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भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग
नई दिल्ली-110 016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD
NEW DELHI-110 016

F.No. SM/01/30/2010

Dated the 1st September, 2021

OFFICE ORDER

Subject – Duties and responsibilities of Director, NATMO – regarding .

The Statutory Powers of Director, NATMO are illustrated in accordance to the Delegation of Financial Powers Rules, 1978 (DFPR) where in Director, NATMO has been designated as the Head of Department by Rule 3(f) read along with the Schedule-I of DFPR (relevant portions of the schedule attached) and so exercises all the powers delegated to him/her, in the capacity of Head of Department, subjected to Rule 13 of the DFPR.

2. With the approval of Secretary, Department of Science & Technology the duties and responsibilities that are attached to the post of Director, National Atlas & Thematic Mapping Organisation, Kolkata (NATMO) are listed as below -

- i. Director, NATMO, being the Head of Department, is the overall in-charge of the entire NATMO Office. Director leads the organization and achieves the targets of the establishment.
- ii. Director acts as the leader as well as the coordinator and controller of Research, GIS, Remote Sensing, Training and other Technical Divisions to work in the desired way.
- iii. Director is solely responsible for directing and planning the work on Research, Cartography and other Map products and services that will be taken over by the organization.
- iv. Director is responsible for regular updation/ revision of "National Atlas of India".
- v. Director deposes and guides the Survey Parties for obtaining first-hand information for the preparation of reports and map products & services.

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- vi. Director guides and selects the training methods in cartography and related fields, viz. web mapping, cyber mapping, tele-mapping, 3D mapping, Braille mapping, etc.
- vii. Director represents NATMO in various relevant conferences, congress in national and international arena to focus the organization and thereby to spread its products and services to the large part of the society.
- viii. Director directs and guides the organization to keep abreast with the modern-state-of the art technologies related to its work and services.
- ix. Director represents NATMO in different Inter-Departmental Committee, etc. as assigned by the Department/Ministry from time to time.
- x. Director attends to other duties as assigned by the Department/Ministry.

3. These duties and responsibilities are to be undertaken and performed by the Director, NATMO within the purview of the powers delegated to him/her through relevant statutes, rules and orders issued by Ministries/Departments of the Government of India from time to time.

Anita Dhadra
01.09.2021
(Anita Dhadra)

Under Secretary to the Govt. of India

To,

Director, NATMO
CGO Complex, 7th Floor
DF Block, Salt Lake,
Kolkata – 700064

Copy To:

1. PS to Hon'ble Minister of State (I/C) of S&T.
2. PS to Secretary, DST.
3. PS to JS(SMP).
4. PS to JS(Admn.).
5. DS(SMP Division), DST.
6. US(SMP Division), NATMO Desk – E, DST.
7. Guard File.

Delegation of Financial Powers Rules, 1978

THE RULES

1. Short title and commencement

(1) These rules may be called the Delegation of Financial Powers Rules, 1978.

(2) They shall come into force with effect from the 1st day of August, 1978.

2. Power to relax

The President being satisfied that it is necessary or expedient so to do may, by general or special order, relax—

- (a) all or any provisions of these rules in relation to any authority;
- (b) delegate to any authority powers in addition to the powers delegated under these rules;
- (c) reduce the powers delegated to any authority to such extent as may be specified in the order;
- (d) impose conditions in addition to those specified by these rules; and
- (e) for reasons to be specified, withdraw from any authority all or any of the powers delegated under these rules.

3. Definitions

(1) In these rules, unless the context otherwise requires—

- (a) “*Administrator*” means an Administrator of a Union Territory, by whatever name designated;
- (b) “*Appropriation*” means the assignment to meet specified expenditure of funds included in a primary unit of appropriation;

1. G.I., M.F., Notification No. F. 1 (9)-E. II (A)/74, dated the 7th June, 1978, published as S.O. No. 2131 in the Gazette of India, dated the 22nd July, 1978.

- (c) “*Contingent expenditure*” means all incidental and other expenditure including expenditure on stores which is incurred for the management of an office, for the working of technical establishment such as a laboratory, workshop, industrial installation, store-depot, office expenses and the like but does not include any expenditure, which has been specifically classified as falling under some other Head of expenditure, such as “Works”, “Tools and Plant”;
- (d) “*Department of the Central Government*” means a Ministry or a Department of the Central Government as notified from time to time and includes the Planning Commission, the Department of Parliamentary Affairs, the President’s Secretariat, the Vice-President’s Secretariat, the Cabinet Secretariat and the Prime Minister’s Office;
- (e) “*Finance Ministry*” means the Finance Ministry of the Central Government:
- ¹[Provided that in any Department of the Central Government where the Integrated Finance Advice Scheme is in force, the Integrated Financial Adviser of that Department will, subject to supervision by the Ministry of Finance and subject to such general or special orders as may be issued in this behalf by that Ministry, exercise all or any of the powers of that Ministry, beyond those delegated to the said Department by or under these rules.]
- (f) ²[“*Head of the Department*” in relation to an office or offices under his administrative control, means an authority specified in Schedule I and includes such other authority or person as the concerned Department in the Central Government may, by order, specify, as a Head of the Department:

1. Inserted *vide* G.I., M.F., Notification No. F. 1 (21)-E. II (A)/78, dated the 16th August, 1979, published as S.O. No. 2942 in the Gazette of India, dated the 1st September, 1979.

2. Substituted *vide* G.I., M.F., Notification No. F. 1 (9)-E. II (A)/74, dated the 16th May, 1979, published as S.O. No. 1887 in the Gazette of India, dated the 9th June, 1979.

Provided that such a person is the Head of an identifiable organization and the minimum of his revised scale of pay is not lower than that of a Deputy Secretary to the Government of India.]

- (g) "*Head of Office*" means a Gazetted Officer declared as such under Rule 14 of these rules;
- (h) "*Miscellaneous expenditure*" means all expenditure other than expenditure falling under the category of pay and allowances of Government servants, leave salary, pensions, contingencies, grants-in-aid, contributions, works, tools and plant and the like;
- (i) "*Non-recurring expenditure*" means expenditure other than recurring expenditure;
- (j) "*Primary unit of Appropriation*" means a primary unit of Appropriation referred to in Rule 8;
- (k) "*Public works*" means civil works and irrigation, navigation, embankment and drainage works;
- (l) "*Reappropriation*" means the transfer of funds from one primary unit of Appropriation to another such unit;
- (m) "*Recurring expenditure*" means the expenditure which is incurred at periodical intervals;
- (n) "*Subordinate Authority*" means a Department of the Central Government or any authority subordinate to the President.

(2) The terms and expressions used in these rules and not defined but defined in the General Financial Rules, 1963, shall have the meanings respectively assigned to them in the General Financial Rules.

4. General limitations on power to sanction expenditure

(1) No expenditure shall be incurred from the public revenues except on legitimate objects of public expenditure.

(2) A Subordinate Authority may sanction expenditure or advances of public money in those cases only in which it is authorized to do so by—

2. Regional Directors, Company Law Board, Mumbai, Chennai, Kanpur and Kolkata.
3. Member Secretary, High Powered Expert Committee.
4. Director of Investigation, Monopolies, Restrictive Trade Practices Commission, New Delhi.
5. Registrar of Restrictive Trade Agreements, Monopolies, Restrictive Trade Practices Commission, New Delhi.

(B) Department of Legal Affairs:

1. President, Income Tax Appellate Tribunal.

MINISTRY OF PLANNING

Department of Statistics:

1. Director, Central Statistical Organization, New Delhi.
2. Director, Computer Centre, New Delhi.
3. Director, Field Operations Division, National Sample Survey Organization, New Delhi.
4. Director, Survey Design and Research Division.

MINISTRY OF RURAL RECONSTRUCTION

1. Agricultural Marketing Adviser, Directorate of Marketing and Inspection, Nagpur.

DEPARTMENT OF SCIENCE AND TECHNOLOGY

1. Surveyor-General of India, Dehradun.
2. Director, National Atlas and Thematic Mapping Organization, Kolkata.
3. Controller of Accounts.

Department of Environment:

1. Director, Zoological Survey of India, Kolkata.
2. Director, Botanical Survey of India, Kolkata.
3. Planning Officer, National Museum of Natural History, New Delhi.

Ministry of Shipping and Transport:

1. Director-General of Shipping, Mumbai.
2. Director-General of Lighthouses and Lightships.
3. Chairman, Inter-State Transport Commission.
4. Principal, Mercantile Marine Department, Mumbai, Kolkata and Chennai.
5. Chief Engineer and Administrator, Andaman, Lakshadweep Harbour Works.

decision on the Internal Work Study Unit's report and no reference to staff Inspection Unit should be made.

[G.I., M.F., O.M. No. F. 9 (3)-E. (Co-ord.)/78, dated the 15th July, 1978.]

(12) Function of the SIU in respect of Scientific Departments.—Scientific Departments declared as such by the Department of Science and Technology shall be excluded from the purview of the Staff Inspection Unit of the Ministry of Finance. Functions of SIU in respect of such Departments would be entrusted to a team appointed by the Head of the respective S & T Departments consisting of the core Member of the Staff Inspection Unit (Ministry of Finance) and Scientific/Technical personnel from the concerned Department.

