

मुख्य नियंत्रण सुविधा Master Control Facility
हासन Hassan- 573201

मु.नि.सु. MCF: आं. वि. स. IFA: आई I- 81

मई May 14, 2026

कार्यालय आदेश OFFICE ORDER

विषय Sub: Delegation of Financial and Administrative Powers in MCF – Reg.

In supersession of the erstwhile orders issued regarding the Delegation of Powers to Officers in MCF, the financial and administrative powers of Director, MCF are hereby delegated to the Officers in different functional areas in the Centre, until further instructions, as is indicated in the **Annexure**.

2. The exercise of the powers delegated by this order shall be subject to ensuring the following:

- a. Availability of clear funds in the Annual Budget.
- b. Observance of Principles and conditions laid down in the DOS Book of Financial Powers/DOS Purchase Manual.
- c. Compliance of Rules, Regulations, Procedures, quantum of allowances/payments etc. as are laid down or are prescribed by the Department of Space/Gol from time to time.
- d. These delegations shall not override the delegations in respect of Civil Works which shall be governed by specific orders of CEPO/DOS/CPWD.

3. The Financial Powers delegated shall be exercised in consultation with Head, Accounts & IFA, MCF. If the Officer, to whom the powers have been delegated under this order, does not agree with the advice of Head, Accounts & IFA in a particular case, he/she may refer the matter to the Director for a final decision, whose decision on the matter shall be binding.

4. The exercise of Financial Powers delegated to various authorities shall be limited to the functional activities/areas coming under their purview.

5. These Financial Powers **shall not be sub-delegated** further to officers working under the designated officers without consulting the undersigned and without specific orders to the effect.

6. The exercise of these powers should be subject to the observance of strict economy measures issued by DOS/Gol from time to time.
7. These delegations shall be brought to the notice of all the employees' in the organizational hierarchy for clarity of information and improved process efficiency.


(पंकज दा. किल्लेदार Pankaj D Killedar)
निदेशक Director
पंकज दा. किल्लेदार Pankaj D Killedar
निदेशक Director

संलग्नक Encl: यथोपरि As above

प्रति To,

DDs/GDs/GHs/Managers/ Head, Accounts & IFA/ Head, P&GA/ Officers in Admin, Accounts, Purchase, Stores, Hindi and Head, CMD.

प्रतिलिपि Copy to,

GD, PPEG: with a request for wider dissemination through bulk mail

Annexure

Date:14.05.2026

Delegation of Financial & Administrative Powers within MCF by the Head of Department, MCF

(Excluding Civil Works & Housing; which are governed by separate instructions issued by DOS/CEPO/CPWD Manual)

Sl. No.	Subject	Reference to DOSBoFPR/Pur Manual/CCS Rules	To whom delegated	Extent of Delegation	Remarks
(i)	(ii)	(iii)	(iv)	(v)	(vi)
1	Purchase of Stores & Equipment:				
1.1	Normal Indents - Purchase of Stores where specific provision has been made in the approved Budget	DOS Purchase Manual 2015 - Rule 4.10.1	Sr. Admn Officer	Indent value up to Rs.1 Lakh	(a) Delegation is only for approval of indents (Goods, Services or Both). (b) Purchases will be effected by Purchase section subject to the procedures in vogue. (c) Respective Need Aspect Committee's clearance to be obtained where the value of indent exceeds Rs.5 Lakh. (d) All Office stationeries & Office equipment shall be sourced centrally through PSO (Stores). (e) Any Purchase shall not result in over-stocking of similar item.
			Head, Accts & IFA/ Head, P&GA	Indent value Upto Rs.5 Lakh	
			Group Head / Director	Indent value upto Rs.5 Lakh	
			Deputy Director	Indent value upto Rs.10 Lakh	
			Associate Director	Indent value upto Rs. 20 Lakh	
			Director	Indent value Above Rs.20 Lakh	
1.2	Emergent Indents	DOS Purchase Manual 2015 - Rule 4.10.4	Head, Accts & IFA/ Head, P&GA	Indent value Upto Rs.50K	Delegation is restricted to Indent approval only and in compliance with the procedures as laid out in DOS Purchase Manual.
			Group Head / Director	Indent value Upto Rs.50K	
			Deputy Director/ Associate Director	Indent value Upto Rs.1 Lakh	
			Director	Indent value	
1.3	Cash Purchase	DOS Purchase Manual 2015 - Para 6.3 & Rule 154 of GFR 2017	SAO	Indent value up to Rs.10K	(a) Normal Purchase procedure shall be followed. (b) Cash purchase items shall be routed through Main Stores. (c) Items shall be entered in the Stores Register. (d) Cash purchase indents shall have the approved Budget Line item Code. (e) Imprest Accounts shall be used only for emergent or sporadic items; and not for building of stock. These limits does not apply to Imprest Account held by Divisions/Sections. (f) The upper limit for Cash purchase is subject to revision in DOS Purchase Manual.
			Head, Accts & IFA/Head, P&GA		
			Group Head / Director	Indent value Upto Rs.25K	
			Deputy Director/ Associate Director		
			Director	Upto Rs.1 Lakh	

