



GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE  
ZOOLOGICAL SURVEY OF INDIA  
KOLKATA

OFFICE ORDER No. 390 /2024

The Ministry of Environment, Forest and Climate Change in concurrence with its IFD vide No. 116468/AS&FA, dated 05.10.2024 delegates the revised financial power to the Director, Zoological Survey of India and its Head of the Office to incur expenditure as detailed below:

Sl. No.	Item of Expenditure	Financial powers delegated
01	Conveyance hire charges	<u>Rs. 300/- for Gazetted and Non-Gazetted official per month;</u> subject to relevant provisions under DFPR, 2024.
02	For hiring of private vehicles on need basis	<u>Rs. 25,000/- to HoD and Rs. 10,000/- to HoO on each occasion;</u> subject to relevant provisions in GFR, 2017 and DFPR, 2024.
03	Freight and demurrage/ wharf age	NIL
04	Repair and maintenance work in building owned by the Department (Minor works)	<u>Rs. 25.00 lakhs in each case in a year;</u> subject to provisions of GFR, 2017 and DFPR, 2024.
05	Computers	<u>Full Powers;</u> subject to compliance of latest DoE instructions and DFPR, 2024.
06	Purchase of stationary	<u>Full Powers to HoD.</u> <u>Head of Regional Centres/Units</u> may be delegated powers upto <u>Rs. 2.00 lakhs</u> per annum; subject to compliance of DFPR, 2024 and relevant provisions of GFR, 2017.

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07	Stores: items includes office equipment including printers, photocopiers, scanners, high end microscopes, HPLC, TLC, sophisticated lab equipment for molecular and tissue culture, herbarium storage compactors, cameras, GPS, drones, etc	<p><u>For HoD:</u></p> <p>Recurring Expenditure: Rs. 10 lakhs;</p> <p>Non-Recurring Expenditure: Rs. 2.5 lakhs on each occasion through GeM.</p> <p><u>For HoO:</u></p> <p>Recurring Expenditure: Rs. 20,000 per month;</p> <p>Non-Recurring Expenditure: Rs. 40,000 per months;</p> <p>subject to condition that the purchase should be made through GeM following the provisions of GFR with compliance of DFPR, 2024 and relevant provisions of GFR, 2017 and latest DoE's instructions, as well.</p>
08	Residential telephones	<p><u>Full Powers</u> for the provision of residential on functional basis; subject to the ceiling of 25% of the Group 'A' posts.</p> <p>The powers shall be exercised; subject to DFPR, 2024 and instructions of DoE's OM vide No. 24(3)/E.Coord/2018, dated 26.03.2018 shall be adhered to.</p>
09	Tents and camp furniture	<p><u>Full Powers.</u></p> <p>The powers shall be exercised; subject to DFPR, 2024.</p>
10	Miscellaneous expenditure on departmental and inter departmental meetings, conferences, seminars, receptions and workshops	<p><u>Full Power</u> for refreshment/lunch during meeting/conferences/seminars;</p> <p>subject to DFPR, 2024 and DoE's instructions vide OM No. 7(3)/E.Coord/2013, dated 06.05.2015.</p>
11	Sponsoring/ co-sponsoring of conferences/ symposium/ seminars/ workshops	<p><u>Full Power</u> for domestic conferences, symposium, etc.;</p> <p>subject to instructions of the DoPT's on the subject and keeping in view the austerity measures.</p> <p>The powers shall be exercised; subject to DFPR, 2024 and instructions of DoE's OM vide No. 19(36)/E.Coord/218, dated 30.05.2018 on holding of Conferences, Workshops, Seminars, etc. (Domestic and International) shall be adhered to.</p>


