

**U.T. Administration of  
Dadra & Nagar Haveli  
Finance Department  
Secretariat, Silvassa-396230**

No. M.401/FIN(315)/2018-19/Part-I/ 623/JSF/2019 Date: 01.10.2019

**Read: 1. Order no. 15039/20/2012-Plg Cell, dated 12<sup>th</sup> October 2017 regarding enhancement of financial powers to UTs.**

**2. Order No. 15039/150/2018-UT(Coord.), dated 28<sup>th</sup> January 2019 regarding enhancement of financial powers to UTs.**

**Ref: 1. Order No. ADM/Misc.Bills/DS(P)/2014/278 dated 10<sup>th</sup> February 2014**  
**2. Order No. 1/31-FD/MISC/2014-15/ Part.I/263 dated 14<sup>th</sup> August 2014**  
**3. Order No. 1/31-FD/MISC/Part.I/2014-15/259 dated 14<sup>th</sup> August 2014**  
**4. Order No: 1/31-FD/MISC/Part.I/2014-15/260 dated 14<sup>th</sup> August 2014**  
**5. Order No. 1/31FD/MISC/2014-15/Part.I/261 dated 14<sup>th</sup> August 2014**  
**6. Order No. M.401/FIN/(68)/2009/392 dated 11<sup>th</sup> May 2015**  
**7. Order No. 1/31-FD/MISC/Part.I/001-02/1966 dated 19<sup>th</sup> January 2016**  
**8. Order No. M.401/FIN/(68)/2009/920/JSF/2016 dated 21<sup>st</sup> November 2016**  
**9. Order No. M.401/FIN/(68)/2009/921/JSF/2016 dated 22<sup>nd</sup> November 2016**  
**10. Order No. M.401/FIN/(68)/2009/746/JSF/2017 dated 24<sup>th</sup> April 2017**

**Subject: Delegation of Financial Powers to Head of Departments, Secretaries and Head of Offices etc. of U.T. Administration of Daman & Diu and Dadra & Nagar Haveli.**

**ORDER**

In supersession of all above referred and all other previous orders issued on the above subject, Hon'ble Administrator, U.T of Daman & Diu and U.T of Dadra & Nagar Haveli in exercise of the powers vested on him under Rule 13 (3) of the Delegation of Financial Powers Rules, 1978, is hereby pleased to re-delegate his powers to incur Contingent Expenditure and Miscellaneous Expenditure under Schedule V and VI to the Heads of Department/Secretaries of the department and Heads of Office of the **U.T. Administration of Daman & Diu and Dadra & Nagar Haveli** to the extent mentioned in Annexure I and II to this order.

2. Hon'ble Administrator is also hereby pleased to authorise the Advisor to the Administrator, Finance Secretary and Secretaries of the U.T. Administration to accord Administrative approval and Expenditure Sanction for works to the extent indicated against each officer in Annexure III.



3. The powers delegated vide this order are subject to the following conditions:

1. The powers shall be exercised subject to the provisions of the rules, orders, restrictions or scales mentioned in Column (3) for the items specified in Column (1) of the Annexure to Schedule V and for Schedule VI and strictly in accordance with the provisions of General Financial Rules 2017, Delegation of Financial Power Rules 1978, Economy Instructions issued by the Government of India, Ministry of Finance, Fiscal Codes and Procedures, Orders/Instructions/Circulars/Directions etc. issued by Government of India, Ministry of Home Affairs, Ministry of Finance, CVC & Other Ministries and Finance Department, UT Administrations from time to time and also within the approved budgetary allocation for the Departments for the year.
2. The powers to accord administrative approval and expenditure sanction for works are subject to availability of specific budget provisions for the respective works and due observance of the provisions of General Financial Rules 2017, Delegation of Financial Powers Rules 1978, CPWD Manual/Code and other orders/instructions/circulars/directions, etc. issued by Government of India, Ministry of Home Affairs, Ministry of Finance, CVC and other Ministries and Finance Department, U.T. Administration from time to time.
3. No new engagement of contractual/daily wages/ work charged employees shall be made by any department especially by the Public Works Department and Department of Forest & Wildlife without the prior concurrence of Finance Department and approval of Hon'ble Administrator.
4. No splitting of proposals shall be allowed in case such splitting is done to avoid the necessity of obtaining sanction from the Competent Authority.
5. The delegated powers of Heads of Department/Secretaries and Heads of Office under Schedules V (Annexure-I) and Schedule VI (Annexure-II) of DFPRs shall be exercised without the consultation of Finance Department.
6. The Authorities mentioned at sr. no. 3, 4 & 5 shall submit the proposal for incurring the Contingent Expenditure (Schedule V) and Miscellaneous Expenditure (Schedule VI) beyond the monetary limits mentioned against their name to the Advisor to the Administrator.
7. The proposal for incurring Contingent Expenditure (Schedule V) and Miscellaneous Expenditure (Schedule VI) over and above the delegated



