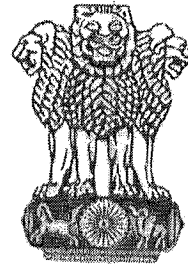


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COMPENDIUM OF ADMINISTRATIVE AND  
FINANCIAL POWERS OF OFFICERS  
IN THE  
DIRECTORATE OF PRINTING  
PRESSES AND BRANCHES



सत्यमेव जयते

2002

Modified & Updated up to 2010

DIRECTORATE OF PRINTING  
MINISTRY OF URBAN DEVELOPMENT AND POVERTY ALLEVIATION  
NIRMAN BHAWAN, NEW DELHI

Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if Any	Remarks
1	2	3	4	5	6

**SECTION A : CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL & APPEAL) RULE, 1965**

**AA. Power of Appointing Authority**

**1. General Central Service Group-B posts in:**

- (a) Headquarters Office (All Posts)
  - (b) Presses/Branches (All Posts)
- } Director of Printing

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Schedule to CCS (CCA) Rules

1. There is a ban on filling up of direct recruitment posts vide order no 2/42/92-A1 (Vol.1 dt. 27.7.1995)  
 2. Prior approval has to be obtained from M/o Finance vide letter No. 7(3)/E-Coord/99 dt. 23.10.1999.  
 3. The post which are vacant for more than one year lapses automatically and for their revival approval of M/o UD&PA/ M/o Finance required and 4. Subject to the instructions issued by the Govt. time to time.

1	2	3	4	5	6
2.	<b>General Central Service Group-C posts in:</b>				
(a)	Headquarters Office (All Posts)	} Director of Printing	-	Schedule to SRO 2605 issued vide Ministry of Works & Housing Order No. C-11012/1/73-AVI, dt. 20.8.1973.	- do -
(b)	Presses/Branches (Posts noted below) Accountant; Cashier; General Store Keeper; Head Clerk; Head Computer; Head Reader; Senior Artist; Artist Retoucher; Editor.				
(c)	[Posts other than those mentioned in 2(b) above].	Head of the Press/Branch concerned		-do-	
3.	<b>General Central Service Group-D posts in:</b>		-		
(a)	Headquarters Office (All Posts)	Dy. Dir. (Admn.)	-	-do-	
(b)	Presses/Branches (All Posts)	Head of Press/ Branch concerned		-do-	
4.	Power to make compassionate appointment of Son/Daughter/near relative of deceased Government Servant in HQ Office and Presses/Branches	Director of Printing	Full powers in respect of Groups 'C' and 'D' posts	M/o Personnel, Public Grievances and Pension (Deptt. of Personnel and Trainings)'s O.M. No. 14014/6/94-Estt.(D) dt. 9.10.98 and O.M. No. 14014/18/2000 Estt. (D) dt. 26.6.2001.	-
AB.	<b>Power to Impose Penalty</b>				
5.	<b>In respect of General Central Service Group-B posts in :</b>				
(a)	Headquarters Office (All Posts)	} Director of Printing	All Penalties specified in Rule 11 of CCS (CCA) Rules 1965	Schedule to SRO 2605 issued vide Ministry of Works & Housing Order No. C-11012/1/73/AVI, dated 20.8.1973.	
(b)	Presses/Branches (All Posts)				

6.	<b>In respect of General Central Service Group-C posts in :</b>			
	(a) Headquarters Office (All Posts)	} Director of Printing	-do-	-do-
	(b) Presses/Branches (Posts noted below) Accountant; Cashier; General Store Keeper; Head Clerk; Head Computer; Head Reader; Senior Artist; Artist Retoucher; Editor.			
	(c) Presses/Branches (Posts other than those mentioned in 6(b) above)	Head of Press/ Branch concerned	-do-	-do-
7.	<b>In respect of General Central Service Group-D posts in:</b>			
	(a) Headquarters Office (All Posts)	Dy. Dir. (Admn.)	All Penalties specified in Rule 11 of CCS (CCA) Rules 1965.	Schedule to SRO 2605 issued vide Ministry of Works & Housing Order No. C-11012/1/73 AVI, dt. 20.8.1973.
	(b) Presses/Branches (All Posts)	Head of Press/ Branch concerned		
8.	<b>A.C. Power of Reviewing/Appellate Authority</b>			
	(a) In respect of General Central Service Group-C posts mentioned at 6(c) above	Director of Printing	Full powers	- do -
	(b) In respect of General Central Service Group-D posts mentioned at 7(a) and (b) above	Director of Printing	Full Powers	- do -

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Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6
<b>SECTION B : CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964</b>					
1.	Power to receive report with regard to a member of a Government servant's family taking part in, or subscribing in aid of or assisting in any other manner any such movement or activity, which is, or tends directly or indirectly, to be subversive of the Government.	Director of Printing Deputy Director/ Head of Press/ Branch	Full powers Full powers for the categories of posts for which he is the appointing authority	Rule 5(2) read with GID (2) below Rule 2 of CCS (Conduct) Rules, 1964	
2.	Power to receive intimation from Groups B, C & D Government servants in the Directorate of Printing & Presses/ Branches, with regard to :  (a) Acceptance by a member of a family of an employment in any private undertakings. (b) Publish a book himself or through a Publisher or contribute an article to a Book or a compilation of articles; or (c) Participate in a radio broadcast or contribute or write a letter to a newspaper or periodical, either in his own name or anonymously or in the name of any other person.	Director of Printing	Full powers	Rule 8(2) read with GID (1) below Rule 2 of CCS (Conduct) Rule, 1964.	
3.	Power to receive report from all Groups B, C & D staff who receive gifts, the value of which exceeds the specified limits from his <i>personal friends</i> having no official dealings with him on occasions such as weddings, funerals, etc. etc.	Director of Printing Head of Office in Dt. Of Ptg./Press/ Branch.	Full powers Full powers in respect of Group-D Government servants.	Rule 13 (3) read with GID (2) below Rule 2 of CCS (Conduct) Rules, 1964.	

4.	Power to receive reports from all Groups B, C & D staff in the Dte. of Ptg. & Press/Branch who receive gifts, the value of which exceeds the specified limits from his <i>near relative</i> on occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice.	Director of Printing Head of Office in Dte. of Printing/ Press/ Branch.	Full powers Full powers in respect of Group-D Govt. servants	Rule 13 (2) read with GID (2) below Rule 2 of CCS (Conduct) Rules, 1964.
5.	Power to receive report from Govt. servants of Groups B, C & D staff, a member of whose family is engaged in a trade or business or owns or manages an insurance agency or commission agency.	Director of Printing Head of Office in Directorate of Printing/ Press/Branch.	Full powers Full powers in respect of Group-D Govt. servants	Rule 15(2) read with GID (2) below Rule 2 of CCS (Conduct) Rules, 1964.
6.	Power to receive intimation and to accord sanction to Groups B, C & D Govt. servants of Dte. of Ptg./ Presses/ Branches to accept any fee for any work done by him for any public body or any private person.	Director of Printing	Full powers as Head of Dept.	Rule 15(4) read with GID (1) below Rule 2 of CCS (Conduct) Rules, 1964.
7.	Power to receive report from Groups B, C & D Govt. servants in Dte. of Ptg./ Presses/ Branches who is appointed or transferred to a post of such nature as would involve him in the breach of any provisions relating to investment, lending and borrowing as mentioned in sub-rule (2) or sub-rule (4) of Rule 16 of CCS (Conduct) Rules, 1964.	Director of Printing Dy. Director (Admn.)/ Head of Press/ Branch	Full powers Full powers in respect of the categories of posts for which they are appointing authority.	Rule 16(4)(ii) read with GID (1) below Rule (2) of CCS (Conduct) Rules, 1964.
8.	Power to receive report of full facts of the legal proceedings from Groups B, C & D Govt. servants in the Dte. of Ptg./ Presses/ Branches against whom any legal proceeding is instituted for the recovery of any debt due from him or adjudging him as an insolvent.	Dir. Of Printing Dy. Director (Admn.)/ Head of Press/Branch	Full powers Full powers for the categories of the posts for which he is the appointing authority.	Rule 17 read with GID (2) below Rule 2 of CCS (Conduct) Rules, 1964.

1	2	3	4	5	6
9.	Power to receive previous intimation of transaction and to accord previous sanction for acquisition or disposal of immovable property and of movable property exceeding the prescribed limits by the officers/ staff of the Directorate of Printing, Presses and Branches either in their own name or in the name of any member of their family.	Director of Printing	Full powers 1. For Group A Officers  2. For Groups B, C & D Officers.	Ministry of Home Affairs Memo. No. 25/11/68-Est. (A), dt. 5.8.1968 received with Ministry of Works & Housing letter No. I-12/1/71-WSU, dt. 17.12.71.  Rule 18(2) of the CCS (Conduct) Rules, 1964.	
		Deputy Director (Admin.)/ Head of Press/ Branch.	Full powers for Groups C & D Officers	-do-	
10.	Power to receive reports from Groups B, C & D Government servants of the Directorate of Printing/ Presses/ Branches for vindicating his private character or any act done by him in his private capacity and where any action is taken for vindicating his private character or any act done by him in private capacity.	Director of Printing  Head of Office in the Directorate of Ptg./ Press/ Branch	Full powers  Full powers in respect of the staff working in the respective units.	Rule 19(2) read with GID (1) below Rule 2 of CCS (Conduct) Rules, 1964.	

Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6
<b>SECTION C : CENTRAL CIVIL SERVICES (TEMPORARY SERVICE) RULES, 1965</b>					
1.	Power to declare a Government Servant Permanent after completion of three years continuous service.	Director of Printing Head of Press/ Branch Deputy Director (Administration).	Full powers in respect of posts for which he is the appointing authority under CCS (CCA) Rules, 1965.	Rule 3 of CCS(TS) Rules, 1965.	
2.	Power to condone breaks in service for Permanency.	Director of Printing.	Full powers in respect of persons serving in Dte. of Printing and Presses & Branches.	G.I. Decision (2) below Rule 3 of CCS (TS) Rules, 1965.	The exercise of this power is subject to the condition mentioned in Govt. of India decision No. 10 below Rule 5(2)(a) of CCS (TS) Rules, 1965.
3.	Power to terminate the services of a temporary servant who is not in permanent service.	Director of Printing Head of Press/ Branch, Deputy Director (Admn.)	Full powers in respect of posts for which he is the appointing authority	Rule 5(1)(a) of CCS (TS) Rules, 1965.	



1	2	3	4	5	6
4.	Power to re-open the case of termination from services of a temporary Govt. servant who is not in a permanent service.	Director of Printing	In respect of orders passed under Rule 5(1) against the employees under the Dte. of Ptg. other than those whose appointing authority is the President.	G.I.D. No. (10) below Rule 5(2) (9) of CCS (TS) Rules, 1965.	
5.	Power to terminate services of temporary Govt. servant on account of physical unfitness declared by the appropriate Medical Authority.	Director of Printing Head of Press/Branch, Deputy Director (Admn.)	Full powers in respect of posts for which he is the appointing authority.	Rule 6 of CCS (TS) Rules 1965.	
6.	Power to terminate the services of a Government Servant in permanent service.	Director of Ptg. Head of Press/Branch, Deputy Director (Admn.)	Full powers in respect of posts for which he is the appointing authority.	Rule 7 of CCS (TS) Rules 1965.	
7.	Power to issue certificate of satisfactory service for the grant of terminal gratuity to temporary Govt. servants on termination of service and to make reduction in the amount of gratuity if service rendered is not held satisfactory.	Director of Printing Head of Press/Branch, Deputy Director (Admn.)	Full powers in respect of posts for which he is the appointing authority.	Rule 10 of CCS (TS) Rules 1965, & proviso to sub-rule (1) of Rule (10) of CCS (TS) Rules.	
8.	Power to issue certificate of satisfactory service for grant of terminal gratuity payable to Govt. servants in Permanent service on termination of service and to make reduction in the amount of gratuity if service rendered is not held satisfactory.	Director of Printing/Head of Press/Branch, Dy. Dir. (Admn.)	Full powers in respect of posts for which he is the appointing authority.	Rule 11 of CCS (TS) Rules, 1965 and proviso to sub-rule (1) of rule (11) of CCS (TS) Rules, 1965.	

Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6
<b>SECTION D-1 : FUNDAMENTAL RULES</b>					
1.	Powers to appoint a Government Servant to officiate in a vacant post	Director of Printing/ Head of Press/ Branch, Deputy Director (Administration).	Full powers in respect of posts to which he has powers to make substantive appointments	FR 9(19) read with appendix No. 4 of FR & SR Vol. II.	
2.	Power to dispense with a medical certificate of fitness before appointment to Govt. service in individual cases in exceptional cases of Public Interest	Director of Printing	Full powers in the case of non-gazetted Govt. servants.	FR 10 read with appendix No. 4 of FR & SR Vol. II.	Power delegated to administrative ministries in relaxation of FR 10 to authorise drawal of Pay & Allowances for a period not exceeding two months in r/o fresh recruits to Govt. service without a medical certificate of health—GID(3) below FR 10 GI OM No. F-67(21) – E.V/60 Dt. 19.12.1960.