12	Imparting training to scientific/technical personnel to other organizations, state governments etc.	<p><u>Full Power;</u></p> <p>subject to availability of budget and also subject to the condition that expenditure on the working lunch/refreshment, etc. will not exceed the powers delegated to the Director, ZSI in this respect.</p> <p>The powers shall be exercised; subject to DFPR, 2024 and latest instruction of the DoE.</p>
13	Powers to invite Eminent Scientist/ subject experts etc. for delivering lecture etc. and/ or to offer free consultations in connections in connection with the research and development of the Department or in connection with maintenance of the infrastructure of the department and to incur expenditure on travel and local hospitality	<p><u>Full Powers;</u></p> <p>subject to maximum of Rs. 1000 per lecture in normal circumstances. If the payment is more than Rs. 1000 and within Rs. 5000 per lecture in some special cases; full justification and the profile of the institution/ lecture to be taken up with the Ministry for approval.</p> <p>The powers shall be exercised; subject to DFPR, 2024 and latest instruction of the DoPT.</p>
14	Purchase of goods without quotation of goods	<p>Provision amended in terms of DoE's OM No. 20/42/2021-PPD, dated 20.05.2024, concurred by IFD and communicated by this office vide Order No. 314/2024, dated 19.08.2024;</p> <p>subject to DFPR, 2024 and GFR, 2017.</p>
15	Reimbursement of medical expenditure for taking treatment in IPD/OPD under CGHS/CS(MA) Rules, 1944 in relaxation of rules in emergency cases	<p><u>HoO:</u></p> <p>OPD: Rs. 10,000/-;</p> <p>IPD: Rs. 50,000/-;</p> <p>subject to DFPRs, 2024 and instructions issued by the MoHFW.</p>
16	Travelling Allowance Bills SR-191	<p>Officer-in-Charge of Regional Centres to pass their own detailed TA bills as Controlling Officer.</p> <p>The powers shall be exercised; subject to DFPR, 2024 and latest instructions of the DoE.</p>
17	Incurring Non-recurring contingent expenses	<p><u>HoD: Upto Rs. 3,00,000/-;</u></p> <p><u>HoO- Rs. 30,000/-;</u></p> <p>in each case; subject to DFPRs, 2024, GFRs, 2017 and latest instruction of the DoE.</p>
18	Limit of permanent advance incurring	<p><u>HoD: Rs. 25,000/- per month;</u></p> <p><u>HoO: Rs. 10,000/- per month;</u></p> <p>subject to DoE's guidelines on digital payment and DFPRs, 2024.</p>

19	Upkeep and maintenance of office vehicles	The powers shall be exercised; subject to DFPR, 2024 and relevant provisions of GFR, 2017.
20	Engagement of manpower through outsourcing	<u>Full Powers;</u> subject to relevant provisions of GFRs, 2014, DFPR, 2024 and Manual for Procurement of Non-Consultancy services (First Edition, 2024).
21	Electric, Gas and Water Charges	<u>Full Powers;</u> subject to DFPR, 2024.
22	Municipal rates and taxes	<u>Full Powers;</u> subject to DFPR, 2024.
23	Local Purchase of petty Stationery stores	Nil Powers already covered in Sl. No. 6.

2. The delegation of powers will be exercised only when funds are available to meet the requirements in the budget. The power delegated will continue to be governed by the procedural and other instructions issued by the Government of India from time to time like general economy instructions.

3. This issues with the approval of the Secretary of the MoEFCC as conveyed in its Order vide F. No. 09/32/2018-CSZ (C. No. 116468), dated 14.10.2024 in supersession of ~~order vide F. No. 09/19/2008-CSZ, dated 17.12.2012 and 29.01.2013 and also order vide F. No. 09/23/2018-CSZ, dated 15.10.2019.~~

4. Hindi version of this order is being issued separately.

  
(DHRITI BANERJEE)  
DIRECTOR  
16/10/2024

Dated: 16.10.2024.

Copy to:

1. The Pay and Accounts Office (BSI/ZSI), Nizam Palace, Kolkata.
2. The Stores Officer, ZSI, Kolkata.
3. The DDO, ZSI, Kolkata.
4. The JAO (B&B), ZSI, Kolkata.
5. The Officer-in-Charge, SbRC, ZSI, Canning.
6. The Officer-in-Charge, MARC, ZSI, Digha.
7. The Officer-in-Charge, NERC, ZSI, Shillong.
8. The Officer-in-Charge, APRC, ZSI, Itanagar.
9. The Officer-in-Charge, GPRC, ZSI, Patna.
10. The Officer-in-Charge, NRC, ZSI, Dehra Dun.
11. The Officer-in-Charge, HARC, ZSI, Solan.
12. The Officer-in-Charge, CZRC, ZSI, Jabalpur.
13. The Officer-in-Charge, DRC, ZSI, Jodhpur.
14. The Officer-in-Charge, WRC, ZSI, Pune.
15. The Officer-in-Charge, WGRC, ZSI, Kozhikode.

16. The Officer-in-Charge, SRC, ZSI, Chennai.
17. The Officer-in-Charge, MBRC, ZSI, Chennai.
18. The Officer-in-Charge, EBRC, ZSI, Gopalpur.
19. The Officer-in-Charge, FBRC, ZSI, Hyderabad.
20. The Officer-in-Charge, ANRC, ZSI, Port Blair.
21. The O/c, Technical Section, ZSI, Kolkata.
22. The O/c, Publication Divn., ZSI, Kolkata.
23. The O/c, Library Divn., ZSI, Kolkata.
24. The AO (G), ZSI, Kolkata.
25. The O/c, Website, ZSI, Kolkata.
26. The Hindi Officer, ZSI, Kolkata.
27. The Sr. Administrative Officer, ZSI, Kolkata for information, please.
28. The PA to the Director, ZSI, Kolkata
29. The President, ZSIEA (NG), ZSI, Kolkata.
30. The President, ZSIEA, ZSI, Kolkata.
31. The Guard File.

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(ISSUED FRFOM FILE No. 133-7/2012-ESTT./)