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(i)	(ii)	(iii)	(iv)	(v)	(vi)
2	Memorandum of Understanding & Consultancy Services with Indian or Foreign firms	DOSBoFPR 2016 - Rule 10.4	Director	Upto Rs.50 Lakhs	All cases to be routed through PPEG / IFA. Beyond the delegated powers, approval of Secretary, DOS for cases upto Rs.4 Crore & that of MF, SC for cases above Rs.4 Crore would be required to be obtained.
3	Contingency Advance	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Head, Accts & IFA/ Head, P&GA	Indent value Upto Rs.20K	(a) All advance requests shall have the concurrence of Head, Accts & IFA. (b) Settlement of all cases of Contingent Advances falling within the Original Sanctioned Amount shall be approved by the respective Division Head. If the final settlement exceeds the original sanction, the approval of respective competent authority as prescribed in the table may be obtained. (c) Fresh advances shall not be availed by the same individual pending the settlement of an advance drawn earlier.
			Group Head / Director	Indent value Upto Rs.20K	
			Deputy Director/ Associate Director	Indent value Upto Rs.50K	
			Director	Indent value Above Rs.50K	
4	Office Related Expenses & Contingencies:				
4.1	Purchase of Uniforms & Liveries	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Head, P&GA	Full Powers	(a) The scale of entitlements as laid down in the DOSBoFPR or as may be specifically prescribed by DOS from time to time shall be followed. (b) Normal Purchase procedure shall be followed.
4.2	Postage and Courier Services, Staff hired for contingencies, Printing & Binding Exp.	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Head, P&GA	Full Powers	(a) Restricted to Official usage only.
4.3	Canteen Expenses requiring reimbursement from Office viz. Gas etc.	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Head, P&GA	Full Powers	(a) Bills duly certified by Chairman, Canteen Management Committee to be submitted through IFA. (b) Reimbursement is limited to Official expenses only.
4.4	Canteen Indents for Official Events	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	AD-OL/ADO/SAO/SPSO/AO/PSO & GH/GD	Full Powers for Tea, Snacks etc. & Upto 25 Nos. of High Tea/Lunch per Occasion	Economy may be exercised in the conduct of the events
			Head, Accts & IFA/ Head, P&GA Dy. Director/Asso. Director	Full Powers	Economy may be exercised in the conduct of the events