1	2	3	4	5	6
3.	Powers to suspend a lien	Director of Printing, Head of Press/Branch, Deputy Director (Admn.).	Full powers in respect of the posts he is authorised to make appoint- ments on which the lien is held.	FR 14 read with Appendix No. 4 of FR & SR Vol. II	
4.	Power to transfer a lien	Director of Printing, Head of Press/Branch, Deputy Director (Admn.).	Full powers provided that he is authorised to make appointments to both the posts concerned.	FR 14(B) read with Appendix No. 4 of FR & SR Vol. II.	
5.	Power to transfer a Govt. servant from one post to another	Director of Printing	Full powers	FR 15 read with Appendix 4 of FR & SR Vol. II	Note : Except (1) on account of inefficiency or misbehaviour; or (2) on his written request, a Govt. servant shall not be transferred substantially to, or, except in a case covered by Rule 49 appointed to officiate in, a post carrying less pay than the pay on permanent post on which he holds a lien, or would hold a lien had his lien not been suspended under FR 14.

6.	Power to fix the pay & allowances of a Govt. servant treated as on duty.	Director of Printing, Head of Press/Branch, Deputy Director (Admn.)	Full power for posts to which he has the power to make a substantive appointment w.r.t. which the pay & allowances of the Govt.servant are to be fixed.	FR 20 read with Appendix 4 of FR & SR Vol. II.
7.	Power to withhold increments	Director of Printing, Head of Press/Branch, Deputy Director (Admn.)	Full powers for the posts for which he is the appointing authority	FR 24 read with appendix No. 4 of FR & SR Vol. II read with Schedule to CCS (CC&A) Rules, 1965.
8.	Power to fix the pay of a temporary post if created which will probably be filled by a Govt. servant	Director of Printing	Full powers for the post he has power to create that post on temporary basis on which the pay is to be fixed	FR 40 read with Appendix 4 of FR & SR Vol. II.
9.	Power to grant premature increment to a Govt. servant on a time scale of pay.	Director of Printing	Full powers in respect of posts (Permanent or Temporary) created under his own powers & also to persons appointed to other posts in the same cadre on the same scale of pay created with the concurrence of the higher administrative authorities or the M/o Finance.	FR 27 read with Appendix 4 of FR & SR Vol. II.
10.	Power to regulate the pay on reduction from a higher to a lower grade or post as a penalty.	Director of Printing, Head of Press/Branch, Deputy Director (Admn.)	Full powers for the post for which he is the appointing authority	FR 28
11.	Power to regulate the pay on reduction to a lower stage in same time scale.	-do-	-do-	FR 29

1	2	3	4	5	6
12.	Power to allow Govt. servants to count extraordinary leave for increments. Or Power to issue necessary certificates for the above purpose under FR26(b) (ii)	-do-	Full powers for the posts to which he has power to make a substantive appointment to the post which the Govt. servants holds	FR 26 read with Appendix 4 of FR & SR Vol. II.	Note : Certificate under FR 26(b)(ii) may be issued by the Leave Sanctioning authority, where no officiating arrangement is made in the leave vacancy and the Govt. servant concerned returns to the same post after the expiry of the leave. In all other cases the certificate shall be issued by the Appointing Authority.
13.	Power to reduce the pay of an officiating Government servant.	Director of Printing/Head of Press/Branch, Deputy Director (Admn.)	Full powers for the posts to which he has power to make an officiating appointment to the post concerned.	FR 35 read with Appendix 4 of FR & SR Vol. II.	
14.	Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium.	Director of Printing	Full powers upto a maximum of Rs. 2500/- in each case. In the case of recurring honorarium, this limit applies to the total of the recurring payments made to an individual in a year.	FR 46 (b) read with Appendix 4 of FR & SR Vol. II.	

15.	Powers to appoint a Govt. servant to hold temporarily or to officiate in more than one post & to fix the pay of subsidiary posts and the amount of compensatory allowance to be drawn.	-do-	Full powers provided he has the power to appoint Govt. servant permanently to each of the post concerned, (Note : The Power to grant additional remuneration in such cases would be limited to the maximum of three months).	FR 49 read with Appendix 4 of FR & SR Vol. II.
16.	Power to retain Govt. servant in service after the age of 60 years	-do-	Power in case of non-gazetted subordinates provided that extension are limited to a period of one year at a time.	FR 56 (a) read with Appendix 4 of FR & SR Vol. II.
17.	Power to sanction transfer to foreign service in India.	Director of Printing	Full powers subject to the conditions laid down in the S.No. 19 (below) in the case of non-Gazetted Govt. servants.	FR 110 (a) read with Appendix 4 of FR & SR Vol. II.
18.	Power to fix pay in foreign service.	-do-	Full powers provided that (a) The pay in foreign service shall be subject to general or special orders of President regulating terms of foreign service. (b) No concession are sanctioned in addition to Pay except (i) Travelling allowance under the rules of the foreign employer; (ii) Payment by the foreign employer of leave & pension contribution; and (iii) Grant of Travelling allowance under TA rules.	FR 114 read with Appendix 4 of FR & SR Vol. II.

Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6
<b>SECTION D - 2 : SUPPLEMENTARY RULES</b>					
1.	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee.	Director of Printing.	Full power upto a maximum of Rs. 3000/- in each case. In the case of recurring fee this limit applies to the total of the recurring payments made to an individual in a year.	S.R. 11 read with Appendix 1 of FR & SR Vol. II Ministry of Finance O.M. No. 10(13)-E. III (B)/58, dated 1.1.1963 reproduced thereunder.	
2.	Power to grant cycle allowance to a post duties of which require extensive touring at or near the headquarters.	Director of Printing	Rs. 30/- p.m. subject to specified conditions.	G.O. Order No. (4) below S.R. 25.	
3.	Power to decide the shortest route of two or more routes for T.A.	Director of Printing.	Full powers for journeys within their jurisdiction.	S.R. 30(b), read with Appendix 1 of F.R. & S.R. Vol. II.	
4.	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest route.	Director of Printing	Full power for journeys within their jurisdiction, provided that the selection of such route is in the interest of Govt.	S.R. 31 read with Appendix 1 of F.R. & S.R. Vol. II.	
5.	Power to declare that a Govt. servant whose pay does not exceed Rs. 30/- is entitled for journeys by Steamer or lowest class accommodation only.	Head of Office in Directorate of Printing / Press / Branch.	Full powers.	S.R. 40 read with Appendix 1 of F.R. & S.R. Vol. II.	
6.	Power to decide in case of doubt on hardship, the class of steamer accommodation to which a Government servant is entitled.	Director of Printing	Full powers.	S.R. 42 read with Appendix 1 of F.R. & S.R. Vol. II.	
7.	Power to prescribe a Govt. servant headquarters for the purpose of T.A.	Director of Printing.	Full powers.	S.R. 59 read with Appendix 1 of F.R. & S.R. Vol. II.	

8.	Power to define the limits of a Government servant sphere of duty for the purpose of T.A.	Director of Printing.	Full powers.	S.R. 60 read with Appendix 1 of F.R. & S.R. Vol. II.
9.	Power to decide whether a particular absence is absence on duty for the purpose of T.A. on tour.	Director of Printing.	Full powers.	S.R. 62 read with Appendix 1 of F.R. & S.R. Vol. II.
10.	Power to restrict the frequency and duration of journey to be made on tour.	Director of Printing.	Full powers.	S.R. 63 read with Appendix 1 of F.R. & S.R. Vol. II.
11.	Power to grant exemption from the rules limiting a halt on tour to 30 days.	Director of Printing.	Power upto a limit of 90 days.	S.R. 73 read with item 18 of Sl. No. 26 of Appendix 1 of F.R. & S.R. Vol. II and Item 2(j) of Annexure to G.I.M.F. O.M. 19030/1/73-E. IV(B), dated 29.6.1974 reproduced as G.I.P.(1) below S.R. 73.
12.	Power to permit the recovery of the actual cost of conveying camp equipment, horses, camels, motor cars etc.	Director of Printing.	Full powers.	S.R. 81(a) read with Appendix 1 of F.R. & S.R. Vol. II.
13.	Power to limit the number of conveyances etc. and the weight of camp equipment carried as in rule 81(a) and 81(c).	Director of Printing.	Full powers.	S.R. 81(b) read with Appendix 1 of F.R. & S.R. Vol. II.
14.	Power to permit the recovery of the actual cost of conveying camp equipment between places connected by road only.	Director of Printing.	Full powers.	S.R. 81(c) read with Appendix 1 of F.R. & S.R. Vol. II.
15.	Power to permit the recovery of the actual cost of maintaining camp equip-age during a halt at or near headquarters.	Director of Printing.	Full powers.	S.R. 91 read with Appendix 1 of F.R. & S.R. Vol. II.
16.	Power to allow a free passage to a person joining a post by sea.	Director of Printing.	Full powers, in the case of persons appointed by them.	S.R. 108 read with Appendix 1 of F.R. & S.R. Vol. II.



1	2	3	4	5	6
17.	Power to extend the time limit of six months and one month within which the members of the family of a Government servant may be treated as accompanying him in individual cases attendant with special circumstances for the purpose of T.A. on transfer.	Director of Printing.	Full powers.	S.R. 116(b) (iii) read with Appendix 1 of F.R. & S.R. Vol. II.	
18.	Power to prescribe the scale of tents to be carried at Government expense on transfer.	Director of Printing.	Full powers.	S.R. 116(c) (iii) read with Appendix 1 of F.R. & S.R. Vol. II.	
19.	Power to sanction halts at hill stations in excess of 30 days.	Director of Printing.	Full powers upto a limit of 90 days.	Proviso (a) to S.R. 128 read with Appendix 1 of F.R. & S.R. Vol. II.	
20.	Power to intimate that a Government servant who stays at a hill station in excess of 30 days was required to stay on duty or permitted to stay during holidays.	Director of Printing.	Full powers.	Proviso (b) to Rule 128 read with Appendix 1 of F.R. & S.R. Vol. II.	
21.	Power to disallow T.A. for a journey to attend an obligatory examination if the authority exercising the power consider that the candidate has culpably neglected the duty of preparing for it.	Director of Printing.	Full powers	Proviso 2 (i) to Rule 130 — Read with Appendix 1 of F.R. & S.R. Vol. II.	
22.	Power to permit recovery of T.A., for a journey to attend an examination other than those mentioned in S.R. 130 & 131.	Director of Printing.	Power in the case of Departmental examination.	S.R. 132 read with Appendix 1 of F.R. & S.R. Vol. II.	

23.	Power to sanction T.A. as for a journey on tour to a Govt. servant who is required while on leave in India, to perform any public duty at a place other than the one where he is spending his leave.	Director of Printing.	Full powers in the case of non-Gazetted officers only provided T.A. may not be granted for a journey while proceeding on leave or while returning from leave.	S.R. 135 read with Appendix 1 of F.R. & S.R. Vol. II.
24.	Power to sanction T.A. as on tour to a Govt. servant who proceeds on (regular) leave from a tour station and resumes duty at an other tour station or who proceeds on Earned Leave from headquarters and resumes duty at a tour station after the expiry of Earned Leave.	Director of Printing.	Full powers provided that T.A. is granted from the place where earned leave is spent to the place of tour limited to that admissible between Headquarters/ Tour station and the other tour station.	S.R. 135 read with Appendix 1 of F.R. & S.R. Vol. II.
25.	Power to sanction T.A. as on tour to a Govt. servant who proceeds on regular leave while in tour and returns direct to Head Quarters on the expiry of leave.	Director of Printing.	Full powers provided leave is taken due to reasons beyond the control of the Govt. servant such as his own illness/ or serious illness/ death in family and the period of leave is kept to minimum called for in such situations. The T.A. admissible will be that from the place where leave is spent or the tour station from where he proceeds on leave to headquarters whichever is less.	S.R. 135 read with Appendix 1 of FR & SR Vol. II.
26.	Power to grant travelling allowance to the family of a Government servant who die while in service.	Director of Printing. J.D. (A), D.D. (A), Head of Press/ Branch.	Full powers for the post for which they are controlling officer.	S.R. 148 read with Appendix 1 of F.R. & S.R. Vol. II.

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27.	Power to allow the actual cost of journey to appear before medical board preliminary to voluntary retirement on invalid pension.	Director of Printing.	Full powers.	S.R. 160(b) read with Appendix 1 of F.R. & S.R. Vol. II	
28.	Power to decide the rates of travelling allowance admissible to a Govt. servant or a student not already in Govt. service deputed to undergo a course of training.	Director of Printing.	Full powers in the case of Govt. servant provided that they may not grant daily allowance for halts at the training Headquarters.	S.R. 164 read with Appendix 1 of FR & S.R. Vo. II	
29.	Power to fix amount of hire or charges where a Government servant is provided with means of locomotion at the expense of the state etc., but pays all the cost of its use on propulsion.	Director of Printing	Full Powers.	S.R. 190 (a) & (b) read with Appendix 1 or FT & SR Vol. II	
30.	Power to grant travelling allowance or actual travelling, hotel and carriage expenses instead of travelling allowances to persons not in Government service attending Commissions of enquiries etc. or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to belong for purpose of grant of travelling allowance.	Director of Printing.	Full powers.	S.R. 190 (a) & (b) read with Appendix 1 or FT & SR Vol. II	
31.	Power to declare who shall be Controlling Officers.	Director of Printing.	Full powers provided that he may not declare a Government servant to be his own controlling officer.	S.R. 191 read with Appendix 1 of FR & SR Vol. II.	

