In continuation of earlier letter of even number dated 29.01.2009, I am enclosing herewith the following information pertains to Adm.1 Section for taking necessary action:

1. Orders of Administration/ financial delegated powers.
2. Item-wise channel procedure for discharge functions.

Encl: As above

Web Manager,
ASI Website,
Hqrs. Office, New Delhi.
INFORMATION REGARDING AMENDMENT OF RECRUITMENT
RULES IN RESPECT OF OFFICERS AND STAFF OF ASI

Recruitment Rules for the posts in the ASI are amended from
time to time as per instructions of DoP&T and as per requirement. For
amendment of RRs, a Committee is constituted by DG, ASI for
considering, scrutiny and drafting the proposed requirement rules.
After approval of draft requirement rules are submitted to Ministry of
Culture for onward submission to DoP&T. On obtaining the approval
/concurrence of DoP&T, the matter is referred to Ministry of Law &
Justice for vetting and subsequent to that the same is submitted to
UPSC. On getting the final approval of UPSC, the RRs are sent to
Government Press for publication in the Gazette of India.

*******
TRANSFER/POSTING OF OFFICERS/STAFF IN THE ASI

There is no specific Transfer Policy in ASI to consider the transfer cases of officers/staff. However, transfers/posting are made as per instructions of Government of India. Besides, transfers cases of officers are considered from time to time in view of stay of long tenure at one station and sometime pre-mature transfers are made in public interest and also in on request of concerned officers/staff in view of genuine family circumstances and medical grounds, etc. with the approval of DG, ASI.

*******
Office Order No. 150/2008-Admn.I

Director General, Archaeological Survey of India has ordered the following changes and submission of files with immediate effect until further orders:-

1. The files relating to Establishment i.e. Admn.I, Admn.II and Admn.III Sections will be submitted to Jt.D.G.(G) through Dy.Director (A/c).
2. The files relating to Vigilance Section will be submitted directly to Jt.D.G.(G).
3. The Director(Admn.) will look after the remaining Administration work (except Establishment and Vigilance) as also NCF and Planning.

Vijay S. Madan
Addl.Director General

Copy to:
1. Dr.D.R.Gehlot, Jt.Director General, ASI, Janpath, New Delhi.
2. Sh.Chander Shekhar, Director (Admn.), ASI, Janpath, New Delhi.
4. PS/PA to D.G./ADG/Jt.DG(M)/Jt.DG(G)/Dir.(Admn.)/Dy.Dir.(A/c).
5. All Officers/Sections at Hqrs.Office, New Delhi.
6. All Archaeological Offices, ASI.
7. Office Order/Guard File.
F.No.23-32/2007-Adm.I
Government of India
Archaeological Survey of India
Janpath, New Delhi-11

Dated:- 04 NOV 2008

OFFICE ORDER NO. I.S.A..../2008-ADM.I

Shri Pratap Singh, Deputy Director(A/C) will act as Head of Office, in the office of Director General, Archaeological Survey of India, with immediate effect and until further order.

This issues with the approval of Director General, ASI.

(D.R. Gehlot)
Joint Director General

Copy to:-
1. Pratap Singh, Dy. Director(A/C), 0/o DG, ASI, New Delhi.
3. PS/PA to DG/ADG(Admin.)/Jt.DG/Dir.(Adm.)/Dy.Dir.(A/C) at Hqrs. Office, N.D.
4. All Archaeological Offices.
5. All Directors/Sections at Hqrs. Office, New Delhi.
6. Cash Section/Adm.II Section (2 copies each).
7. Asstt. Director(OL), ASI, for Hindi version.
8. The President/Secretary General, AIASA, Lucknow/Srirangapatnam.
OFFICE ORDER NO.160/2007-ADM.1

In continuation of the earlier office order No.151/2007-Adm.1 dated 23.10.2007, the Director General, Archaeological Survey of India, has further delegated the powers to Head of Office of Circle/Branch offices of Archaeological Survey of India and they have been authorised to sanction expenditure for payment of rent in respect of hired accommodation from year to year during the period of agreement or 5 years from date of initial sanction whichever is earlier, in cases where rent has already been approved by Competent Authority (i.e. Director General, ASI) at the beginning.

