

**मुख्य नियंत्रण सुविधा Master Control Facility
हासन Hassan- 573201**

मु.नि.सु. MCF:आं.वि.स. IFA:आई I- 81

अप्रैल April 18, 2023

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.


(हे. प्रेमानंद शेणै H Premananda Shenoy) 18/04/2023
निदेशक Director

हे. प्रेमानंद शेणै H. Premananda Shenoy
निदेशक Director

संलग्नक Encl: यथोपरि As above

प्रति To,

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

प्रतिलिपि Copy to,

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

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 Head, Accts & IFA/PGA Group Head / Director Deputy Director Associate Director Director | Indent value up to Rs.1 Lakh Indent value Upto Rs.5 Lakh Indent value upto Rs.5 Lakh Indent value upto Rs.10 Lakh Indent value upto Rs. 20 Lakh Indent value Above Rs.20 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. |
| 1.2 | Emergent Indents | DOS Purchase Manual 2015 - Rule 4.10.4 | Head, Accts & IFA/PGA Group Head / Director Deputy Director/ Associate Director Director | Indent value Upto Rs.50K Indent value Upto Rs.50K Indent value Upto Rs.1 Lakh Indent value Above Rs.1 Lakh | Delegation is restricted to Indent approval only and in compliance with the procedures as laid out in DOS Purchase Manual. |
| 1.3 | Cash Purchase | DOS Purchase Manual 2015 - Para 6.3 & Rule 154 of GFR 2017 | SAO Head, Accts & IFA/PGA Group Head / Director Deputy Director/ Associate Director Director | Indent value up to Rs.5K Indent value Upto Rs.10K Upto Rs.25K | (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. |

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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/PGA | 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 | SAO Head, Accts & IFA/PGA | 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 | SAO Head, Accts & IFA/PGA | Full Powers | (a) Restricted to Official usage only. (b) Bills to be routed through HA&FIA |
| 4.3 | Canteen Expenses requiring reimbursement from Office viz. Gas etc. | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Head, Accts & IFA/PGA | Full Powers | (a) Bills duly certified by Chairman, Canteen Management Committee to be submitted through SAO. (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/AO/PSO-P&S & 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/PGA Dy. Director/Asso. Director | Full Powers | Economy may be exercised in the conduct of the events |

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| 4.5 | Charges towards Telephone / Mobile / Broadband etc. | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Group Head/Director | Up to Rs.5K per bill | (a) Approval shall be limited to Official purposes only. (b) Reimbursement of Personal claims on Telephone/ Mobile/ Broadband shall be certified by individuals and submitted through Administration. (c) Official Telephone/Mobile bills of various Groups at Hassan to be certified by GH, CIB & various Groups at Bhopal to be certified by GH, TNB and forwarded for payment. |
| | | | SAO / Head, Accounts & IFA/PGA | Up to Rs.5K per bill | |
| | | | Director | Above Rs.5K per bill | |
| 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 | GH, PPEG | Up to Rs.1 Lakh | (a) Purchase shall be as per the recommendations of the Library Committee. (b) Powers delegated to Administrative 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/PGA | 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 | |
| 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, Accts & IFA/PGA | Up to Rs.1 Lakh | (a) Purchase should be through the Purchase Division (b) Purchase should not result in overstocking. |
| | | | Director | Full Powers | |

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|-----------|--|---|---------------------------------|----------------------|--|
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| 7 | Reimbursement of Medical Expenses to CHSS/CSMA beneficiaries: | | | | |
| 7.1 | All personal claims for reimbursement of expenses on purchase of medicines | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Sr. Administrative Officer | Full Powers | (a) Individual reimbursement claims above Rs.25K shall require DOS approval. (b) Payment shall be within the rates prescribed under CHSS Schedule of Rates adopted by the Centre/CSMA Rules. (c) All cases of deviations shall require concurrence of Head, Accts & IFA and approval of Director. |
| 7.2 | Settlement of bills from approved Specialist/Hospitals/Labs | | Sr. Administrative Officer | Full Powers | |
| 8 | Rent, Rates & Taxes | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | SAO | Upto Rs.5K per bill | |
| | | | Head, Accts & IFA/PGA | Full Powers | |
| | | | Director | Full Powers | |
| 9 | Legal Charges | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III & Annexure to Sch.III | SAO | Upto Rs.5K | (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. |
| | | | Head, Accts & IFA/PGA | Upto Rs.10K | |
| | | | Director | Full Powers | |
| 10 | Transport | | | | |
| 10.1 | Upkeep of vehicles | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Manager, MW&T | Up to Rs.10K | Petrol, Diesel, Lubricants, payments of road taxes/user fee etc. |
| | | | Group Head/Director, ELS | Up to Rs.25K | |
| | | | Dy. Director / Asso. Director | Up to Rs.50K | |
| | | | Director | Above Rs.50K | |
| 10.2 | Maintenance & Repairs of vehicles | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Group Head/ Group Director, ELS | Up to Rs.1 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. |
| | | | Dy. Director / Asso. Director | Up to Rs.2 Lakh | |
| | | | Director | Above Rs.2 Lakh | |