powers to the officers mentioned at Sr. No. 1 and 2 shall continue to be submitted to the Hon'ble Administrator for sanction.

8. No powers delegated to Heads of Department/Secretaries/Heads of Office shall be further re-delegated to any subordinate authority. Drawing and Disbursing Officer (DDO) shall have no financial power to incur any expenditure. DDOs shall only convey the approval accorded by Heads of Office.

This order shall be in force in U.T. of DD & DNH with immediate effect.

This is issued with the approval of Hon'ble Administrator U.T. of Daman & Diu and Dadra & Nagar Haveli vide diary no. 536797 dated 30.09.2019

By order and in the name of  
Hon'ble Administrator, Daman & Diu  
and Dadra & Nagar Haveli

(Karanjit Vadodaria)  
Joint Secretary (Finance)

To,

1. All Concerned Officers, DD and DNH.
2. All Head of Offices, DD and DNH.

Copy to:

1. The P.S. to the Administrator, Secretariat, Daman and DNH.
2. The P.S. to the Advisor to the Administrator, Secretariat, Daman and DNH.
3. The P.S. to the Finance Secretary, Secretariat, Daman and DNH.
4. The Director of Accounts, Lekha Bhavan, DNH.
5. The Director of Accounts, Lekha Bhavan, Daman.
6. The Joint Secretary (Finance), Daman with a request to circulate to all Head of Departments/Offices in Daman & Diu.
7. The Assistant Director (IT), Silvassa for uploading on the official website of DNH and Web page of the Finance Department.
8. The Guard file.

ANNEXURE I

REFER TO ORDER NO.M.401/FIN(315)/2018-19/Part-I/623/155/2019 DATED 01.10.2019

Sr. No.	Authority	Schedule V	
		Contingent Expenditure	
		Extent of Powers	
		Recurring	Non-Recurring including GEM
1.	Advisor to the Administrator	₹ 10.00 lakhs	₹ 100.00 lakhs
2.	Finance Secretary	₹ 10.00 lakhs	₹ 100.00 lakhs
3.	Chief Conservator of Forest	₹ 5.00 lakhs	₹ 50.00 lakhs
4.	IGP/DIGP	₹ 5.00 lakhs	₹ 50.00 lakhs
5.	Collector/ Secretary of U.Ts	₹ 5.00 lakhs	₹ 50.00 lakhs
6.	Head of Offices	Upto ₹ 50,000/- in each case	Upto ₹ 2,50,000/- in each case subject to overall annual ceiling of ₹50,00,000/-

**NOTE:**General Conditions:

1. The Authorities at Sr. No. 1 to 2 shall exercise the powers mentioned against them for all departments where they are holding the charge of 'Secretary'.
2. Similarly, the Collector and Officers who are declared as 'Secretary' for the department of the U.T. Administration shall exercise the powers mentioned at Sr. No. 5 for the departments under their charge only.
3. The fees for Barrister, Advocates, Pleaders, Arbitrators etc. shall be fixed as per the Orders/Instructions/Guidelines issued by the Ministry of Law and Justice, Government of India, and by U.T. Administration from time to time.