Therefore, in cases, where competent authority has already approved the rent of hired building, the circle/branch offices need not seek Hqrs. Office's sanction for payment of rent every year during the period of agreement with Land lord/Land lady.

(T.J.Poly)
Director(Administration)

Copy to:-
1. All Head of office/Branch offices of ASI.
2. All Directors in the ASI.
4. PAO, ASI, New Delhi/Hyderabad.
5. The President/Secy. General, AIASA, Lucknow/Srirangapatnam.
6. Jt.Director(OL) for Hindi version please.
7. All Sections at Hqrs. Office, ASI, New Delhi.
8. Office order file/Guard file.
OFFICE ORDER NO. 151/2007-ADM. I

In pursuance of Rule 14 of Delegation of Financial Powers Rules, Director General, Archaeological Survey of India has decided that Director (Institute of Archaeology), Director (Epigraphy), Director (Pre history) and Director (Science) has further delegated the following financial powers:

1. Sanction GPF advance/withdrawal and all short term loans (except HBA, MCA, OMCA) for staff working under their branch.
2. Sanction Tours, LTC and sanctioning advances thereof and countersign of TA, LTC and Medical Bills as Controlling Officer in respect of staff working under their branch.
3. Sanction OTA to the staff under their branch for which rates have been approved by Central Government.
4. Sanction to incur contingent expenditure as per Schedule V and Annexure there under of DFP Rules up to a ceiling of Rs. 50,000/- in each case.
5. Sanction of leave of all kinds to staff under their branch other than study leave and special casual leave.

The Director General, Archaeological Survey of India further authorized all Directors and Joint Director (OL) to convey the expenditure sanction of DG/ADG (after obtaining approval of DG/ADG in file) in the item of works allotted to them. However, such sanction orders shall specifically indicate that this issues with the approval of DG/ADG vide Dy. No........ and they shall not re-delegate these powers to subordinate officers.

Further, Section Officers / Administrative Officers of sections shall convey the sanctions made by Director (Adm.) / DD (A/c) as per the delegated powers of Director (Adm.) / DD (A/c) and such sanction orders shall specifically indicate that this issues with the approval of Director (Adm.) / DD(A/c) in file no........Dy. No........dated........

While exercising the financial powers, Director (Institute of Archaeology), Director (Epigraphy), Director (Pre history) and Director (Science) shall observe provisions / conditions as per DFR.

(T. J. Poly)
Director (Adm.)

Copy to:-
1. Director (Institute of Archaeology), ASI, Red Fort, Delhi.
2. Director (Epigraphy), ASI, Old High Court Building, Nagerpur.
3. Director (Epigraphy), ASI, Mysore.
4. Director (Pre history), ASI, Old High Court Building, Nagerpur.
5. Director (Sc.), ASI, Dehradun.
6. FAO, ASI, New Delhi/Hyderabad.
9. All officers/sections, Hqrs., New Delhi.
10. All archaeological offices.
11. The President/Secretary General, AIASA, Lucknow/Srirangapatnam.
12. Jt. Director (OL) for Hindi version.
OFFICE ORDER NO. 54/2007-ADM.I

In pursuance of Rule 14 of Delegations of Financial Powers Rules, Director General, ASI has decided that Director, National Mission for Monuments and Antiquities (NMMA), will act as Head of Office and D.D.O. in respect of Staff and Establishment under office of Director, NMMA, ASI, New Delhi with immediate effect.

In addition to the Financial and Administrative powers delegated to officers who have been declared as Head of Office as per provision of DFPRs, GFRs, FRs, to Director, NMMA, ASI, New Delhi, DG, ASI has further delegated the following financial powers:-

1. Sanction GPF advance/ withdrawal and all short term loans (except HBA, MCA, OMCA) for staff working in the NMMA.
2. Sanction Tours, LTC and sanctioning advances thereof and countersign of TA, LTC and Medical bills as Controlling Officer in respect of staff working in the NMMA.
3. Sanction OTA to the staff of NMMA for which rates have been approved by Central Government.
4. Sanction to incur contingent expenditure as per schedule-V and Annexure thereunder of DFP Rules up to a ceiling of Rs. 50,000/- in each case.
5. Sanction of leave of all kinds to staff of the NMMA other than study leave and special causal leave.

