar  
(Akhilesh Kumar)  
SAO (AN)