32.	Controlling Officer declared by the Director of Printing to countersign T.A./L.T.C. Bills of the different categories of Officers under the Directorate of Printing including Presses/Branches.	(a) Joint Director (Admn.)	In respect of Group 'A' & 'B' Officers borne on the Establishment of Directorate of Printing and Group 'A' Officers of the Presses and Branches.	Directorate of Printing Memo. No. 16/3/72-B&A, dated 2.9.1974.
		(b) Deputy Director (Admn.)	All employees of Group 'C' & 'D' borne on the Establishment of Directorate of Printing.	
		(c) Head of Press/Branch.	Group 'B', 'C' & 'D' employees working in the respective Unit.	Directorate of Printing Memo No. 16/3/72-B&A. dated 2.9.1974.
33.	Power to make rules for the guidance of Controlling Officers.	Director of Printing	Full powers.	S.R. 195(e) –read with Appendix 1 of FR & SR Vol. II.
34.	Power to permit the calculation of joining time by a route other than that which travellers ordinarily use.	Director of Printing.	Full powers.	S.R. 296 read with Appendix 1 of FR & SR Vol. II.
35.	Power to extend joining time in certain conditions, within a maximum of 30 days.	Director of Printing.	Full powers.	S.R. 302 read with Appendix 1 of FR & SR Vol. II.

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Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6
<b>SECTION E : REVISED LEAVE RULES 1933/CENTRAL CIVIL SERVICES (LEAVE) RULES, 1972</b>					
1.	Power to grant regular Leave (Earned Leave, LPR, Half Pay Leave, Commuted Leave, Leave not due, Extraordinary Leave, Maternity Leave, Hospital Leave)	Director of Printing.	Full powers.	Rule 3(c) read with First Schedule to CCS (Leave) Rules, 1972.	
		Deputy Director (Administration)	Full powers for Group 'B' Officers of the Directorate of Printing where no substitutes are involved.	CCP&S Memo No. 10/7/65-M&I dated the 27-4-1965.	
		Assistant Director (Establishment)	Full powers for Group 'C' & 'D' staff.	CCP&S Memo No. 7.10.62-O&M, dated the 12.12.63	
		Head of Press/ Branch.	Full powers for Group 'B' officers & other Supervisory staff (Industrial & non-Industrial) under their respective charge, where no officiating arrangements are required.	Directorate of Printing Memo No. 15/7/77-AII, dt. the 26.2.1977.	
		Assistant Manager (Administration)/ Assistant Manager (Technical)	Full powers for Group 'C' other than Supervisory staff (Industrial & non-Industrial)/ Group 'D' Staff under their respective charge, where no officiating arrangements are required.		This power is exercisable by AMA & AMT in accordance with the first schedule to Rule 3(c) of CCS (Leave) Rules 1972 provided the Head of Press/ Branch as "Appointing Authority" has made the necessary delegations in their favour.

2.	Power to commute leave retrospectively into leave of different kind due & admissible at the time of grant of leave	Same as 1 above	Same as 1 above	Rule 10 (1) of CCS (Leave) Rules 1972.
3.	Power to commute retrospectively periods of absence without leave into extraordinary leave.	Same as at 1 above	Same as at 1 above	Rule 32 (6) of CCS (Leave) Rules 1972.
4.	Power to grant special disability Leave.	Director of Printing.  Head of Press/Branch, Deputy Director (Administration)	Full powers.  Full powers for the categories of posts for which they are the Appointing Authorities.	Rule 3(c) read with first schedule to CCS (Leave) Rules, 1972.
5.	Power to grant Casual Leave to :			
	(a) Staff working in various Sections/ Cells in HQ Office.	Assistant Director/ Junior Analyst.	Full Powers	-do- CCP&S Memo No. 10/7/62 & O&M(i) dt. 20.11.1962.
	(b) Assistant Directors/Junior Analysts/Hindi Officer/Financial Officer/ Senior Analyst/ Deputy Directors of Headquarters Office.	Immediate Supervisor.  Officer under whom they are working.	Full Powers	CCP&S Memo No. 10/7/62/O&M(i) dated the 20.11.1962.
	(c) Joint Director	Director of Printing.	Full powers.	Ministry of Home Affairs OM No. 6/3/59-Est. (A). dated the 23.12.1959.
	(d) Heads of Presses/Branches.	Director of Printing	Full power enjoyed by the Director of Ptg., delegated to Joint Director (Admn.)	Directorate of Printing OM No. G-7012/1/73-M&I, dated 26.10.1974.

1	2	3	4	5	6
	(e) All Categories of Staff in Presses/Branches.	Head of Press/ Branch.	Full power in respect of staff in the respective Offices.	Ministry of Home Affairs OM No. 6/3/59-Ests. (A), dated 23.12.1959.	
	(f) Group 'C' & 'D' Staff of Presses/Branches	Assistant Manager (Administration/Assistant Manager (Technical)	Full Powers	Ministry of Home Affairs OM No. 6/3/59-Ests(A) dated 23.12.1959	
6.	Power to issue order granting cash equivalent of Earned Leave at credit of Government Servant on the date of retirement.	Same as mentioned at 1 above.	Same as mentioned at 1 above.	Para 3(e) of G.I.D. (1) below Rule 39 CCS (Leave) Rules, 1972.	
7.	Power to sanction Leave Salary advance.	Head of Office in Directorate of Printing/ Press/ Branch	Full power in respect of himself and the staff working in the respective units.	G.I.D. 1(iv) below Rule 42 of CCS (Leave) Rules, 1972.	
8.	Power to grant Special Casual Leave:	Director of Printing.	Full power.	Ministry of Home Affairs UO Dy. No. 105/59-Ests (A), dated the 15.3.1959.	
	(a) For participation to tournament etc. to the employees of the Presses/ Branches.	Deputy Director (Administration)		Directorate of Printing Memo No. G-17012/1/73 – M&I dt. the 7.6.1973.	
	(b) For vasectomy operation.				
	(c) To office bearers of Union/ associations for attending meeting/conferences etc. connected with Union/ association activities.				

Sl. No.	Nature of Power	Authority to which the Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6

**SECTION – F : GENERAL PROVIDENT FUND (CENTRAL SERVICES) RULES, 1960**

1.	Power to sanction temporary advance from the General Provident Fund under Rule 12(1).	Head of Office in the Dte. of Printing and Head of Press/ Branch.	Full power in respect of staff working in respective offices, including those on deputation from other Press/Branch.	Fifth Schedule to the GPF Rules read with Rule 222 of GFR 1963.	
2.	Power to sanction temporary advance for special reasons under Rule 12(2).	Director of Printing. *Head of Press/ Branch.	Full power. Full power in respect of staff working in the respective offices including those on deputation from other Press/Branch.	Para 2 of fifth schedule to the GPF Rules and also M/o Finance Memo No. F. 22(1)/EV(B)/68, dated 28.7.64 relating to officers on deputation reproduced on GI Decision No. (4) below Rule 12.	*As an internal arrangement JDA has been authorised to sanction this special advance in respect of employees of the HQ Office of the Dte. of Ptg. other than that for himself and the Director.
3.	Power to order the recovery of the amount of advance if found to have been utilised for a purpose other than that for which sanction was given to the drawal of money under Rule 12(1).	Head of Office in Directorate of Ptg./ Press/ Branch	Full power in respect of the staff working in the working in the respective offices including those on deputation from other Press/ Branch.	Rule 14 of GPF Rules.	



1	2	3	4	5	6
4.	Power to order the recovery of the amount of advance if found to have been utilised for a purpose other than that for which sanction was given to the drawal of money under Rule 12(2).	Director of Printing. Head of Press/ Branch.	Full power. Full power in respect of the staff working in the respective office including those on deputation from other Press/Branch.	Rule 14 of GPF Rules.	
5.	Power to sanction withdrawal from the General Provident Fund.	*Director of Printing. Head of Press/ Branch	Full power. Full power in respect of the staff working in the respective offices including those on deputation from other Press/ Branch.	Rule 15(1) read with Rule 16(1) of GPF Rules.	*Same remarks as against S.No. 2 above.
6.	Power to order the recovery of the amount of withdrawal from the subscriber who has been permitted to withdraw money from the fund under Rule 15, if he fails to satisfy the sanctioning authority, within the reasonable period as may be specified by the <i>sanctioning</i> authority, that the money has not been <i>utilised</i> for the purpose other than that for which sanction was given to the drawal of money.	Director of Printing. Head of Press/ Branch	Full power. Full power in respect of the staff working in the respective offices including those on deputation from other Press/ Branch.	Rule 16(2) of GPF Rules.	
7.	Power to allow conversion of an advance from the fund into withdrawal.	Director of Printing. Head of Press/ Branch	Full power. Full power in respect of the staff working in the respective offices including those on deputation from other Press/ Branch.	Rule 16-A of GPF Rules.	

8.	Power to sanction withdrawal from the GPF for payment towards Insurance Policies.	Director of Printing.	Full power.	Rule 17 read with Rule 18 of GPF Rule Applies only to financing of Insurance Policies to subscriber who before 17.12.60 have been subscribing in whole or in part payment towards policies of Life Insurance from subscriptions to the fund or making withdrawal from the fund for such payments.
		Head of Press/ Branch	Full power in respect of the staff working in the respective offices including those on deputation from other Press/ Branch.	
9.	Power to order recovery of the amount withdrawn from the fund under clause (a) or clause (b) of Rule 17. If the sanctioning Authority is satisfied that the amount has been utilised for a purpose other than that for which sanction was given to the withdrawal of the money.	Director of Printing.	Full power.	Rule 29 of GPF Rules.
		Head of Press/ Branch	Full power in respect of the staff working in the respective offices including those on deputation from other Press/ Branch.	

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Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6
<b>SECTION G : MEDICAL ATTENDANCE RULES &amp; ORDERS</b>					
1.	Power to countersign claims/bills for charges on account of Medical Attendance & treatment and T.A. Bills for the journey undertaken in connection with the Medical Attendance & Treatment.	Director of Printing. Joint Director (Administration)/Deputy Director (Administration)/ Head of Press/Branch.	Full powers. Full powers in respect of the categories of Govt. servant for whom he is the Controlling Officer for the purpose of T.A.		
2.	Power to sanction reimbursement of medical claims in relaxation of Medical Attendance Rules.	Director of Printing	Full Powers.		Deptt. of Health's O.M. No. S-12020/ 4/97-CGHS(P) dt. 7.3.2000.
3.	Power to allow reimbursement of admissible items of Medical expenses without any monetary limit incurred by Central Govt. servants and members of their families in respect of treatment received at Railway Hospitals or from Railway Doctors and Cantonment General Hospitals or from Medical Officers employed in such Hospitals in emergent cases.	Director of Printing.	Full powers.		
4.	Power to sanction TA (Advance) under Medical Attendance Rules.	Head of Office in Directorate/ Press/Branch.	Full powers.		
5.	Power to grant advances to Central Government Servants to enable them initially to meet expenditure on Medicine and treatment for themselves and members of their families on specified items and conditions.	Head of Office in Directorate/ Press/Branch.	Full powers.		

Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6
<b>SECTION H : LEAVE TRAVEL CONCESSION TO GOVERNMENT SERVANTS</b>					
1.	Power to accept the declaration of Home Town of the Government servant.	Director of Printing. Joint Director (Administration)/Deputy Director (Administration)/Head of Press/Branch.	Full power for the posts for which they are the Controlling Officers for purpose of T.A.	Para 1(4) of L.T.C. Rules.	For Controlling Officers See item of Section D of this Compendium relating to powers under Supplementary Rules.
2.	Power to grant Leave Travel Concession to Central Govt. servants and their families to visit Home Town & back and grant of advance thereof.	Deputy Director (Administration) Head of Press/Branch.	Full power for the posts for which they are the Controlling Officers for purposes of T.A.	Para 2 of L.T.C. Rules.	
3.	Power to relax the time limit of six months for completion of return journey.	Director of Printing.	Full power in special cases.	Government of India Ministry of Home Affairs M. No. 43/3/68-Estt.(A), dated 19.7.1968 reproduced as Note Below G.I.D. (2) under Para 1(1) of L.T.C. Rules.	
4.	Power to authorise change in Home Town (not more than once during the service of a Government servant in exceptional circumstances)	Director of Printing. Joint Director (Administration). Deputy Director (Administration).	Full power. Full power except in his own case and the case of Joint Director (Tech.). Full power in respect of Group 'C' and 'D' posts.	Para 1(4) of L.T.C. Rules. Item 19 & 20 of Annexure to Ministry of Works & Housing letter No. O-16021/ 1/73-Ptg., dt. 3.11.73. -do-	

1	2	3	4	5	6
5.	Power to relax:				
	(a) Production of cash receipts	Director of Printing.	Full power.		
	(b) Condition of prior intimation to the controlling officers for L.T.C.	Joint Director (Administration).	Full power for the post for which they are the Controlling Officers for the purpose of T.A. This power can be exercised only in really deserving cases on merit.	G.I.D. (2) below para 2 of L.T.C. Rule.	
		Deputy Director (Administration).			
		Head of Press/Branch.			

Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6
<b>SECTION I : CHILDREN EDUCATION ALLOWANCE</b>					
1.	Power to issue Certificate for drawal of Children Education Allowance to all Government Servants.	*Head of Office in case of Directorate of Ptg. or Presses/Branches provided he himself is not the claimant.	Full power except in his own case in respect of the officers of the respective units.	Govt. of India Ministry of Finance Memo No. 12017/1/97 Estt. (Allowances) dt. 12.6.1998.	*In case the Head of Office is himself the claimant, the Certificate should be issued by the next higher authority.

Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6
<b>SECTION J : REIMBURSEMENT OF TUITION FEE</b>					
1.	Power to verify the claims on account of Reimbursement of Tuition fees to all Govt. servants.	(a) Drawing and Disbursing Officer in the case of Directorate of Printing/Press/Branch.	Full power in case of Non-Gazetted Officers of the respective Units.	Govt. of India Ministry of Finance OM No. 12017/1/97-Estt. (Allowances) dt. 12.6.98	
		(b) Head of Office* in the case of Directorate of Printing/Press/Branch.	Full power except in his own case in respect of the Officers of the respective Units.	-do-	*In case the Head of Office is himself the claimant. The verification of claim should be done by the next higher authority.

Sl. No.	Nature of Power	Authority to which Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6
<b>SECTION K : ALLOTMENT RULES</b>					
1.	Power to grant license to occupy a Government residence in accordance with the provisions of allotment of Government Residence Rules, 1972 applicable to Presses.	Assistant Manager (Estates) as defined in allotment rules of the Govt. of India Presses where Press Pool Accommodation exists.	Full powers.	Rule 5 & 6 of Allotment of Government Residence Rules, 1972.	
2.	Power to allot residence on out-of-turn basis to the employees of Government of India Presses where Press Pool accommodation exists.	Director of Printing as defined in the allotment rules.	Full powers.	Rule 7 of Allotment of Government Residence Rules, 1972.	
3.	Power to cancel the allotment of a residence, allotted to an officer who is dismissed or removed from service or whose services have been terminated, either forthwith with effect from such date prior to the expiry of the period of one month prescribed in Rule 9(ii) of Allotment Rules.	Director of Printing as defined in the allotment rules.	—	Dte. of Ptg. OM No. G-17012/1/73-M&I, dated the 26.10.1974. Explanation (4) below Sub-Rule (ii) of Rule 9 of Allotment of Govt. Residence Rules, 1972.	
4.	Power to accept notice of a shorter period (than ten days) for surrender of allotment.	Director of Printing as defined in the allotment rules.  Asstt. Manager (Estates).	Power under rule 22 will be exercised by Director of Printing/Joint Director (Administration) in consultation with the Ministry of UD&PA  —	Rule 22 read with Rule 12 of Allotment Rules, 1972.  Rule 12 of Allotment of Government Residence Rules, 1972.	



1	2	3	4	5	6
5.	Power to declare an officer ineligible for allotment of residence for all or any of the actions committed under breach of rules.	Director of Printing as defined in the allotment rules.	Power under rule 22 will be exercised by Director of Printing /Joint Director Administration in consultation with the Ministry of UD&PA	Rule 22 read with Rule 18(v) of Allotment of Govt. Residence Rules, 1972.	
		Asstt. Manager (Estates) for a period not exceeding three years.	—	Rule 18(v) of Allotment of Government Residence Rules, 1972.	
6	Power to permit, in special case, an officer to retain a residence beyond the period permitted under Rule 9(ii) of allotment Rules, 1972.	Director of Printing as defined in the allotment rules.	Power under rule 22 will be exercised by Director of Printing /Joint Director Administration in consultation with the Ministry of UD&PA	Rule 22 read with proviso to rule 19 of allotment of Govt. Residence Rules, 1972.	
		Assistant Manager (Estates) for a period of not exceeding 6 months.		Provisio to rule 19 of Allotment Rules, 1972.	
7	Power to dispose of cases & issue of sanctions relating to retention of accommodation in the Press colonies at concessional rates.	Director of Printing as defined in the allotment rules.	Power under rule 22 will be exercised by Director of Printing /Joint Director Administration in consultation with the Ministry of UD&PA.	Rule 22 of Allotment Rules, 1972.	
8	Power to relax all or any of the provisions of allotment of Govt. Residence Rules 1972 applicable to Presses.	Director of Printing as defined in the allotment rules.	Power under rule 22 will be exercised by Director of Printing /Joint Director Administration in consultation with the Ministry of UD&PA.	Rule 22 of Allotment Rules 1972.	

9	Power to exercise power under the Public Premises (eviction) of unauthorised occupation Act, 1971.	Assistant Manager (Estates)		
10	Power to sanction refund of License fee recovered in excess from Govt. servants occupying Press Pool accommodation.	Head of Press/Branch.	Full powers	Ministry of WH&S (Department of Works & Housing) letter No. 1/4/68-PII, dt. the 22.4.68.

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Sl. No.	Nature of Power	Authority to whom the Power is Delegated	Extent of Power Delegated	Rule or Authority	Officers of the Directorate who are Authorised to Exercise the Powers Conferred on the Director of Printing and the extent of Power so Authorised		Rule or Authority for Exercise of Power in Col. 6	Remarks
					Officers	Extent of Power		
1	2	3	4	5	6		7	8

<b>SECTION L: MISCELLANEOUS ADMINISTRATIVE POWERS</b>
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**Departmental Promotion Committee (s)—**

- |    |  |                       |              |  |
|----|--|-----------------------|--------------|--|
| 1. | Power to provide secretariat assistance by the Printing Department to draw Panels.   | Director of Printing. | Full powers. | Ministry of Works & Housing letter No. I-12/1/71- WSU, dt. 17.12.1971 read with Ministry of Works & Housing letter No. I-12-/1/71- WSU, dt. the 10.8.73    |
| 2. | Power to accord permission to Technical Officers of Printing Directorate to serve as members of Advisory Panels and Technical Committee sponsored by the Government. | Director of Printing  | Full powers. | Ministry of Works & Housing letter No. I-12/1/71/<br><br>WSU dt. 17.12.1971 read with Ministry of Works & Housing letter No. I-12/1/71- WSU, dt. 10.8.1973 |
| 3. | Power to supply factual information etc. to other Ministries/Depart-ments of the Government.   | -do-                  | -do-         |  |

4.	Power to provide employment of dependents of deceased employees of printing Directorate in relaxation of the recruitment rules and in consultation with the Department of Personnel and Training.	Director of Printing.	Full powers.	Ministry of Personnel and Public Grievances and Pension (Department of personnel and Training O.M. No. 14014/6/94-Estt. (D) dt. 9.10.1998 and O.M. No. 14014/ 18/2000 Estt. (D) dt. 22.6.2001
5.	Power to employ persons who had ceased to be in service on their failure to resume duty after expiry of the maximum period of extraordinary leave.	-do-	-do-	Ministry of Home Affairs OM No. 14/14/66-Est.(d) dt. 8.8.1966 read with Ministry of Works & Housing Letters No. I-12/1/71-WSU dt. 17.12.71 and 10.8.1973
6.	Power to grant permission to officers of Printing Directorate to attend seminars and conferences (Committees & Councils, etc.) in India.	-do-	-do-	-do-
7.	Power to depute for service outside the Department & within India officers upto & including the rank of GM/Manager other than officers belonging to CSS/CSCS/CSSS upto a period of 3 years and issue of order/notifications etc. therefore and power to sanction of extension for a period not exceeding 2 years.	-do-	Full power subject to the general orders of the Govt. issued from time to time in this regard.	Deptt. of Works Housing & Urban Development letter No. 19/4/68-P.I. dt. The 21.4.1969. read with Ministry of Works & Housing letters No. I-12-/1/71-WSU, dated the 17.12.1971 & 10.8.73.

1	2	3	4	5	6	7	8
8.	Power to issue notification/ office orders regarding appointments, promotions, reversion, death, leave etc. in respect of Class I Officers of Printing Directorate.	Director of Printing.	Full powers.	Ministry of Home Affairs Notification No. 3/11/70 –Pub. I, dt. 17.2.1971 read with Ministry of W&H letters No. I-12/1/71-WSU, dt. 17.12.1971 and 10.8.1973.			
9.	Power to transfers and postings of officers upto and including the rank of General Manager in the Printing Directorate.	Director of Printing.	Full powers.	Deptt. of Works Housing & Urban Development letter No. 19/4/69-PI, dt. 21.4.69 and Ministry of Works & Housing letters No. I-12/1/71-WSU, dt. 17.12.71 & 10.8.1973.			
10.	Power to grant permission for admission in the Departmental accountancy examination.	-do-	-do-	-do-			
11.	Power to grant permission to officers of Printing Directorate to attend Seminars and Conferences, (Committees, Councils etc.) in India.	-do-	-do-	-do-			

12.	Power to forward application from (Class I & Class II) Technical Officers of the Printing Directorate except CSS/CSCS/CSSS Officers for jobs outside the Department in accordance with Government Orders as issued from time to time.	Director of Printing.	Full powers.	Deptt. of Works and Housing UD letter No. 19/4/68-FI, dt. 21.4.69 Ministry of Works & Housing letter No. I-12/1/71-WSU, dt. 17.12.1971 and 10.8.1973.		
13.	Power to grant 'No Objection Certificate' for issue of Pass Port.	Director of Printing.	Full powers	Joint Director (Admn.)	Authorised to dispose of cases in r/o Officers of the Dte. of Ptg. & in the Presses and Branches upto & including the rank of Foreman on Industrial side & Assistant and Accountants on Non-Industrial side.	Directorate of Printing Memo No. G-17012/1/73-M&I, dated 26.10.1974.
14.	Power to sanction refund of C.G.H.S. Contribution (erroneously recovered)	Director of Printing.	Full powers.	Ministry of Health OM No. F.4-123/67-H, dated 14.3.1968 & Ministry of Works & Housing letter Nos. I-12/1/71-WSU, dt. 17.12.71 & 10.8.73.		
15.	Power to approve of Public Holidays & restricted Holidays to the Presses/Branches outside Delhi/ New Delhi.	-do-	-do-	Ministry of Home Affairs OM No. 20/38/ 60-Pub. I, dated 31.12.60.		

1	2	3	4	5	6	7	8
16.	Power to declare important festivals or to fix the festival occasions for the purpose of festival advance.	-do-	Full power in respect of the Establishment under his administrative control.	Explanation (b) under Rule 236 of GFR, 1963.			
17.	Power to grant permission to pursue Studies outside office hours, subject to the observance of certain principles governing the grant of such permission.	Director of Printing.	Ministry of Home Affairs OM No. 130/54-Ests.(A)-II, dated 28.2.1955.				
18.	Power to accord relaxation of age limit for the purpose of appointment & confirmation.	Director of Printing.	Full powers upto one year.	Ministry of Home Affairs OM No. 4/7/56-RPS, dt. 20.11.56 in-corporated in Appx. 3 of FR & Sr. Vol. II.			

Sl. No.	Nature of Power	Authority to whom Power is Delegated	Extent of Power Delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6

**SECTION M: CENTRAL CIVIL SERVICE (PENSION) RULES, 1972**

1.	Power to sanction pension/family pension.	Director of Printing.  Deputy Director (Admn.) Head of Press/Branch.	Full powers.  Full powers for the posts for which he is the appointing authority .	Rule 60(1)(a) of the CCS (Pension) Rules, 1972.	
2.	Power to issue certificate of satisfactory service for the sanction of full pension.	Director of Printing.  Deputy Director (Admn.) Head of Press/Branch.	Full powers.  Full powers for the posts for which he is the appointing authority.	Rule 60(1)(b) of the CCS (Pension) Rules, 1972.	
3.	Power to make reduction in pension if the service rendered prior to the date of retirement of Govt. servants has not been satisfactory.	Director of Printing.  Deputy Director (Admn.) Head of Press/Branch.	Full powers for the posts for which he is the appointing authority.	Rule 6(1).	
4.	Power to withhold or withdraw a pension or part thereof, whether permanently or for a specified period, if the pensioner is convicted of a serious crime or is found guilty of grave misconduct.	Director of Printing.  Deputy Director (Admn.) Head of Press/Branch.	Full Powers.  Full powers in respect of the posts for which he is the appointing authority.	Rule 8(b).	