While exercising the financial & administrative powers, Director, NMMA shall observe provisions/ conditions as per GFR, DFRs, FR and other Rules and Instructions of Govt. of India. The sanction of GPF, TA, LTC Leave etc. and counter signature of LTC, TA, Medical Claim of Director, NMMA shall be done by competent authority in ASI, Hqrs. Office, New Delhi.

The DDO powers shall be exercised by Director, NMMA only after P.A.O. issues the DDO code number after completion of coeval procedures. Until such time S.O. (Cash), ASI (Hqrs.) will act as DDO for the office of Director, NMMA, ASI, New Delhi.

Copy to:-
1. Director, NMMA, ASI, 24, Tilak Marg, New Delhi with instructions to write to PAO, ASI, New Delhi for allotting the DDO code number.
2. PAO, ASI, New Delhi for information and taking necessary action for giving separate DDO code to Director, NMMA, New Delhi.
3. PS/PA to DG/ADG(Adm)/Jt.DG/Dir.(Admin.)/Dy.Dir.(A/c)
5. All Archaeological Offices.
6. All Officers/sections at Hqrs. Office, New Delhi.
7. The President/Secretary General, AIASA, Lucknow/Srirangapatnam.
8. Jt. Director(OL) for Hindi version.

(Chander Shekhar)
Director(Administration)
OFFICE ORDER NO.23/2007-ADM.I

In supersession of all previous orders, the following guidelines with regard to tour programme of S.A. of Circle and their subordinate staff will be effective with immediate effect:

i) Tour Programme of S.A of Circle proceeding on tour within their jurisdiction of Circle, there shall be no need to send the Tour Programme to Hqrs. Office/Director (Adm.) for approval. Head of Office will be the competent authority for approval of such tour programme.

ii) Tour Programme of S.A. of Circle proceeding on tour outside their jurisdiction of Circle, the practice will continue (i.e. Tour Programme will be sent for prior approval of DG) and this should be sent well before commencement of the proposed tour.

iii) Tour Programme of staff working under S.A. of Circle proceeding on tour within their jurisdiction of Circle, there shall no need to send the Tour Programme to Hqrs. Office/Director (Adm.) for approval. Head of Office will be the competent authority for approval of such tour programme.

iv) Tour Programme of staff working under S.A. of Circle proceeding on tour outside their jurisdiction of Circle, the practice will continue [i.e. Tour Programme will be sent for prior approval of Director (Adm.)] and this should be sent well before commencement of the proposed tour. Director (Adm.) can consult the respective Director for whose Section the tour is proposed.

Apart from the above, the following instructions may also be taken into account while proposing tour programme:

i) Modern facilities like telephone/fax etc. should be used for getting/sending the information.

ii) Tour Programme should be of minimum possible days and should be sent well in advance for approval by competent authority.

The other provisions relating to delegations of powers to approve the tour programme shall remain unchanged.

This issues with approval of Director General, Archaeological Survey of India.

1. All S.As. of Circle Office in ASI.
2. All Directors at Hqrs. Office, ASI, New Delhi.
3. All Sections at Hqrs. Office, ASI, New Delhi.
4. PAO/ASI, New Delhi/Hyderabad.
### Delegations of powers under delegation of Financial Power Rules.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Officer to whom powers are delegated</th>
<th>Extent to which Administrative/Financial powers of</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Director (Admn.)</td>
<td>1. Powers to sanction incurring of expenditure unto <strong>Rs. 50,000/-</strong> (in each case) under Office Expenses, other Administrative Expenses, Advt. &amp; Publicity. Publications, Professional Expenses and unspecified items.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Approval of Contracts/Agreements, AMC upto value of <strong>Rs. 50,000/-</strong> in respect of office equipment, maintenance and House keeping in respect of Hqrs. Office &amp; Circles/Branch offices</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Full powers to sanction payment under Electricity, Water charges, P.O.L., telephone internet etc., taxes and others charges payable to Municipality and other statutory bodies in respect of Hqrs. &amp; Circles/Branch Offices.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Full powers for release of payments/installments in respect of Contracts/Agreements/AMCs already approved by Competent Authority in respect of Hqrs. &amp; Circle/Branch Offices.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Approval for payment of special allowances/concessions to officials posted in North-Eastern states, J&amp;K and remote areas admissible under various Govt. instructions.</td>
</tr>
<tr>
<td>2.</td>
<td>Deputy Director (A/C)</td>
<td>1. Sanction of incurring of Expenses upto <strong>Rs. 20,000/-</strong> (in each case) in respect of item 1 to 4 above.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Release of lease rent for building hired by ASI Offices (circle/branch) in cases rent is approved by competent authority.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Short term advances (i.e. cycle/festival etc.) to staff of ASI (Hqrs) including advances for TA/LTC/Transfer TA against approved journeys.</td>
</tr>
</tbody>
</table>