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(i)	(ii)	(iii)	(iv)	(v)	(vi)
4.5	Charges towards Telephone / Mobile / Broadband etc.	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Deputy Director, GS	Up to Rs.50000 per consolidated bill	(a) Approval shall be limited to Official purposes only. (b) Official Telephone/Mobile bills of various Groups at Hassan to be certified by GD, CIB & various Groups at Bhopal to be certified by GD, TNB and approved by DD, GS and forwarded for payment to Accounts
			SAO / Head, P&GA	Full powers as per approved rates	Reimbursement of Personal claims on Telephone/ Mobile/ Broadband shall be certified by individuals and submitted through Administration.
			Director	Above Rs.50000 per consolidated bill	Approval shall be limited to Official purposes only.
4.6	Charges towards Electricity, Water charges etc.	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Engineer - SE or above, MCF-B	Full Powers for Normal Tariff pertaining to MCF-Bhopal	(a) Approval shall be limited to Official purposes only. (b) Payment of bills pertaining to MCF-Bhopal to be undertaken by Accounts based on the Electronic Copy as timeliness in payments are important. (c) Hard Copy of Originals to be made available by User Division to Accounts Division at a date not later than the due date for subsequent payments.
			Group Head	Full Powers for Normal Tariff pertaining to MCF-Hassan	
			Group Director	Full Powers wherein Penal charges/Late Fee are involved (MCF-H & B)	
5	Purchase of books & periodicals including Online Subscriptions:				
5.1	For library	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	GD, PPEG	Up to Rs.1 Lakh	(a) Purchase shall be as per the recommendations of the Library Committee. (b) Powers delegated to Adminitrative Sections is restricted to Departmental codes and other books and periodicals required for day to day working of Administrative sections. (c) Online subscription shall not lead to duplication of existing subscriptions of Antariksh Gyaan.
5.2	For Administrative Sections	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Head, Accounts & IFA/ Head, P&GA	Up to Rs.1 Lakh	
5.3	For All Cases	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Dy. Director / Associate Director	Up to Rs.5 Lakh	
5.4	For All Cases	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Director	Above Rs.5 Lakh	

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6	Purchase of Medical Stores, Supplies, Repair, Purchase or Hire of Medical Equipments for Consulting Room at Office & Housing Colony	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Head, P&GA Director	Up to Rs.1 Lakh Full Powers	(a) Purchase should be through the Purchase Division (b) Purchase should not result in overstocking. (c) For Purchase of equipment ,specific provision should exist in approved budget.
7	Rent, Rates & Taxes	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	SAO Head, Accts & IFA/ Head, P&GA Director	Upto Rs.5K per bill Full Powers Full Powers	(a) Subject to charges being in accordance with the Lease agreement approved by Director. (b) Includes statutory payments to Self governing local bodies, Corporations etc.
8	Legal Charges	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III & Annexure to Sch.III	SAO Head, P&GA Director	Upto Rs.5K Upto Rs.10K Full Powers	(a) Subject to rules and conditions prescribed by DOS/MOLJ. (b) Legal Counsel to be engaged from the panel prescribed by MOLJ. Engagement of personnel from outside the panel requires prior approval of DOS.
9	Transport				
9.1	Upkeep of vehicles	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Manager, MW&T Group Head/Director, ELS Dy. Director / Asso. Director Director	Up to Rs.10K Up to Rs.25K Up to Rs.50K Above Rs.50K	Petrol, Diesel, Lubricants, payments of road taxes/user fee etc.
9.2	Maintenance & Repairs of vehicles	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Group Head/ Group Director, ELS Dy. Director / Asso. Director Director	Up to Rs.1 Lakh Up to Rs.2 Lakh Above Rs.2 Lakh	(a) Procurement of spares shall be only through normal purchase procedure. (b) All old parts to be returned to Stores when replaced and bill shall be duly certified by Stores to that effect. (c) For repairs & reconditioning of Vehicles, normal purchase procedure shall be followed except in cases where such servicing or repair has to be done through Original Manufacturers or their Authorized agents. (d) Repairs costing in excess of Rs.5 Lakh shall be reviewed by Committees constituted for the same. (e) Quarterly expenditure statement on every vehicle & Average Mileage per Unit for Petrol/Diesel/CNG/Electric Vehicles to be reviewed every Quarter.