1	2	3	4	5	6
5.	<p>Power to allow the period of extraordinary leave, granted to a Govt. servant (otherwise, than on Medical Certificate)</p> <p>(a) Due to his inability to join or rejoin duty on account of civil commotion or</p> <p>(b) For pursuing higher scientific and technical studies, to count as qualifying service for pension.</p>	<p>Director of Printing.</p> <p>Deputy Director (Admn.) Head of Press/Branch.</p>	<p>Full Powers.</p> <p>Full powers for the posts for which he is the appointing authority.</p>	<p>Proviso to Rule 21 of CCS (Pension) Rules, 1972.</p>	
6.	<p>Power to declare the period of suspension, not held to be wholly unjustified to count for earning pension if so declared at the time of passing the orders on the conclusion of the Disciplinary proceedings.</p>	<p>Director of Printing.</p> <p>Deputy Director (Admn.) Head of Press/Branch.</p>	<p>Full Powers.</p> <p>Full powers for the posts for which he is the appointing authority.</p>	<p>Rule 23 of CCS (Pension) Rules, 1972.</p>	
7.	<p>Power to permit a Government servant to withdraw resignation in the public interest on satisfying certain specified conditions.</p>	<p>Director of Printing</p> <p>Deputy Director (Admn.) Head of Press/Branch.</p>	<p>Full powers.</p> <p>Full powers for the posts for which he is the appointing authority.</p>	<p>Rule 26 of CCS (Pension) Rules, 1972.</p>	
8.	<p>Power to commute retrospectively the period of absence without leave as Extraordinary Leave.</p>	<p>Director of Printing</p> <p>Deputy Director (Admn.) Head of Press/Branch.</p>	<p>Full powers.</p> <p>Full powers for the posts for which he is the appointing authority.</p>	<p>Rule 27(2) of CCS (Pension) Rules, 1972.</p>	
9.	<p>Power to condone interruption in the service of the Government servant for the purpose of pension such interruption not counting as qualifying service.</p>	<p>Director of Printing</p> <p>Deputy Director (Admn.) Head of Press/Branch.</p>	<p>Full powers.</p> <p>Full powers for the posts for which he is the appointing authority.</p>	<p>Rule 28 of CCS (Pension) Rules, 1972.</p>	

10.	Power to reduce invalid pension if the incapacity has been accelerated or aggravated due to irregular or intemperate habits.	Director of Printing	Full powers.	Rule 38(5)(b) of CCS (Pension) Rules, 1972.
		Deputy Director (Admn.) Head of Press/Branch.	Full powers for the posts for which he is the appointing authority.	
11.	Power to allow pension or gratuity or both to a Government servant retired compulsorily from service as a penalty.	Director of Printing	Full powers.	Rule 40(1) of CCS (Pension) Rules, 1972.
		Deputy Director (Admn.) Head of Press/Branch.	Full powers for the posts for which he is the appointing authority.	
12.	Power to sanction to a Govt. servant who is dismissed or removed from service, a compassionate allowance not exceeding two-third of pension or gratuity or both which would have been admissible to him if he had retired on compensation pension.	Director of Printing	Full powers.	Rule 41(1).
		Deputy Director (Admn.) Head of Press/Branch.	Full powers for the posts for which he is the appointing authority.	
13.	Power to give three months notice in writing to a Govt. servant who is required to be retired in the public interest after completing thirty years' qualifying service.	Director of Printing	Full powers.	Rule 48(1) of CCS (Pension) Rules, 1972.
		Deputy Director (Admn.) Head of Press/Branch.	Full powers for the posts for which he is the appointing authority.	
14.	Power to countersign nomination forms of Government servants.	Head of Office of the Directorate/Press/Branch.	Full powers.	Rule 53(7)(b) of CCS (Pension) Rules, 1972.
15.	Power to revise pension subsequently after sanction if any clerical error is detected within a period of two years from the date of sanction of pension.	Director of Printing	Full powers.	Proviso to Rule 61(1).
		Deputy Director (Admn.) Head of Press/Branch.	Full powers for the posts for which he is the appointing authority.	
16.	Power to accept Surety Bond in Form 9 for and on behalf of the President from a retiring Government servant for any Government dues remaining unrealized and unassessed.	Head of Office in the Directorate/Press/Branch.	Full powers except in his own case. In case the Head of Office himself is the person retiring the next higher officer.	GID(1) below Rule 76 of CCS (Pension) Rules, 1972.



S.N.	Name of Offices/Presses/Branches/	Amount fix for the normal requirements	Directorate of Printing letter No.and date
1	2.	3.	4.

SECTION-A: PERMANENT ADVANCE (STATUS: MAY 2010)

1. HEAD QUARTERS OFFICE- DIRECTORATE OF PRINTING

Rs. 3000/-

G-20011/4/2006-B&A, dated 25/05/2010

1. PRESSES

1. Government of India Press, Shimla	Rs. 4000/-	-do-
2. Government of India Press, Minto Road, New Delhi	Rs. 4000/-	-do-
3. Government of India Press, Ring Road, New Delhi	Rs. 1800/-	-do-
4. Government of India Press, Faridabad.	Rs. 1500/-	-do-
5. Government of India Press, Koratty	Rs. 1000/-	-do-
6. Government of India Press, Coimbatore.	Rs. 4500/-	-do-
7. Government of India Press, Nashik	Rs. 2000/-	-do-
8. Government of India Press, Aligarh	Rs.4900/-	-do-
9. Government of India Text Books Press, Mysore.	Rs. 1800/-	-do-
10. Government of India Press Santragachi	Rs.2500/-	-do-
11. Government of India Text Books Press, Bhubneshwar	Rs.1000/-	-do-
12. Government of India Press, Temple Street, Kolkata	Rs.2500/-	-do-
13. Government of India Press, Gangtok	Rs. 1000/-	-do-
14. Government of India Text Books Press, Chandigarh	Rs.1000/-	-do-
15. Government of India Press, Nilokheri	Rs.1000/-	-do-

S.N.	Name of Offices/Presses/Branches/	Amount fix for the normal requirements	Directorate of Printing letter No. and date
1	2.	3.	4.
16.	Government of India Press, Rashtrapati Bhawan, New Delhi	Rs. 1000/-	G-20011/4/2006-B&A, dated 25/05/2010
2.	BRANCHES		
1.	Government of India Press, Forms Store, Kolkata	Rs.2400/-	-do-
2.	Office of the Assistant Director(OP Branch), Kolkata	Rs.1000/-	-do-

Sl. No.	Nature of Power	Authority to whom the Power is Delegated	Extent of Power Delegated	Rule or Authority	Officers of the Directorate who are Authorised to Exercise the Powers Conferred on the Director of Printing and the Extent of Powers so Authorised		Rule or Authority for Exercise of Power in Col. 6	Remarks
					Officers	Extent of Power		
1	2	3	4	5	6	7	8	

**SECTION B: GENERAL FINANCIAL RULES/ADVANCES & LOANS**

1.	Alterations of Establishment Power to fill excess appointments in a lower unit or cadre against equal or greater number of vacancies left unfilled in a higher unit or cadre in case of non-gazetted establishment.	Authority competent to make appointment in that establishment in both the units or cadres	Full powers.	Rule 77 of GFR 1963				
2.	Power to decide all matters relating the fixation of sanction to the grant of/revision of Permanent Advance (Interest) in the Govt. of India Presses/Branches.	Director of Printing	Full powers in consultation with the Internal Finance Division Advisers.	Rule 90 of GFR 1963 read with Govt. of India Ministry of Finance (Deptt. of Economic Affairs) New Delhi OM No. F.7/2/72-Coin dated the 1.9.1973				
3.	Power to alter the date of Birth already recorded in the history of service, service book or any other record of service of non-gazetted Govt. servants.	Director of Printing	Authorised to exercise the Full powers delegated to Deptts. of the Central Govt.	Note 1 below Rule 79 of the GFR 1963.				

1	2	3	4	5	6	7	8
4.	Power to sanction investigation of claims of arrears of Pay & Allowances and Increments which have remained in abeyance and are not more than six years old.	Director of Printing. Head of Press/ Branch.	Full powers for the post for which he is the Appointing Authority.	Memo No. 42/12(1)/59-FI, dt. January 1960 read with Rule 83 & Rule 84 of GFR, 1963.			
5.	Power to sanction grant-in-aid to recreation clubs in the Govt. of India Presses and Branches under the Administrative Control of the Directorate of Printing.	Director of Printing.	Full powers.	Rule 153 of GFR 1963 and Ministry of Home Affairs OM No. 2/8/67-Welfare, dated 22.8.1967.			
6.	Power to sanction an advance for the purchase of conveyances to all Govt. servants under the administrative control of the Directorate of Printing.	Director of Printing.	Full powers except in his own case.	Rules 191(1) and 193 of GFR 1963.			
7.	Power to sanction an advance for the purchase of bicycle to Government Servant.	Head of Office in the Directorate of Printing/ Press/ Branch.	Full power except in his own case in respect of the staff in the respective units.	Rules 191(2) and 195 of GFR, 1963.			
8.	Power to sanction an advance for the purchase of warm clothing to Groups 'C' and 'D' Government servants posted at a hill station.	Head of Office in the Directorate of Printing/ Press/ Branch.	Full powers in respect of the staff of respective Units.	Rule 216 of GFR 1963.			
9.	Power to sanction an advance to Group 'D' Government servants for the purchase of table fan.	Head of Office in the Directorate of Printing/ Press/ Branch.	Full powers in respect of the staff of respective Units.	Rule 221-A of GFR 1963.			

10.	Power to sanction advance of Pay and Travelling Allowance to Groups A, B, C & D Govt. servants on transfers.	Head of Office in the Directorate of Printing/ Press/ Branch.	Full powers in respect of the staff of respective Unit including himself.	Rule 222 of GFR 1963.
11.	Power to sanction advance of Travelling Allowance to a retiring Govt. servant.	Head of Office in the Directorate of Printing/ Press/ Branch.	-do-	Rule 224 of GFR 1963.
12.	Power to sanction advance to cover personal travelling expenses to Groups A, B, C & D Government servants proceeding on tour.	Head of Office in the Directorate of Printing/ Press/ Branch.	Full powers upto 30 days in respect of staff in respective Units (except in his own case)	Rule 231 of GFR 1963.
		Director of Printing.	Full powers on cases exceeding 30 days but not exceeding six weeks.	Rule 232 of GFR 1963.
13.	Power to sanction advance to Groups A, B, C & D Government servants in connection with Leave Travel Concession.	Director of Printing. Joint Director (Admin.). Deputy Director (Admin.). Head of Press/Branch.	Full powers for the posts for which he is the Controlling Officer.	Rule 235(1) of GFR 1963.



1	2	3	4	5	6	7	8
14.	Power to sanction an advance to non-Gazetted Government servants on the eve of an important festival or when visiting Hill Station as a Member of a Govt. sponsored party.	Head of Office in the Directorate of Printing/ Press/ Branch.	Full powers in respect of the staff in the respective Units.	Rule 236 & 246 of GFR 1963.			
15.	Power to sanction advance to non-Gazetted Government servants whose property movable or immovable has been substantially affected or damaged in an area which is declared by the Government to have been affected by a natural calamity.	Director of Printing.	Full powers.	Rule 247 of GFR 1963.			
16.	Power to sanction advance to a Government servant for departmental purposes in connection with a law suit to which Govt. is a party.	Head of Office in the Directorate of Printing/ Press/ Branch.	Full powers in respect of the staff in the respective Units.	Rule 255 of GFR 1963.			
17.	Power to sanction advance to a Government Pleader in connection with law suit to which Govt. is a party.	Director of Printing.  Heads of the Presses/ Branches	Full powers upto Rs. 500/- at a time.  Rs. 500/- in each case	G.I.D.(2) below Rule 258 of GFR 1963 read with Item 6 of Annexure II of Ministry of Finance (Deptt. of Expendi-ture) OM No. F-10(13)-E (Co-ord)/ 75, dated the 10.4.1975.			

18.	Power to authorise the drawal of special departmental advances for advance payments to private firms for supply or stores/services and maintenance of machines etc.	Director of Printing.	Full powers upto Rs.10,000/- in any case.	G.I.D. (4) below Rule 258 of GFR 1963.
19.	Power to sanction advance in lieu of Leave Salary to Groups A,B,C & D, Government servants who proceed on leave for a period not less than 30 days.	Head of Office in the Directorate of Printing/ Press/ Branch.	Full powers in respect of the staff in the respective Units.	Rule 259 of GFR 1963.
20.	Power to sanction advance to the family of Groups A, B, C & D Govt. servants who die while in service (whether on duty or on leave, with or without pay) to enable the family to meet its immediate requirements.	Director of Printing. Head of Office in Directorate of Printing/Press/ Branch.	Full powers Full powers in respect of staff in the respective Units.	Rule 262 of GFR 1963.
21.	Power to sanction advance of Travelling Allowance to the family of the Govt. servant who die while in service to meet, travel expenses (Note: Admissi-ble only to member of the family of the deceased Govt. servant on behalf of all).	Director of Printing/ Joint Director (Admn.)/ Deputy Director (Admn.)/ Head of Press/ Branch.	Full powers for the posts for which he is the controlling authority.	Rule 265 and GID No. 1 below Rule ibid of GFR 1963.

1	2	3	4	5	6	7	8
22.	Power to sanction House Building Advance to Govt. servants in the Dte. of Printing. Presses/ Branches:						
	(i) for the purchase of land for the construction of a house.	Director of Printing (in accordance with House Building Advance Rules).	Full powers	Ministry of Works & Housing OM No. I/17015/20/76-H.III, dt. the 26.3.1976.			
	(ii) for the purchase of a new house or flat from a Public Housing Agency.	-do-	Full powers	Ministry of Works & Housing OM No. I/17015/33/ 77-H.III, dt. the 25.8.1977			
	(iii) power to scrutinise & Sanction House Building Advance.	-do-	Full powers	Ministry of Works & Housing OM No. I/17015/47/ 77-H.III, dt. the 17.3.1978			

Sl. No.	Nature of Power	Authority to whom the Power is Delegated	Extent of power Delegated	Rule or Authority	Officers of the Directorate who are Authorised to Exercise the Powers Conferred on the Director of Printing and the extent of Power so Authorised		Rule or Authority for Exercise of Power in Col. 6	Remarks
					Officers	Extent of Power		
1	2	3	4	5	6	7	8	
<b>SECTION C: DELEGATION OF FINANCIAL POWER RULES, 1978</b>								
1.	Power to create permanent posts.	Director of Printing.	Full powers in respect of posts in Groups 'C' & 'D' services.	Schedule II of Rule 13 of D.F.P.R. 1978.	—	—	—	Subject to latest orders of Ministry of Finance
2.	Power to create temporary posts.	Director of Printing.	Full powers in respect of posts in Groups 'C' & 'D' services	Schedule III of Rule 13 of D.F.P.R. 1978.	—	—	—	Subject to latest orders of Ministry of Finance
3.	Power to appropriation and reappropriation.	Director of Printing.	Full powers subject to Rule 10 of Delegation of Financial Power Rules,1978.	Schedule IV of Rule 13 of D.F.P.R. 1978.	—	—	—	Subject to latest orders of Ministry of Finance
4.	Power of incurring of contingent expenditure (General matters)	Director of Printing.	(a) Recurring Rs. 1,00,000/- per annum in each case Subject to the condition that for exercise of above enhanced financial powers beyond what was available under earlier delegation i.e. Rs. 25,000/-, consultation with Financial Advisor, Min. of U.D. would have to be made by Heads of Department as per Min. of Finance, Deptt. of Expenditure O.M. No. 1(II)/E.II(A)/2003 dated 1-2-2005	Rule 13(3) read with Rule 26 of DFPR 1978 and Dte. of Printing O.M. No. G-17011/1/2000-B&A(Ptg.) part file dated 16-3-2005.	1. Joint Director (Admn.)	(a) Recurring Rs. 1000/- per annum in each case. (b) Non-recurring Rs. 5000/- in each case.	Rule 13(3) red with Rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/1/73- Ptg., dt. 3.11.1973.	