Director General, ASI
The following officers and staff are hereby transferred alongwith posts from the office of D.G., A.S.I., Hqrs. Office, New Delhi to the Institute of Archaeology, A.S.I., Red Fort Complex, Red Fort, Delhi -110006 with immediate effect and until further orders:

<table>
<thead>
<tr>
<th>Srl. No.</th>
<th>Name, S/Shri</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dr. R.C. Agarwal</td>
<td>Joint Director General</td>
</tr>
<tr>
<td>2.</td>
<td>P. Venkatesan</td>
<td>Superintending Archaeologist</td>
</tr>
<tr>
<td>3.</td>
<td>A.K. Khanna</td>
<td>Assistant, Superintending Archaeologist</td>
</tr>
<tr>
<td>4.</td>
<td>Smt. Krishna Chavli</td>
<td>Administrative Officer (against vacant post of Sr. A.O.)</td>
</tr>
<tr>
<td>5.</td>
<td>Smt. Krishna Kumari</td>
<td>Private Secretary</td>
</tr>
<tr>
<td>6.</td>
<td>R.S. Rana</td>
<td>Senior Photographer</td>
</tr>
<tr>
<td>7.</td>
<td>Birender Singh</td>
<td>Photographer Grade-I</td>
</tr>
<tr>
<td>8.</td>
<td>Lal Singh Mamani</td>
<td>Sr. Surveyor</td>
</tr>
<tr>
<td>9.</td>
<td>Umesh Kumar</td>
<td>Storekeeper</td>
</tr>
<tr>
<td>10.</td>
<td>Smt. Rajni Lal</td>
<td>Library &amp; Information Assistant</td>
</tr>
<tr>
<td>11.</td>
<td>Smt. Savita Tharu</td>
<td>Library &amp; Information Assistant</td>
</tr>
<tr>
<td>12.</td>
<td>Rajesh Kumar Manik</td>
<td>Works Assistant Gr. III</td>
</tr>
<tr>
<td>13.</td>
<td>Ramji Choudhary</td>
<td>Motor Mechanic (Special Grade)</td>
</tr>
<tr>
<td>14.</td>
<td>Charan Singh</td>
<td>Driver Mechanic Grade-I</td>
</tr>
<tr>
<td>15.</td>
<td>Parbhu Dayal</td>
<td>Gestenter Operator</td>
</tr>
<tr>
<td>16.</td>
<td>Madan Lal</td>
<td>Attendant</td>
</tr>
<tr>
<td>17.</td>
<td>B.S. Nagar</td>
<td>Attendant</td>
</tr>
<tr>
<td>18.</td>
<td>Mohan Ram</td>
<td>Attendant</td>
</tr>
<tr>
<td>19.</td>
<td>Ganapati Ram</td>
<td>Chowkidar</td>
</tr>
<tr>
<td>20.</td>
<td>Sham Dev</td>
<td>Chowkidar</td>
</tr>
<tr>
<td>21.</td>
<td>Rajbir</td>
<td>Sweeper</td>
</tr>
<tr>
<td>22.</td>
<td>Smt. Ram Pyari</td>
<td>Sweeper</td>
</tr>
</tbody>
</table>

Joint Director General/Director in-charge of the Institute will function as Head of Office for the purpose of Administrative and financial control and DDO for drawal of salary and allowances and other service matters etc. as in the case of Circles/Branches of the ASI. The above officers and staff will draw their pay and allowances from Institute of Archaeology under sanctioned budget allotted to Institute of Archaeology, Red Fort, Delhi.