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| 10.3 | Hiring of vehicles for Official use | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Group Head / Director (For the Technical Groups) | 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. |
| | | | Head, Accts & IFA/PGA (For Administrative Sections) | Full Powers | |
| 11 | Freight / Customs Duty / Demurrage Charges & Insurance: | | | | |
| 11.1 | Freight, Customs duty & warehousing charges | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Head, Accts & IFA/PGA | 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. |
| | | | During the leave of absence of HAIFA, Sr. AO shall exercise the extent of powers delegated to him | Full Powers | |
| 11.2 | Demurrage / Wharfage & Warehousing charges related to POs | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Head, Accts & IFA/PGA | 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. |
| | | | During the leave of absence of HAIFA, Sr. AO shall exercise the extent of powers delegated to him | Full Powers | |
| 11.3 | Transporation, Hamali, Handling/Shifting Charges of Materials & Coolie charges | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Head, Accts & IFA/PGA | Full Powers | Requirement to be routed through PSO-Stores. |
| 11.4 | Transit Insurance | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Director | Full Powers | Requirement to be routed by PSO-Purchase/Stores through Head, Accts & IFA/PGA. |
| 12 | Engaging Casual labourers for sporadic use | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Group Head / Director (For the Technical Groups) | 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. |
| | | | Head, Accts & IFA/PGA (For Administrative Sections) | Full Powers | |
| | | | Dy. Director/Asso. Director (For All Sections) | Full Powers | |

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| 13 | 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. |
| 14 | Advertisement & Publicity and Tender Notifications Expenses | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | PSO/GH, CMG | Upto Rs.50K per bill | Subject to rates approved by DAVP |
| | | | Head, Accts & IFA/PGA | Upto Rs.1 Lakh per bill | |
| | | | Director | Full Powers | |
| 15 | CISF Related Expenditure | | | | |
| 15.1 | Cost of Deployment | DOSBoFPR 2016 - Rule 6.2 r/w Sch. III | Head, Accts & IFA/PGA | Full Powers | In accordance with the CoD specified in the MOU between DOS & MHA. |
| 15.2 | Any other Related Expenditure | | Head, Accts & IFA/PGA | 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. |
| 16 | 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 Gol instructions. |
| | | | Director | Upto Rs.40 Lakh | |
| 17 | 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 Gol instructions. |
| | | | Director (Non-Recurring Exp) | Upto Rs.40K | |

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| (i) | (ii) | (iii) | (iv) | (v) | (vi) |
| 18 | Establishment Matters, Leave etc. : | | | | |
| 18.1 | 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. (d) Sr. AO shall sanction cases of staff working under Accounts, OL, Purchase & Stores in the absence of Head Accts & IFAPGA. |
| | | | Admin Offr/Acc Offr/PSO-P&S/AD-OL/SAO Head, Accts&IFAPGA (For the Adm. Division) | Full Powers for all the staff reporting to them | |
| 18.2 | 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) Sr. AO shall sanction cases of staff working under Accounts, OL, Purchase & Stores in the absence of Head Accts & IFAPGA. (e) 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 extant rules regarding grant of advance. |
| | | | SAO Head, Accts&IFAPGA (For the Adm. Division) | Full Powers for all the staff reporting to them | |
| 18.3 | Compensatory Off for those staff in- lieu of Over Time / Holiday Duty | CCS (Leave) Rules | Group Head/Director SAO Head, Acct&IFAPGA 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 |
| 18.4 | 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) |
| 19 | Travel within India: | | | | |
| 19.1 | 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. |
| | | | Sr. AO Head Accts & IFA/PGA | Full Powers for all staff working in Administrative areas. (Sr. AO for staff working in Administrative section and for staff in Accts. Purchase & Strees in the absence of Head Accts & IFA/PGA) | (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. |
| 19.2 | Travel by Air | | Director | Full Powers | Travel by Air shall be after specific approval by Director and shall be subject to rules prescribed by Gol |
| 19.3 | Reimbursement of cancellation charges of unused rail/bus tickets due to official reasons | | Group Head/Director SAO Head, Acct&IFA/PGA Dy. Director Asso. Director | Full powers for staff reporting to them. | Reasons to be recorded in writing |
| 19.4 | 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) |
| 20 | Travel outside India: | | | | |
| 20.1 | 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. |
| 20.2 | 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