1	2	3	4	5	6	7	8
		(c) Non-recurring Rs. 5,00,000/- in each case per annum. Subject to the condition "for exercise of above enhancement beyond what was available under earlier delegation, i.e. Rs. 60,000/- consultation with Financial Advisor, Min. of U.D. would have to be made by Head of Deptt. as per Min. of Finance, Department of Expenditure, O.M. No. 1(II)/EII(A) 2003 dated 1-2-2003.			2. Joint Director (Tech.)	(a) Recurring Rs. 500/- Per annum in each case. (b) Non-recurring Rs. 2500/- in each case.	Vide O.M. No. G-17011/1/2001 B&A(Ptg.) (Part file) dated 16-3-2005
		Head of Press/ Branch.	(a) Recurring Rs. 500/- in each case. (b) Non-recurring Rs. 4000/- in each case.	Rule 13(3) read with Rule 26 of DFPR 1978. And Ministry of W&H letter No. A-36016/2/75-Ptg., dt. 16.10.1976.			
5.	Incurring of contingent expenditure recurring or non-recurring (Special matters).						
	(1) Bicycle	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.			Subject to Rules, orders restrictions or scale as mentioned in the Annexure to Schedule V of DFPR 1978.
	(2) Conveyance Hire	Director of Printing.	Full powers in his own case restricted however to Rs. 150/- in one month.	Rule 13(3) of DFPR 1978.	—	—	-do-

	Head of Office.	Full powers restricted however to Rs. 150/- in one month in each case	Rule 13(3) of DFPR 1978.	—	—	—	-do-	
	Head of Press/ Branch.	Full powers restricted however to Rs. 150/- in one month in each case	Rule 13(3) read with Rule 26 of DFPR 1978.	—	—	—	-do-	
(3 )	Electric, gas and water charges.	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.			-do-	
	Head of Press/ Branch.	Full powers.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. 8(5)60- S&PI, dt. 15.9.1960.				-do-	
(4 )	Fixture & Furniture							
(a)	Purchase	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	Joint Director (Admn.) or Joint Direct or (Tech.)	Rs. 2500/- per annum in case of each Unit of Directorate of Printing but not exceeding Rs. 500/- at a time.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/1/73-Ptg., dt. 3.11.1973.	Subject to Rules, orders restrictions or scale as mentioned in the Annexure to Schedule V. of DFPR 1978.

1	2	3	4	5	6	7	8
		Head of Press/ Branch.	Rs. 20,000/- per annum subject to an expenditure of Rs. 5000/- at a time.	Rule 13(3) read with Rule 26 of DFPR 1978. and Ministry of UD& PA' Letter No. G-17011/1/ 2000B&A (Ptg.) dated 2.8.2000			
	(b) Repairs	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978 Rule 133) read with Rule 26 of DFPR 1978 and Ministry of W&H	Joint Director (Admn.)	Rs. 5000/- Per annum.	
		Head of Press/ Branch.	Rs. 3000/- per annum.	letter No. A- 36016/2/ 75- Ptg. dated 16.10.1976.			
(5)	Freight, Demurrage, Wharfage charges:						
	(a) Freight charges,	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.			Subject to Rules, orders restrictions or scale as mentioned in the Annexure to Schedule V of DFPR 1978.
		Head of Press/ Branch.	Full powers.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. 19/1/ 65/PI, dt. 23.3.1965		—	—

(b) Demurrage Charges.	Director of Printing.	Full power subject to the conditions that each case exceeding Rs. 1000/- should be reported to Ministry.	Rule 13(3) of DFPR 1978.				-do-
	Head of Press/ Branch.	Rs. 5000/- in each case subject to the condition that each case exceeding Rs. 1000/- should be reported to Ministry.	Rule 13(3) read with Rule 26 of DFPR 1978	—	—	—	-do-
(c) Wharfage Charges.	Director of Printing.	Full powers subject to the condition that each case exceeding Rs. 1000/- should be reported to Ministry.	Rule 13(3) read with Rule 26 of DFPR 1978.	1. Joint Director (Admn.) 2. Joint Director (Tech.)	Rs. 1000/- at a time.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/1/ 73-Ptg., dt. 3.11.1973.	-do-
(6) Hire of Office furniture, electric fans, heaters, coolers, clocks and call bells.	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	1. Joint Director (Admn.) 2. Joint Director (Tech.)	Rs. 2500/- per annum in each of Unit of the Directorate but not exceeding Rs. 500/- at a time.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/1/ 73- Ptg., dt. 3.11.1973.	Subject to Rules orders restrictions or scale as mentioned in the Annexure to Schedule V of DFPR 1978.



1	2	3	4	5	6	7	8	
		Head of Press/ Branch.	Rs. 5000/- per annum.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of UD&PA's letter No. G-17011/1/ 2000-B&A (Ptg.) dt. 2.8.2000.				
(7)	Legal Charges :							
(a)	Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	Joint Director (Admn.)	Rs. 3,000/- at a time.	Rule 13(3) read with Rule 26 of DFPR. 1978 and Ministry of W&H letter No. O-16021/1/ 73- Ptg. dated 3.11.1973.	-do-
		Head of the Office	Rs. 2,500/- at a time					
(b)	Other legal charges.	Director of Printing.	Full powers.	a) <i>Law suits of prosecu-tion cases</i> - Full powers in case of authori-ties vested with powers to sanction the Institution of suit or prosecu-tions, otherwise Rs. 2500/- in each case.	Joint Director (Admn.)	Rs. 2,000/- in each case.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/1/ 73- Ptg., dt. 3.11.1973.	-do-
		Head of the Office	Rs. 1,000/- at a time					

b) *Arbitration cases*—Full powers in case of authorities vested with powers to refer cases to arbitration otherwise Rs. 5000/- in each case.

(8)	Motor Vehicles- Maintenance, upkeep and repairs.	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	1. Joint Director (Admn.) 2. Joint Director (Tech.)	Rs. 10,000/- at a time for Press/Branch.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/1/73- Ptg., dt. 3.11.1973.	Subject to Rules, orders restrictions or scale as mentioned in the Annexure to Schedule V of DFPR 1978.
		Head of Press/ Branch.	Rs. 5000/- per annum if spares included  Rs. 3000/- per Annum if spares Excluded per annum	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of UD&PA's letter No. G-17011/1/2000-B&A (Ptg.) dated 2.8.2000.	-	-	-	-
(9)	Municipal rates & taxes. (See also Rules in this regard added as Appendix to Annexure to Schedule V of DFPR 1978)	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.				
		Head of Press/ Branch.	Full powers.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. 8(9)/56-SPI dt. 20.3.1957.				

1	2	3	4	5	6	7	8	
(10)	Petty works and special repairs:							
(a)	To Govt. owned buildings including sanitary fittings, water supply and electric installations.	Director of Printing.	Rs. 30,000/- in each case subject to Rule 137, 141 and 142 of GFR 1963.	Rule 13(3) of DFPR 1978.	Joint Director (Admn.)/J D(T.)	Rs, 10,000/- in each case subject to Rules 137, 141 & 142 of GFR 1963.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of UD's letter No. G-17012/1/91- Ptg. dt. 12.11.91.	-do-
(b)	Ordinary repairs to Govt. buildings.	Director of Printing.  Head of the Office	Full powers subject to rules 137, 141 and 142 of GFR 1963.  Rs. 7,500/- in each case	Rule 13(3) of DFPR 1978.	Joint Director (Tech.)	—	Rs.15,000/- in each case subject to Rules 137, 141, & 142 of GFR 1963.	Subject to Rules, orders restrictions or scale as mentioned in the Annexure to Schedule V of DFPR 1978.
(c)	Repairs and alterations to hired and requisitioned buildings.	Director of Printing.	Rs. 30,000/- per annum non-recurring and Rs. 6,000/- per annum recurring.	Rule 13(3) of DFPR 1978.	—	-do-	-do-	
(d)	Power to accord administrative approval to works required to meet needs of the Presses and Branches.	Director of Printing.	Rs. 30,000/-	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/1/73- Ptg. dt. 3.11.1973.			-do-	

(11)	Postal & Telegraph charges. (Charges for the issue of Letters, Telegrams etc.)	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	Joint Director (Admn.)	Full Power	-do-	
		Head of Press/ Branch.	Full powers.	Rule 13(3) read with rule 26 of DFPR 1978 & M/o W&H letter No. 8(5)/60-S&PI, dt. the 16.9.1960.				
(12)	Publications:							
	(a) Official & (b) Non-Official publications.	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	Joint Director (Admn.)	Rs. 2,500/- at a time.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/1/73- Ptg. dt. 3.11.1973.	-do-
		Head of Press/ Branch.	Rs. 1500/- per annum.	Rule 13(3) read with rule 26 of DFPR 1978 and M/o UD&PA's letter No. G-17011/1/2000-B&A (Printing) dated 2.8.2000.	—	—	—	-do-

1	2	3	4	5	6	7	8	
(13)	Staff paid from contingencies	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	—	—	—	-do-
		Head of Press/ Branch.	Full powers in respect of Group 'D' non-pensionable establishment whose pay is chargeable to contingencies under C.T.R. 292.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. 8(5) 60-SPI, dated 15.9.1960.				
(14)	(a) Local Purchase of petty stationery stores.	Director of Printing.	Rs. 40,000/- per annum.	Rule 13(3) read with Rule 26 of DFPR 1978.	Joint Director (Admn.)	Rs. 10,000/- per annum.	Rule 13(3) read with Rule 26 of DFPR 1978 and M/o UD's letter No. G-17012/1/91- Ptg. Dt. 12.11.91.	-do-
		Head of Office in Directorate of Printing/ Press/ Branch.	Rs. 4000/- per annum.	Rule 13(3) read with Rule 26 of DFPR 1978. and M/o UD&PA's letter No. G-17011/1/2000-B&A (Printing) dated 2.8.2000.		—	—	Subject to Rules, orders restrictions or scale as mentioned in the Annexure to Schedule V of DFPR 1978.
	(b) Local purchase of rubber stamps and office seals.	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	JD(A)	Rs.3,000/ per annum.	Rule 13(3) read with rule 26 of DFPR 1978 and M/o UD's letter	-do-

Head of Press/ Branch.	Rs. 250/- in each case, subject to annual ceiling of Rs. 2000/-	Rule 13(3) and Rule 26 of DFPR 1978 and M/o UD&PA's letter No. G-17011/1/2000-B&A (Printing) dated 2.8.2000.	No. G-17012/1/91 Ptg. Dt. 12.11.91.
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(15) Stores:

(a) Stores required for the working of an Establishment's instruments, equipment and apparatus (e.g. consumable stores).	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	Joint Director (Admn.).  Joint Director (Tech.).	Rs. 50,000/- at a time.  Rs. 7,50,000/- at a time for each item.	Rule 13(3) read with Rule 26 of DFPR 1978 and Vide OM No. O-17034/12/2004-Pub. (B&A) dt. 13.7.05.	-do-
	Head of Press	Rs.5,00,000/- in each case.	Rule 13(3) read with rule 26 of DFPR 1978 and Vide OM No. O-17034/12/2004-Pub. (B&A) dt. 13.7.05.		-	-	-do-
(b) Petty Plants.	Head of Press.	Rs. 1,000/- in each case subject to an annual ceiling of Rs.4,000/-	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. A-36016/2/75- Ptg., dated 16.10.1976.	Joint Director (Tech.)	Rs, 5,000/- in each case.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. 36016/2/75- Ptg. dated 10.8.1976.	Subject to Rules, orders restrictions or scale as mentioned in the Annexure to Schedule V of DFPR 1978.