Beside, one LDC alongwith post is transferred from the office of S.A., Delhi Circle, New Delhi to Institute of Archaeology with immediate effect.

(J.R. Aggarwal)
Director (Adm.)

2. S.A., Delhi Circle. One LDC alongwith post may please be transferred to Inst. of Archaeology, Red Fort, Delhi.
3. Persons concerned.
5. S.O. (Cash), issue the LPCs of the above mentioned officials.
6. S.O. (Adm.II), forward the service records of all above officials except Sl. No. 1.
8. All Sections, Hqrs. Office, New Delhi.
9. Dy. Director (OL) for Hindi version.
In order to further decentralize the administrative and financial powers of the Headquarters Office of the Archaeological Survey of India, New Delhi, the undersigned is directed to convey herewith approval of the Director General, ASI to the following decisions taken for making appointments to Group ‘C’ and Group ‘D’ posts.

(A) **Appointments to Group ‘C’ posts under direct recruitment quota**

The roster points for Group ‘C’ posts under direct recruitment quota will be maintained and communicated by the Headquarters Office of the Archaeological Survey of India. Once the roster points for Group ‘C’ posts under direct recruitment quota are communicated to them, Director (Science) / Directors (Epigraphy) / Director (Pre-History) / Chief Horticulturist and all the Superintending Archaeologists of the Circles/Branches, etc. of the Archaeological Survey of India, who have been declared as Head of Office, are hereby authorized to make appointments against these posts for which roster points are conveyed to them subject to the strict observance of the relevant provisions of the recruitment rules, procedures prescribed for making such appointments, pre-appointment formalities, etc. The minutes of such appointments need not be referred to Headquarters Office for approval. A representative from the Director General’s Office will, however, continue to be associated in the selection committee. It may be noted that it will be the personal responsibility of the Director/Superintending Archaeologist concerned to ensure that there is no irregularity or lapse in making such appointments.

As regards promotions to Group ‘C’ posts, the present practice of making such promotions in a centralized way in the Headquarters Office will continue to be operative.

(B) **Appointments to Group ‘D’ posts**

Director (Science) / Director (Epigraphy) / Director (Pre-History) / Chief Horticulturist and all the Superintending Archaeologists of Circles/Branches, etc. are hereby authorized to fill up all Group ‘D’ posts except those of Monument Attendants which fall vacant in their offices subject to the observance of the provisions in the recruitment rules, procedure for making such appointments, pre-appointment formalities, etc. without making any reference in this connection to the Headquarters Office of the Archaeological Survey of India. They will maintain the rosters in respect of Group ‘D’ posts as per existing rules for all the reserved categories viz. SC/ST/OBC/Physically disabled persons, etc.
In case of vacant posts of Monument Attendants, the concerned Offices/Circles/Branches will submit the specific proposal to fill up these posts with full justification to Director General, Archaeological Survey of India for his prior approval.

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

(J.R. Aggarwal)
Director (Administration)

1. Director (Science), ASI, Dehradun.
2. Director (Epigraphy), ASI, Mysore/Nagpur.
3. Director (Pre-History), ASI, Nagpur.
5. All Circles/Branch Heads of ASI.
7. All Officers and Sections in ASI, Hqrs. Office, Janpath, New Delhi.
8. PS/PA to DG/ADG/Jt.DG/Director (Admin.)
9. General Secretary, AIASA, Bangalore.
F.No. 9-1/2005-Adm.I  
Government of India  
Archaeological Survey of India  
Janpath, New Delhi-110011.  
Dated:  

OFFICE ORDER NO.48/2005-ADM.I

It has been decided with the approval of Director General that Director, Institute of Archaeology in A.S.I. will act as Head Office and D.D.O. in respect of Office of Director, Institute of Archaeology, Archaeological Survey of India, 24, Tilak Marg, New Delhi, with immediate effect.

