

F.No. 23-7/2010-Adm.I  
Government of India  
Archaeological Survey of India  
Janptah, New Delhi-11  
Dated:

Office Order No.116-A/2010-Adm.I

**27 JUL 2010**

In pursuance of order No. 18-3/2009- Museums dated 14.01.2010 issued by Office of the Director General, ASI, new Delhi to streamline the functioning of Zonal offices and Archaeological site museums it has been decided to delegate financial and Administrative powers to the Zonal Heads with immediate effect to carry out the day to day maintenance work of the museums and routine works of the Zonal/museum offices as per Rule 13(3) of Delegation of Financial Powers Rules, 1978 as under:-

Minor Works (Museum)- PLAN & NON- PLAN

Sl. No.	Authority	Item of expenditure	Delegated power
1.	Assistant Superintending Archaeologist	Estimate for maintenance of museums	Up to Rs. 5 Lakhs.
2.	Deputy Superintending Archaeologist	Estimate for maintenance of museums	Above Rs. 5 Lakhs and up to Rs. 15 Lakhs.
3.	Director (Museum)	Estimate for maintenance of museums	<ul style="list-style-type: none"> <li>• Above Rs. 15 Lakhs and up to Rs. 50 Lakhs</li> </ul>
4.	Director General		<ul style="list-style-type: none"> <li>➤ Above Rs. 50 Lakhs.</li> </ul>

Office Expenses

Sl. No.	Authority	Item of expenditure	Delegated power
1.	Assistant Superintending Archaeologist	Office expenditure, stationary, etc.	As per Schedule V of DFP Rules 1978
2.	Deputy Superintending Archaeologist	Office expenditure, stationary, etc.	As per Schedule V of DFP Rules 1978 to Head of Office.

Sanction of Leave

Sl. No.	Authority	Delegated power
1.	Assistant Superintending Archaeologist	All kinds of leave of Group 'C' & 'D' in museum(s) under his/her jurisdiction (Except study leave.)
2.	Deputy Superintending Archaeologist	All kinds of leave of Group 'B' within his Zone and Group 'C' & 'D' in his/her own office (Except study leave)
3.	Director (Museum)	All leave of Group 'A' (Except Study Leave)

Sanction of Medical Claim/Permission

Sl. No.	Authority	Delegated power
1.	Assistant Superintending Archaeologist	All claim/ permission for Group 'C' & 'D' in museum(s) under his/her jurisdiction. (being a Head of Office)
2.	Deputy Superintending Archaeologist	All claim/permission for Group 'B' within his Zone and Group 'C' & 'D' in his/her own office. (Head of Office)
3.	Director (Museum)	All claim/permission for Group 'A'.

Sanction of Tour Programme

Sl. No.	Authority	Delegated power
1.	Deputy Superintending Archaeologist	Tour programme of Group 'B', 'C' & 'D' within Zone under his/her Jurisdiction.
2.	Director (Museum)	Tour Programme of all Group 'A' for areas within the Zone and beyond jurisdiction of respective Zone. For Group 'B', 'C', 'D' for areas beyond jurisdiction of the respective Zone.

Sanction of T.A. and LTC advance

Sl. No.	Authority	Delegated power
1.	Deputy Superintending Archaeologist	TA /LTC advance etc. of Group 'B', 'C' & 'D' within his/her Zone.
2.	Director (Museum)	TA/LTC advance etc. of Group 'A'.

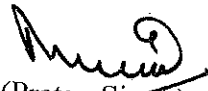
GPF and other advances are to be sanctioned as per General Financial Rules.

All the Deputy Superintending Archaeologist are authorized to appoint Group D staff subject to the approval of the Minutes of the Meeting of Departmental Selection Committee by Director General, ASI and they are responsible for maintaining region wise seniority list of Casual/temporary status workers with the permission of Director (Museum).

- (All the proposals costing Rs. 25 Lakhs to Rs. 50 Lakhs at the Directorate level, shall be cleared by a Screening Committee Chaired by the concerned Joint Director General).
- (All the proposals costing Rs. 50 Lakhs and above at the Directorate level, shall be cleared by a Screening Committee Chaired by the Addl. Director General).

While exercising the financial powers the authorities shall observe the provisions/conditions as per GFR, DFR, FR and other rules and instructions issued by the Ministry of Finance and Ministry of Culture, Government of India from time to time.

This issue with the approval of Director General, Archaeological Survey of India.

  
(Pratap Singh)  
Joint Director (A/c)

Copy for information and necessary action to:-

1. All Archaeological Offices.
2. All Regional Directors in the ASI.
3. All Sections at HQ Office of ASI, New Delhi.
4. PAO/ASI, New Delhi/Hyderabad.
5. PS/PA to DG/ADG (Adm.)/Jt. D.G./Dir. (Adm.)/Jt. Dir. (A/c).
6. The President/Secretary General, AIASA, Lucknow/Srirangapatnam.
7. Web Manager, Hqrs. Office, New Delhi.