4. The Secretary of U.Ts and Heads of Office shall not exercise these powers for Hiring of office furniture, office space including residential and other accommodations without the prior approval of the Advisor to the Administrator.
5. The execution of petty works, ordinary/special repairs to government buildings shall be carried out by Public Works Departments only.
6. The execution of petty works, ordinary/special repairs to forest owned buildings shall be carried out by Department of Forest and Wildlife only.
7. No advance on Abstract Contingent (A.C.) bill shall be drawn or paid except in case of Food and Civil Supplies department for procurement of food grains etc. allotted by Government of India from Food Corporation of India (FCI) without the prior approval of Hon'ble Administrator.

Powers of Heads of Office is only for below stated items:

8. The Heads of Office shall have financial powers only for making payments of Electricity bills, Fuel Charges only for Government vehicles, gas, water charges, fees to PSUs, Municipality and Government departments.
9. The Heads of Office shall have financial powers only for making payments of telephone/internet charges provided the approval for getting telephone/internet connections has been obtained from the competent authority.
10. The Heads of Office shall have financial powers only for repairs and maintenance of office equipments and electronic items and not for AMC.
11. The Heads of Office shall also have powers for procurements of stores required for working and management of an office like stationery, cartridges, files, register, paper, folders, service postage stamps, etc.
12. The power delegated to Heads of Office does not include payment of fines, penalties or delay charges, etc.



ANNEXURE II

REFER TO ORDER NO.M.401/FIN(315)/2018-19/Part-I/623/1351/2019 DATED 01.10.2019

Sr. No.	Authority	Schedule VI	
		Miscellaneous Expenditure	
		Extent of Powers	
		Recurring	Non-Recurring
1.	Advisor to the Administrator	₹ 2.00 lakhs	₹ 5.00 lakhs
2.	Finance Secretary	₹ 2.00 lakhs	₹ 5.00 lakhs
3.	Chief Conservator of Forest	₹ 1.00 lakhs	₹ 2.00 lakhs
4.	IGP/DIGP	₹ 1.00 lakhs	₹ 2.00 lakhs
5.	Collector/Secretary of U.Ts	₹ 1.00 lakhs	₹ 2.00 lakhs
6.	Head of Offices	Nil	

**NOTE:**

1. The Authorities at Sr. No. 1 to 2 shall exercise the powers mentioned against them for all departments where they are holding the charge of 'Secretary'.
2. Similarly, the Collector and Officers who are declared as 'Secretary' for the department of the U.T. Administration shall exercise the powers mentioned at Sr. No. 5 for the departments under their charge only.



**ANNEXURE III**

REFER TO ORDER NO.M.401/FIN(315)/2018-19/Part-I/

623/JSF/2019

DATED 01.10.2019

**ADMINISTRATIVE APPROVAL & EXPENDITURE SANCTION FOR WORKS**

Sr. No.	Authority	Extent of Powers
1.	Advisor to the Administrator	₹ 500.00 lakhs
2.	Finance Secretary	₹ 500.00 lakhs
3.	Secretary of U.Ts	₹ 100.00 lakhs

**Note:**

1. All the proposals of work shall be submitted through Collector of the concerned district of the U.T. Administrations.
2. The Secretary of the U.Ts other than mentioned at Sr. No. 1 & 2 shall exercise the powers with the consultation of Finance Division, Collectorate after due examination by accounts wing of the user department or public works department, if available. Otherwise Finance Department shall be invariably consulted.
3. Deviations that significantly alter the scope of work from the original sanction should not be made without the approval of the authority that accorded administrative approval to the work, even though the cost of the same may be covered within the project cost.
4. The Expenditure Sanction/tender cost whichever is lower shall not be exceeded by the department and the proposal for Revised Administrative Approval and Expenditure Sanction shall be taken from the competent authority as soon as such excess is foreseen.
5. No new engagement of contractual/daily wages/ work charged employees shall be made by the Public Works Department and Department of Forest & Wildlife without the prior concurrence of Finance Department and approval of Hon'ble Administrator.