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(i)	(ii)	(iii)	(iv)	(v)	(vi)
9.3	Hiring of vehicles for Official use	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Director Group Head / Group Director / Dy. Director (For the Technical Groups) Head, Accts & IFA/ Head, P&GA (For Administrative Sections)	Full Powers Full powers Full Powers	(a) Hiring of vehicles for official use shall be done only in Urgent cases and when Departmental Vehicle(s) is (are) not available for the required duration. (b) The Officers are authorized to hire Vehicles for their own official travel without approaching the next higher authority. (c) Such cases may be reviewed on a Quarterly basis. (d) The guidelines as per circular dated 09.04.2026 may be followed.
10	Freight / Customs Duty / Demurrage Charges & Insurance:				
10.1	Freight, Customs duty & warehousing charges	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Head, Accts & IFA During the leave of absence of HAIFA, SPSO shall exercise the extent of powers delegated to him	Full Powers Full Powers	(a) No advance payment shall be made for freight and clearance charges to the clearing agents. (b) Payment of customs duty 'Under Protest' shall have the approval of Director. Such cases may be reviewed on a Quarterly basis. (c) Air lifting of consignments in cases where air-lifting was not/ab-initio provided in the purchase order shall need approval of Director on a case to case basis.
10.2	Demurrage / Wharfage & Warehousing charges related to POs	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	SPSO Head, Accts & IFA During the leave or absence of HA-IFA, SPSO shall exercise the extent of powers delegated to him.	5000 Full Powers Full Powers	(a) Demurrage, wharfage and warehousing charges shall not be on account of negligency of staff, clearing agent & suppliers. (b) Such cases may be reviewed on a Quarterly basis.
10.3	Transporation, Hamali, Handling/Shifting Charges of Materials & Coolie charges	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Head, Accts & IFA	Full Powers	Requirement to be routed through PSO-Stores.
10.4	Transit Insurance	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Director	Full Powers	Requirement to be routed by SPSO-Purchase/PSO-Stores through Head, Accts & IFA.
11	Engaging Casual labourers for sporadic use	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Group Head / Director (For the Technical Groups) Head, Accts & IFA/ Head, P&GA (For Administrative Sections) Dy. Director/Asso. Director (For All Sections)	Full Powers Full Powers Full Powers	(a) Engagement of labourers shall be done only in urgent and sporadic cases subject to the limitation of respective terms of contract. (b) Request from different sections from the same group need to be prioritised or staggered to minimise wasteful engagement.

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(i)	(ii)	(iii)	(iv)	(v)	(vi)
12	Declaration of Stores/Vehicles as Surplus, obsolete or unserviceable	DOSBoFPR 2016 - Rule 12 r/w Sch. VII	Director	Upto Rs.5 Lakh	(a) A Report justifying the need for condemnation and unserviceability of the stores/Vehicle to be obtained from a competent Committee. (b) GFR provision in this regard to be complied with.
13	Advertisement & Publicity and Tender Notifications Expenses	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	SPSO/ Head,CMD	Upto Rs.50K per bill	Subject to rates approved by DAVP
			Head, Accts & IFA/ Head, P&GA	Upto Rs.1 Lakh per bill	
			Director	Full Powers	
14	CISF Related Expenditure				
14.1	Cost of Deployment	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Head, P&GA	Full Powers	In accordance with the CoD specified in the MOU between DOS & MHA.
14.2	Any other Related Expenditure		Head, Accts & IFA/ Head, P&GA	Upto Rs.50K	In accordance with the Entitlements specified in the MOU between DOS & MHA.
			Director	Full Powers	In accordance with the Entitlements specified in the MOU between DOS & MHA through IFA .
15	Expenditure on Seminars, Conferences, Symposia etc.	DOSBoFPR 2016 - Rule 6.2 r/w Sch. III	Dy. Director/Asso. Director	Upto Rs.2 Lakh	Approval of DOS/HQ may be obtained for unbudgeted events. Budgeted events requiring expenditure beyond Rs.40 Lakh shall require approval of DOS/Member (Finance) and shall be subject to change based on GoI instructions.
			Director	Upto Rs.40 Lakh	
16	Entertainment Expenditure w.r.t Official Events, Ceremonies, Visits etc.	DOSBoFPR 2016 - Rule 6.2 r/w Sch. IV	Director (Recurring Exp)	Upto Rs.10K	Shall be subject to change based on GoI instructions.
			Director (Non-Recurring Exp)	Upto Rs.40K	