1	2	3	4	5	6	7	8	
	(c) Spare Parts.	Director of Printing.	Rs. 2,00,000/- in each case.	Rule 13(3) read with Rule 26 of DFPR 1978 and M/o UD&PA's letter No. G-17012/1/91- Ptg. dt. 12.11.91.	Joint Director (Tech.)	Rs. 1,00,000/- (Rs. One Lakh only) in each case.	Rule 13(3) read with rule 26 of DFPR 1978 and Vide OM No. O-17034/12/2004-Pub. (B&A) dt. 13.7.05.	-do-
		Head of Press.	Rs. 50,000/- (fifty thousand only) in each case.	Rule 13(3) read with rule 26 of DFPR 1978 and Vide OM No. O-17034/12/2004-Pub. (B&A) dt. 13.7.05.	—	—	—	-do-
(16)	Supply of Uniforms, badges and other articles of clothing etc. and washing allowance.	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	—	—	—	-do-
		Head of Press/ Branch.	Full powers subject to the general conditions laid down under specific orders of the Government.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. 18(5) 60S&PI, dated 15.9.1960.	—	—	—	-do-
(17)	Telephone charges; viz. Provision of telephones in Offices; shifting of telephones from the residence of one Officer to the residence of another Officer entitled to residential telephones.	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978.	(Where sanction for such installation has been given to the Ministry) and installation of connections under Auto Inter connection Telephone System or any other similar system.		Subject to Rules, orders restrictions or scale as mentioned in the Annexure to Schedule V of DFPR 1978.	

(18) (a)	Purchase, hire upkeep and repairs of office equipment including typewriters, inter-com equipments, calculators, Electronic, Stencil cutter, Dictaphones, Taperecorders, Photocopying machines, franking machines, addressographs, filling and in-dexing system etc. excluding computers of all kinds.	Director of Printing.	Full powers.	Rule 13(3) of DFPR 1978 as modified by the Ministry of Finance (Department of Expenditure) OM No. F.1(5)-EII(A)/77, dated 30.6.78.	Joint Director (Admn.).	Rs. 5,000/- at a time.	Rule 13(3) read with rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/1/73- Ptg. dated 3.11.1973.	Subject to the observance of the procedure laid down in M of F OM No. F.1(5)EII(A)/77 dt. 30.6.78.
(b)	Hire of Office equipment including, typewriters, calculators etc.	Head of Office of the Directorate of Printing/ Press/ Branch.	Rs. 500/- in each case (Hiring to be limited to a period not exceeding two months).	Schedule V to DFPR 1978 (for limit of expenditure) read with M/o UD& PA's letter No. G-17011/1/2000-B&A (Ptg.) dt. 2.8.2000.				-do-
(c)	Upkeep and repairs to office equipment including typewriters, calculators, etc.	1. Head of Office of the Directorate of Printing. 2. Head of Press/ Branch.	Rs. 200/- in each case. Rs. 1,000/- per annum.	Schedule V of DFPR 1978 for limit of expenditure. Rule 13(3) read with Rule 26 of DFPR 1978 and M/o UD&PA's letter No. G-17011/1/2000-B&A (Ptg.) dt. 2.8.2000.				-do-
(d)	Upkeep and repairs of Bicycles.	1. Head of Office of the Directorate of Printing. 2. Head of Press/ Branch.	Rs. 200/- in each case. Rs. 500/- per annum. - do -	Schedule V of DFPR 1978 for limit of expenditure. -do-				-do-



1	2	3	4	5	6	7	8	
	(e) Computer including personal computer	Director of Printing	Rs. 1 lakh	Rule 13(3) Read with Rule 26 of DFPR 1978			-do-	
	(f) Hire and maintenance of computer	Director of Printing	Full power	-do-			-do-	
(19)	Purchase of Printing machinery and allied equipment for Printing Press.	Director of Printing.	Rs. 2,00,000/- per item at a time.	Rule 13(3) read with Rule 26 of DFPR 1978 and M/o UD's letter No. G-17012/1/91 Ptg. dt. 12.11.91.	Joint Director (Technical)	Rs. 25,000/- in each case.	Ministry of UD's letter No. G-17012/1/91 Ptg. dt. 12.11.91.	Subject to the observance of the procedure laid down in Ministry of Finance OM No. F.1(5)-EII(A)/77, dt. 30.6.78.
		Head of Press.	Rs. 10,000/- in each case.	Rule 13(3) read with Rule 26 of DFPR 1978 and M/o UD's letter No. G-17012/1/91 Ptg. dt. 12.11.91.	-	-	-	-do-
(20)	Repairs to and removal of machinery.	Director of Printing.	Full powers.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/1/73- Ptg., dt. 3.11.1973.	Joint Director (Admn.)	Rs. 25,000/- (Twenty five thousand) in each case.	Rule 13(3) read with Rule 26 of DFPR 1978 and Vide OM No. O-17034/12/2004-Pub. (B&A) dt. 13.7.05.	-do-
		Head of Press.	Rs. 50,000/- in each case.	Rule 13(3) read with Rule 26 of DFPR 1978 and Vide OM No. O-17034/12/2004-Pub. (B&A) dt. 13.7.05.	Joint Director (Tech.)	Rs. 1,00,000/- (One lakh) in each case.		

(21)	Re-Rubberisation of Rollers of Printing Machines.	Head of Press.	Rs. 50,000/- in each case.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. A-36016/2/75- Ptg., dt. 14.8.1978.	-	-	-	Subject to the observ-ance of the procedure laid down in Ministry of Finance OM No. F.1(5)-EII (A)/77, dated 30.6.78.
(22)	Hot and cold weather charges.	Head of Simla Press	Rs. 2 lakhs per annum.	Rule 13(3) read with rule 26 of DFPR 1978 and Ministry of W&H letter No. A-36016/3/75- Ptg., dt. 24/ 28.12.1976.	-	-	-	-do-
		Head of Coimbatore Press, Head of Koratty Press, Head of Nasik Press.	Rs. 500/- per annum	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. A-36016/2/75- Ptg., dt. 16.10.1976 read with letter of even number dt. 4.4.1977.	-	-	-	-do-
		Head of Gangtok Press.	Rs. 2,000/- per annum.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. 19/1/68-PI, dated 7.1.1972.	—	—	—	-do-
		Head of other Govt. Presses.	Rs. 1000/- per annum.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. 19/1/68-PI, dated 7.1.1972.	—	—	—	-do-

1	2	3	4	5	6	7	8	
(23)	Transportation Contract.	Director of Printing.	1. Annual rate contracts upto the value of Rs. 1,00,000/- for each Press.	Rule 13(3) read with Rule 26 of DFPR 1978 and M/o UD's letter No. G-17012/ 1/91 Ptg. dt. 12.11.91.	Joint Director (Tech.)	Rs. 50,000/-	Rule 13(3) read with Rule 26 of DFPR 1978 and M/o UD's letter No. G-17012/ 1/91 Ptg. dt. 12.11.91.	-do
			2. Short term contract upto Rs. 50,000/- (per annum) For each Press only in absence of annual transport contract.					
(24)	(i) Disposal of waste paper by annual contract.	Director of Printing.	Full powers.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of W&H letter No. O-16021/ 1/73- Ptg., dated 3.11.1973.	Joint Director (Tech.)	Rs. 3,00,000/- provided the rate is not lower than the last rate.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of UD's letter No. G-17012/ 1/91- Ptg. dt. 12.11.91.	-do-

	Head of Press.	Rs. 2,50,000/- subject to the condition that where the rate received is lower by more than 10% of the previous year's rate, the case should be referred to the Head-quarters Office.	Rule 13(3) read with Rule 26 of DFPR 1978 and M/o UD's letter No. G- 17012/1/ 91 Ptg. dt. 12.11.91.	-	-	-	Subject to Rules, orders restrictions or scale as mentioned in the Annexure to Schedule V of DFPR 1978.	
(ii)	Short term contract (in the absence of regular annual contract for a limited period or due to breach in the annual contract)	Director of Printing.	Full powers.	—	Joint Director (Tech.)	Rs.2,00,000/- (Two lakh only) where disposal is to be made at a rate lower than last year's rate specific approval of Director of Printing must be taken explaining the specific circumstances.	—	Vide OM No. O-17034/12/ 2004- Pub. (B&A) dt. 13.7.05.
	Head of Press.	Rs. 1,00,000/- (One lakh)	Rule 13(3) of delegation of FPR-1973 & Vide OM No. O- 17034/12/2004- Pub. (B&A) dt. 13.7.05.					
(25)	Licencing Fee.	Head of Press.	Full power.	Rule 13(3) read with Rule 26 of DFPR 1978 and Ministry of WH&S letter No. 8(5)/60-S&PI, dated 17.9.1960.	—	—	—	—

1	2	3	4	5	6	7	8	
(26)	Declaration of stores and Machinery as obsolete surplus or un-serviceable and disposal thereof (Regarding the need for separate write off in these cases please refer to G.I.D. No. 2 below Rule 124 of GFR 1963).	Authority competent to purchase a store shall be competent to declare the store as obsolete/surplus/un-serviceable for the purpose.		Rule 13(3) read with Rule 26 of DFPR 1978 M/o UD's letter No. G-17012/1/91-Ptg. dt. 12.11.91. -do-	Joint Director.	Rs. 5,000/- in each case.	Rule 13(3) read with Rule 26 of DFPR 1978 M/o UD's letter No. G-17012/1/91-Ptg. dt. 12.11.91.	-do-
(27)	Contract for disposal of fruit, trees, grass etc. on competitive tender basis. (New item)	Director of Printing.  Heads of the Press/ Branch	Full power.  Full power					
6.	Power to incur Miscellaneous expenditure on light refreshment, foundation laying stone ceremonies and opening of buildings etc. (Note : See Rule 145 of GFR 1963).	Director of Printing.	Recurring Rs. 5000/- a year on each individual item.  Non-recurring Rs. 20,000/- on each individual item.	Schedule VI of Rule 13 of DFPR 1978.	—	—	—  Dy. No. 1293/ D II/W&E/2003 dt. 17.10.2003.	-do-

7.	1. Write off of irrecoverable losses of stores or of public money (including loss of stamps)	Director of Printing.	(a) Rs. 50000/- for loss of stores not due to theft, fraud or negligence.	Schedule VII of Rule 13 of DFPR 1978.			Substituted vide G.I., MF, Notification No. 1(20)-E-II(A) 2000 dated 23-10-2001.	
			(b) Rs. 20,000/- for other cases.	Schedule VII of Rule 13 of DFPR 1978.	—	—	-do-	—
	2. Write off of loss of irrecoverable losses and advances.	Director of Printing.	Rs. 10,000/- in each case.	Schedule VII of Rule 13 of DFPR 1978.	—	—	-do-	—
	3. Write off of deficiencies and depreciation in the value of stores (other than a motor vehicle or a motor cycle) included in the stock and other accounts.	Director of Printing.	Rs. 2,500/- in each case.	Schedule VII of Rule 13 of DFPR 1978	—	—	—	—

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Sl. No.	Nature of power	Authority to which power is delegated	Extent of power delegated	Rule or Authority if any	Remarks
1	2	3	4	5	6

**SECTION D: CONTRACTUAL POWERS REGARDING EXECUTION OF CONTRACTS & ASSURANCES OF PROPERTY**

1.	Power to authenticate orders and other instruments made and executed in the name of the President.	(a) Director of Printing.  (b) Joint Director (Admn.)  (c) Dy. Director (Admn.)	Authentication (Order & other instruments) Rules 1958 as amended vide M/o Home Affairs Notification No. SO 2297. dt. 3.11.1958.  Authentication (Orders & other instruments) Amendment Rules, 1974 vide M/o Home Affairs Notification No. S.3/2/73-Public, I (States) dt. 26.4.1974 and SO 1270, dated 17.2.1971.		
2.	Execution of contracts and other instruments relating to advances granted to Govt. servants for the purchase of Motor cars, Motor cycles, Scooter, Cycle or Houses or for Medical attendance and treatment or for building houses, for festivals, marriages, funerals or other ceremonies or for relief against floods, etc. or advances of pay and Travelling allowance on transfer and tour; or advances of pay to persons proceeding on deputation abroad on advances in respect of the Travel concession scheme during regular leave.	Director of Printing.  Joint Director (Admn.) as the Officer empowered to authenticate orders & other Instruments (under Clause 2 of article 77 of the Constitution).		Ministry of Law (Deptt. of Legal Affairs) Notification No. GSR 585 dt. 1.2.1966 read with M/o Home Affairs Notification No. F.3/2/73-(Public-I (States) dated 26.4.1974.	