In addition to the Financial and Administrative powers delegated to officers who have been declared as Head of Office as per provision of DFPRs, GFRs, FRs, Director, Institute of Archaeology, D.G., A.S.I. has further delegated the following financial powers.

1. Sanction GPF advance/withdrawal and all short term loans (except HBA, MCA, OMCA) for staff working in the Institute of Archaeology.
2. Sanction Tours, LTC and Counter signature of TA, LTC and Medical bills as Controlling Officer in respect staff in Institute of Archaeology.
3. Sanction OTA, to the staff of Institute and grant of Honorarium for taking Classes, Examination work etc. for which rates have been approved by D.G., A.S.I. and I.F.D.
4. Sanction to incur contingent expenditure as per schedule – V and Annexure thereunder of DFP Rules up to a ceiling of Rs. 20,000/- in each case.
5. Sanction of leave of all kinds to staff of the Institute, other than study leave and special causal leave.

The DDO powers shall be exercised by Director of the Institute only after P.A.O. issues the DDO code number after completion of codal procedures. Until such time S.O. (Cash), A.S.I. (Hqrs.) will continue to act as DDO for the office of Director, Institute of Archaeology.

(J.R. Aggarwal)  
Director (Adm.)

Copy to:-

1. Dr. R.C. Agrawal, Director, Institute of Archaeology, A.S.I., 24, Tilak Marg, New Delhi.
2. PAO, A.S.I., New Delhi/Hyderabad.
4. All Archaeological Offices.
5. All officers/Section at Hqrs. Office.
6. The President/Secretary General, AIASA, Lucknow/Bangalore.
7. Jt. Director (OL) for Hindi version.
8. Office order/Guard file.
In exercise of the powers conferred under Rule 13(3) of Delegation of Financial Powers Rules, 1978 and other Rules, the powers of Head of the Department are hereby delegated to the officers mentioned in Annexure to the extent indicated therein with immediate effect.

2. The powers already delegated to officers who have been declared as Head of Offices remain unchanged except to the extent mentioned in the Annexure.

3. The exercise of these powers is subject to various administrative, procedural and financial limitations of the general and special character, as outlined in GFRs, Delegation of Financial Rules, Central Govt. (Receipt & Payment) Rules, Fundamental and Supplementary Rules, General Service Regulations and other orders on the subject issued by the Ministry of Finance/Department of Personnel and Training/Department of Administrative Reforms and the Department of Culture from time to time.

Encl: As above.

1. Additional Director General, ASI, Janpath, New Delhi.
2. Jt. Director General, ASI, Janpath, New Delhi.
3. Director (Admin.), ASI, Janpath, New Delhi.
5. All Directors of the ASI.
6. Deputy Director (Accounts), ASI, Janpath, New Delhi.
7. All Officers and Sections in ASI, Hqrs. Office, Janpath, New Delhi.
8. All Circles/Branch Heads of ASI.
# Delegation of Powers Under Delegation of Financial Power Rules - GFRs and FRSRs

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Officer</th>
<th>Extent of Powers Delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Additional Director General</td>
<td>Full financial powers of the Head of the Department as given in the Delegation of Financial Powers Rules, GFRs and FRSRs</td>
</tr>
<tr>
<td>2</td>
<td>Director (Admn.)</td>
<td>(a) All powers of the Head of Office.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Powers to incur expenditure up to Rs.25,000/- in each case under Office Expenses and all expenditure like electricity charges, water charges, AMC etc. payable by the ASI to the Government Agencies.</td>
</tr>
<tr>
<td>3</td>
<td>Director, Institute of Archaeology</td>
<td>Power to incur expenditure up to Rs.5000/- related to the Institute of Archaeology in each case under Office Expenses.</td>
</tr>
<tr>
<td>4</td>
<td>Chief Horticulturist/Superintending Archaeologists</td>
<td>Power to incur expenditure up to Rs.20,000/- in each case under Office Expenses by those of such officers who have been declared as Heads of the Office.</td>
</tr>
<tr>
<td>5</td>
<td>Deputy Superintending Archaeologist of Mini Circles at Shimla &amp; Goa</td>
<td>Power to incur expenditure up to Rs.15,000/- in each case under Office Expenses.</td>
</tr>
</tbody>
</table>