Sl. No.	Subject	Reference to DOSBoFPR/Pur Manual/CCS Rules	To whom delegated	Extent of Delegation	Remarks
(i)	(ii)	(iii)	(iv)	(v)	(vi)
17	Establishment Matters, Leave etc. :				
17.1	Casual leave (including Special CL)	CCS (Leave) Rules	Group Head/Director Dy. Director/ Asso. Director (For the Tech. Groups)	Full Powers for all the staff reporting to them	(a) Powers regarding grant of casual leave should be exercised in accordance with normal rules on the subject. (b) Persons mentioned in column 4 will have to get their leave sanctioned by the next higher authority. (c) Leave of absence from MCF shall be restricted to duration of application only, and shall not be combined with any other form of leave.
			Admin Offr/Acc Offr/PSO/AD-OL/SAO/SPSO Head, Accts&IFA/ Head, P&GA (For the Adm. Division)	Full Powers for all the staff reporting to them	
17.2	Earned Leave, Half Pay Leave, Commuted Leave / Leave not Due, Extraordinary Leave, Maternity Leave, Paternity leave, Work Related Illness & Injury Leave, Child Care Leave.	CCS (Leave) Rules	Group Head/Director Dy. Director Asso. Director (For the Tech. Groups)	Full Powers for all the staff reporting to them	(a) The leave application in the prescribed form shall be submitted through proper channel to the leave sanctioning authority who will decide whether leave applied for can be granted or not. (b) If the leave is granted, the application shall be forwarded to Establishment section for further check regarding eligibility of leave as per the leave account maintained. (c) The P&GA section will verify the entitlement of leave as per rules and formal orders conveying the sanction of leave will be issued under intimation to the sanctioning authority, Accounts Division & also to the employee concerned. (d) Advance of leave salary may be sanctioned by the Officer to whom powers to grant leave has been delegated as per Column 4 subject to the extent rules regarding grant of advance. (e) Persons mentioned in column 4 will have to get their leave sanctioned by the next higher authority.
			Head, Accts&IFA/ Head, P&GA (For the Adm. Division)	Full Powers for all the staff reporting to them	
17.3	Compensatory Off for those staff in- lieu of Over Time / Holiday Duty	CCS (Leave) Rules	Group Head/Director Head, Accts&IFA/ Head, P&GA Dy. Director Asso. Director	Full Powers if the application is up to 6 days in one instance	(a) Leave shall be availed within a period not exceeding 3 months & No carry forward of Comp Off beyond 3 months is allowed. (b) if application is for more than 6 days, Leave shall require the recommendation of Group Head/Director & approval of Director. (c) If combined with any other eligible leave, the major portion of leave of absence should be from other leave and not Compensatory Off and the percentage of Compensatory Off be restricted to 20% of such total leave of absence from MCF
17.4	Study Leave & Any other Leave not covered above.	CCS (Leave) Rules	Director	Full Powers	Based on the recommendations of Study Leave Committee constituted by the Centre.

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(i)	(ii)	(iii)	(iv)	(v)	(vi)
18	Travel within India:				
18.1	Travel by Road / Train	CCS (TA) Rules	Group Head/Director Dy. Director Asso. Director (For the Tech. Groups)	Full powers for staff reporting to them	The power to approve tour programme includes the power to sanction Tour Advances as per rules.
			Head Accts & IFA/ Head, P&GA	Full Powers for all staff working in Administrative areas.	(a) Grant of TA/DA and tour approval shall be subject to rules & orders under Supplementary Rules & other orders issued from time to time by Govt./DOS. (b) Approval of tour programme shall have clear indication of Budget/Project code for accounting and monitoring. (c) Such cases shall be reviewed on a Quarterly basis by the Accounts Section.
18.2	Travel by Air		Director	Full Powers	Travel by Air shall be after specific approval by Director and shall be subject to rules prescribed by DOS/GOI. Also, Director has full powers for Cancellation/Re-booking.
18.3	Reimbursement of cancellation charges of unused rail/bus tickets due to official reasons		Group Head/Director Head, Acct&IFA/ Head, P&GA Dy. Director Asso. Director	Full powers for staff reporting to them.	Reasons to be recorded in writing
18.4	Reimbursement of cancellation charges of unused rail/bus tickets due to unavoidable circumstances / beyond the control of the Govt. Servant		Director	Full Powers	Reasons to be recorded in writing

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(i)	(ii)	(iii)	(iv)	(v)	(vi)
19	Travel outside India:				
19.1	Official Trips	CCS (TA) Rules	Director	Full powers	(a) Prior approval of the respective Group & also Administration to be obtained by the incumbent before proceeding on Travel abroad. (b) MEA/MHA Clearance shall be obtained through Administration. (c) TA&DA shall be subject to the Sanction Orders issued by DOS.
19.2	Personal Trips	CCS (TA) Rules	Director	Full powers	(a) Prior approval of the respective Group & also Administration to be obtained by the incumbent before proceeding on Travel abroad.

Note Any aspect not covered above will require the approval of Director, MCF