	Head of Office in Dte./Press/ Branch as the authority sanctioning the advance.	Authentication (Order & other Instruments) Rules, 1958 as amended vide M/o Home Affairs Notification No. SO 2297 dated 3.11.1958.
3.	Execution of contracts and other instruments in respect of accommodation provided in rented buildings:	Director of Printing.
	(a) For catering in hostels, canteens and tiffin rooms.	Head of Office in the Dte./ Press/Branch concerned which is in occupation of the buildings and/or is responsible for the payment of municipal taxes etc.
	(b) For the protection of conveyance belonging to the staff working in such rented buildings or buildings included in the General Pool; &	
	(c) For co-operative stores/societies/ Banks/Canteens run by employees; associations/societies.	
4.	Execution of Indemnity Bonds relating to conveyance and transport at Govt. expense of families and personnel effects of Government servants who die while in service.	Head of Office in Dte./Press/ Branch under whom the deceased Government servant last served.
5.	Execution of contracts and other instruments relating to the:—	Head of Office of the Dte./ Press/Branch.
	1. payment of advance subscription for the purchase of newspapers, magazines, periodicals, etc.	
	2. purchase, supply, servicing, up-keep and conveyance or carriage of materials, stores and machinery.	
6.	Execution of surety bonds relating to the grant of Pension to Govt. servants or provisional pension to displaced Govt. servants.	Head of Office of the Dte./ Press/Branch. (Remarks: In his absence or if he himself is the person retiring, by the next higher officer).
		-do-



1	2	3	4	5	6
7.	Execution of Security Bonds of Cashiers & other Govt. servants and/or their sureties to secure the due execution of an office or the due accounting for money or other property received by virtue thereof.	Head of Office in the Dte./ Press/Branch.		-do-	
8.	Pledge and release of Postal Savings Certificates and Post Office Savings Bank Accounts as security.	Gazetted Officers of Central Govt. who for due performances of their duties are required to accept & release securities.			Ministry of Law (Deptt. of Legal Affairs) Notification No. G.S.R. 585, dated 1.2.1966.
9.	All guarantee undertakings to pay water and electric charges to the Delhi Municipal Corporation/New Delhi Municipal Corporation/Committee on behalf of the Govt. servants (including Gazetted Officers) etc. employed in the Central Government.	Head of Office in the Directorate/Press/Branch.		-do-	
10.	All instruments appointing Attorneys and Counsel.	Director of Printing. Joint Director (Admn.)		-do-	
11.	Execution of contracts and instruments relating to purchase and supply of materials, stores, equipment and machinery.	Director of Printing. Joint Director (Tech.) Joint Director (Admn.) Deputy Director (Admn.)			Ministry of Law, Justice & Company Affairs (Deptt. of Legal Affairs) Notification No. GSR (Contracts/ amendment No. 42) dated 15.5.73.
12.	Bonds of employees where it is necessary that they should be executed by the obligees for the performance of their duties.	-do-		-do-	

13.	Bonds of Trade Apprentices selected for training under the trade apprentices scheme or their parents or guardians.	Head of the Press concerned.	-do-
14.	Execution contracts for printing and binding work.	Director of Printing. Joint Director (Tech.) Deputy Director (Ptg.) Assistant Director (Ptg.); OP Kolkata; Manager, GIP, Temple Street Kolkata.	Ministry of Law, Justice & Company Affairs (Deptt. of Legal Affairs) Notification No. GSR (Contracts/ amendment No. 42) dt. 15.5.73. read with Amendment No. 47 dated 28.3.74.
15.	Execution of Contracts:—  (a) Relating to the disposal of waste papers & miscellaneous unserviceable stores & purchase of local stores.  (b) For clearance, handling, conveyance and delivery of consignment and for supply of labour and transport,.  (c) For auction of waste paper and miscellaneous unserviceable stores.	Director of Printing. Joint Director (Tech.) Deputy Director (Admn.) Head of Press concerned, Manager, GIFs, Kolkata.	Ministry of Law, Justice & Company Affairs (Deptt. of Legal Affairs) Notification No. GSR (Contracts/ amendment No. 42) dated 15.5.73. read with Amendment No. 47 dated 28.3.74.
16.	Execution of all contracts for the repairs, periodically inspection and up-keep of type writers, office equipment and machinery.	Director of Printing. Joint Director (Admn.) Deputy Director (Admn.)	Ministry of Law, Justice & Company Affairs (Deptt. of Legal Affairs) Notification No. GSR/ Contracts/ Amendment No. 42 dated 15.5.1973.
17.	Execution of all contracts and other instruments relating to the grant of licences of land, shops, houses and other immovable property in the Government of India Press Colony.	Head of Press concerned.	-do-

1	2	3	4	5	6
18.	Execution of contracts for the maintenance and running of cycle stands and tiffin rooms in Presses.	-do-		-do-	
19.	Execution of Miscellaneous contracts and agreements.	Director of Printing.		-do-	
20.	Execution of contracts for the maintenance of water coolers, khas/tatties, extermination of white ants; maintenance of weighing scales and machines, hot and cold weather arrangements.	Head of Press concerned Deputy Director (Admn.)		-do-	
21.	Undertaking guarantee to the payment of water and electric charges to the Municipal Committee/Municipal Corporation/Electricity Boards/Local licencees/Local Bodies as may be concerned, in the case of default, with respect to buildings allotted by Govt. on behalf of Govt. servants (including Gazetted officers) employed in the Government of India Presses, who are, in occupation of Government accommodation.	Head of Press concerned Deputy Director (Admn.)		Ministry of Law, Justice & Company Affairs (Deptt. of Legal Affairs) Notification No. GSR/ Contracts/ Amendment No. 42 dated 15.5.1973.	
22.	Execution of contracts & instruments relating to supply of water and electricity for the running of the Presses or for the use of staff.	-do-		-do-	

Sl. No.	Nature of Power	Authority to whom the Power is Delegated	Extent of Power Delegated	Rule or authority if any	Remarks
1	2	3	4	5	6
<b>SECTION E: SIGNING OF PLAINTS AND WRITTEN STATEMENTS</b>					
1.	Power of signing & verification of plaints and written statements in suits in any court of civil jurisdiction by or against the Central Government.	Director of Printing; Joint Director; Deputy Director; Heads of Govt. of India Presses; Govt. of India Text Books Presses. Manager, Govt. of India Forms Store, Kolkata.		Ministry of Law Justice & Company Affairs Notification No. GSR (No. F.16(1)/72- Judl., dt. 29.6.1973.  Ministry of Law, Justice & Company Affairs Notification No. GSRF.16(1)/76- Judl., dated the 19.9.1978.	

Sl. No.	Nature of Power	Authority to whom the Power is Delegated	Extent of Power Delegated	Rule or authority if any	Remarks
1	2	3	4	5	6
<b>SECTION F: PRINTING MATTERS</b>					
1.	<b>Execution of work without calling for tenders:</b>				
(a)	Jobs of urgent nature on schedule rates.	(1) Director of Printing (2) Joint Director (Technical) (3) Deputy Director (Printing)	Full powers. Not exceeding Rs. 5,000/- in each case. Not exceeding Rs. 2,000/- in each case.	} Ministry of Works, Housing & Supply (Department of WH&S) letter No. S&PII-28/6/53 dated 17.10.1962.	
(b)	Non urgent jobs on schedule rates.	(1) Director of Printing. (2) Joint Director (Technical)	Not exceeding Rs. 500/- in each case. Not exceeding Rs. 200/- in each case.		-do-
(c)	Work involving special operative not covered by schedule rates.	Director of Printing.	Rs. 5,000/- vide Ministry of W&H Memo No. A-36016/2/ 75-Ptg., dated 10.8.1976) in each case provided that if the operatives are part of the jobs entrusted under (b) above the relevant limit will apply.	-do-	
(d)	Work of unremunerative nature.	Director of Printing.	Not exceeding Rs. 1,500/- in each case.	-do-	

(e) Jobs of unusual and special nature given on basis of limit or single tender at rates exceeding the schedule rates.	(1) Director of Printing	Not exceeding Rs. 3,000/- in each case provided the rates do not exceed the Schedule Rates by more than 50%.	-do-
	(2) Joint Director (Technical)	Not exceeding Rs. 1,000/- in each case provided the rates do not exceed the schedule rates by more than 20%.	Ministry of Works, Housing & Supply (Department of WH&S) letter No. S&PII-28/6/53 dated 17.10.1962.
	(3) Deputy Director (Printing)	Not exceeding Rs. 250/- in each case provided the rates do not exceed the schedule rates by more than 10%.	

The Powers delegated in respect of the above mentioned items except item at S.No. (a) are subject to an overall limit of Rs. 2.5 lacs (Rupees Two lacs and fifty thousand) only per year and the monetary limit upto which the power is exerciseable by each individual officer exclusive of the charges for incidental expenditure such as packing and forwarding charges, railway freight, octroi & cartage.

## 2. Execution of work on tender basis:

(a) In respect of work awarded on tender basis, the *lowest accepted quotation which does not exceed the Schedule Rates by more than 50%* may be accepted as under, without reference to the Ministry of UD&PA Quotations which exceed the Schedule Rates by more than 50% should however, be referred to the Ministry of Works & Housing before acceptance.

(i) Director of Printing	(b) Full powers, provided the quotation does not exceed the Schedule Rates by more than 50%	Ministry of Works & Housing letter No. A-36016/2/75-Ptg. Dated 10.8.76.
	(b) Cases not covered by (a) above be referred to Finance Division of the Ministry of UD&PA.	
(ii) Joint Director (Tech.)	Upto Rs. 25,000/- per job, provided the quotation does not exceed the Schedule Rates by more than 20%.	
(iii) Deputy Director (Printing) and Manager, GIFS, Kolkata.	Upto Rs. 5,000/- per job, provided the quotation does not exceed Schedule Rates by more than 10%.	

Invitation to tenders should be (a) advertised where this course is advantageous to Government or (b) issued to such private presses registered with the Directorate of Printing as are considered suitable for the particular job to be done as also to such unregistered presses (possessing necessary equipments, etc.), as the circumstances of the case may justify.

(b) In the case of tenders for jobs the *total estimated cost of which does not exceed the Schedule rates*, the powers shall be exercised as under:—

- |                                  |   |
|----------------------------------|---|
| (i) Assistant Director, Printing | Not exceeding Rs. 200/- in each case.   |
| (ii) Deputy Director (Printing)  | Not exceeding Rs. 500/- in each case.   |
| (iii) Joint Director (Tech.)     | Not exceeding Rs. 2,000/- in each case. |
| (iv) Director of Printing.       | Full powers.                            |

Ministry of Works, Housing & Supply letter No. S&PII-28/6/53, dated 17.10.62.

(c) *Ignoring of the lowest tenders*

In cases where it is considered necessary to ignore lowest tenders(s) for non-conformity with the specifications laid down or requirements, the decision may be taken by the Officer competent to accept such tenders if they are otherwise in order after recording the facts on the file or of the 'comparative statement' the quotation. In all other cases of rejection of a lower tender, the concerned officer should obtain the orders of the next higher officer. The Director of Printing, shall, however have Full powers within the powers delegated to him under these orders to ignore lower tender(s) for which reasons should be recorded.

Ministry of Works, Housing & Supply (Department of WH&S); letter No. S&PII-28/6/ 53, dated 17.10.1962.

3. The Powers delegated above are exclusive of the cost of material.

4. **Acceptance of tenders from Private Presses inclusive of cost of paper/material used by them from their own stock.**

In respect of jobs farmed out on tender basis inclusive of cost of paper/materials (i) where the quantity of paper required is small, and the work is urgent (ii) where the requisite paper is out of stock and where, it is not possible to await supplies from the Mills, or (iii) where the paper required is of a special variety not ordinarily stocked and supplied by the Stationery Office, Calcutta, the Powers shall be exercised as under:

1	2	3	4	5	6
Acceptance of tenders from Private Presses inclusive of cost of paper/material	(1) Director of Printing.	Full powers.			Ministry of Works & Housing letter No. A-36016/2/75-Ptg., dated 10.8.1976.
	(2) Joint Director (Tech.)	Upto Rs. 10,000/- in each case.			
5. Power to make deduction from contract-ors bills for their inability to return the raw material at rates other than penal rates.	(1) Director of Printing.	Full powers.			

	(2) Joint Director (Tech.)	Cases in which the value of the unaccounted for material does not exceed Rs. 500/- in each case.	Ministry of Works, Housing & Supply (Department of WH&S) letter No. S&PII 28/6/53 dated 17.10.1962.
	(3) Deputy Director (Printing)	Cases in which value of the unaccounted for material does not exceed Rs. 200/- in each case.	
6.	Approval of rates to be paid to private printers for the work got done under sanction accorded by 'P' Section/Form Section.	(1) Director of Printing. (2) Joint Director (Tech.) (3) Deputy Director (Printing)	Same as against para 2(a)
7.	Power for the fixation/reduction of sale price of the Publications of the Directorate.	Director of Printing Joint Director (Admn.)	Full powers.  Directorate of Printing Memo. No. G-17012/1/ 73-M&I dated 7.6.1973.
8.	Power to impose penalty due to delay in the execution of the Jobs.	Director of Printing.	Full powers.  F.No. 25/4/65-BI
9.	Power to impose penalty for Printing mistakes.	Director of Printing.	Full powers.  F.No. L-15020/6 71- B(1)
10.	Power to impose penalty for shorter print area than prescribed.	Director of Printing.	Full powers.  F.No. L-15020/ 4/72-B(1).
11.	Power to recover the cost of surplus paper left with Private Printers.	Director of Printing.	Full powers.  F.No. L-15020/ 24/71-B(1)
12.	Power to abolish and modify forms.	Director of Printing.  Joint Director (Tech.)	Full powers.  Full powers.  Directorate of Printing Memo. No. G -17012/1/73-N&I, dated 26.10.74.
13.	Power to transfer items of Dead Stock from one Press to another.	Director of Printing  Joint Director (Tech.)	Full powers.  -do-



1	2	3	4	5	6
14.	Power to transfer material like paper and binding materials; Ink, etc. from one Press to another.	Director of Printing (All such items).	Full powers.	-do-	
		Joint Director (Tech.) (regarding Ink etc.)	Full powers.	-do-	
15.	Power to accept printing of less than 500 copies.	Director of Printing, Deputy Director (Printing)/Deputy Director (Forms)/Jt. Director Tech.	Full powers.	Ministry of Works & Housing OM No. H-11014/2/70-P/Ptg., dated 5.5.1976.	
16.	Power to issue 'No Objection Certificate' for outside Printing in immediate urgent cases.	Director of Printing, Deputy Director (Printing)/Deputy Director (Forms)/Joint Director (Tech.)	Full powers, in consultation with the M/o UD&PA.	Directorate of Printing O.M. No. G-17012/1/73-M&I dated 31.5.1974.	Rule 30 of the Rules for Printing & Binding 1976.