[G.I., M.F., O.M. No. F. 1 (26)-E. II (A)/87, dated the 6th July, 1987 and dated the 19th August, 1988.]

12. Abolition of posts

A subordinate authority may sanction the abolition of post which it is competent to create.

13. Powers of subordinate authorities

(1) Subject to the provisions of these rules, the Departments of the Central Government, Administrators and Heads of Departments shall, in relation to creation of permanent posts, creation of temporary posts, Appropriation and Reappropriation, incurring of contingent expenditure, incurring of miscellaneous expenditure, and write-off of losses, have the powers respectively specified in Schedules II, III, IV, V, VI and VII.

(2) A Department of Central Government may, by general or special order, confer powers, not exceeding those vested in that Department, upon an Administrator or Head of Department or any other subordinate authority in respect of any matter covered by these rules:

Provided that no power under this sub-rule shall be re-delegated in respect of—

- (a) creation of posts;
- (b) write-off of losses; and

¹[(c) reappropriation of funds exceeding 10 per cent of the original budget provision for either of the primary

1. Substituted *vide* G.I., M.F., Notification No. F. 1 (7)-E. II (A)/81, dated the 30th November, 1982, published as S.O. No. 4171 in the Gazette of India, dated the 11th December, 1982.

units of appropriation or sub-head, i.e., the primary unit or sub-head from which the funds are being reappropriated or the primary unit or sub-head to which the funds are to be reappropriated, whichever is less.]

(3) The Administrator or Head of a Department referred to in sub-rule (2) may, by an order in writing, authorize a Gazetted Officer serving under him to exercise to such extent, as may be specified in that order, all or any of the powers conferred on such Administrator or Head of Department under sub-rule (1) or sub-rule (2). The Administrator or Head of a Department shall, however, continue to be responsible for the correctness, regularity and propriety of the decisions taken by the Gazetted Officer so authorized.

(4) An authority empowered by or under these rules to incur contingent expenditure or miscellaneous expenditure shall exercise such powers subject to the following conditions, namely:—

- (a) In regard to the supply of articles required for the public service and for regulating the purchase of stationery stores for the public service, the provisions contained in Appendix-8 and Appendix-9 respectively to the General Financial Rules, 1963, and subsidiary instructions and orders on the subject shall be followed;
- (b) in regard to contingent expenditure on each item specified in Column 2 of the Annexure to Schedule V of the rules, orders, restrictions or scales specified in Column 4 of that Annexure against that item shall be observed;
- (c) in regard to miscellaneous expenditure any rules, orders, restrictions or scales as may be made, imposed or prescribed by the President shall be observed.

(5) Unless otherwise provided by any general or special rule or order, it shall be within the competence of an authority to exercise the financial powers delegated to an authority subordinate to it.

(6) The power delegated under these rules can also be exercised for a validation of an action already taken or expenditure

or liability already incurred even when the authority validating the action or expenditure or liability, as the case may be, had no competence to do so at the time the action was taken or expenditure or liability was incurred.

GOVERNMENT OF INDIA'S DECISIONS

(1) Powers not to be delegated to non-Gazetted Officers.— Powers should not be delegated under these rules to non-Gazetted Officers.

[G.I., M.F., File No. F. 12 (55)-E. II (A)/59.]

(2) Exercising delegated powers in respect of "past cases".— Definition of "past cases".— Whenever powers are delegated to any authority under these rules, that authority should be deemed to be competent to exercise those powers in respect of past cases also. The term 'past case' means a case which has not been finalized until the date of the said delegation, although it occurred prior to that date. On the other hand, expenditure already incurred by an authority in excess of its powers should be treated as irregular expenditure and should be regularized by the issue of an *ex post facto* sanction.

[G.I., M.F., O.M. No. F. 1 (3)-E. II (A)/65, dated the 16th February, 1965.]

(3) Subordinate authorities can exercise same financial powers in respect of capital expenditure also on matters covered by Schedules II to VII unless specifically restricted.— In so far as matters covered by Schedules II to VII are concerned, subordinate authorities can exercise the same financial powers in respect of capital expenditure as they can exercise in respect of revenue expenditure, except in the case of those items where the powers may be specifically restricted to revenue expenditure (e.g., Item 17 of the Annexure to Schedule V).

[G.I., M.F., O.M. No. F. 12 (80)-E. II (A)/60, dated the 23rd December, 1960.]

(4) Administrators may redelegate their powers to Heads of Departments.— The Administrators of Union Territories whether with or without Legislatures, may redelegate their own powers in respect of matters covered by Schedules II to VII of these rules, to Heads of Departments under them named in Schedule I.

[G.I., Min. of Extl. Affairs, No. G.I. (Goa) 578/16/64, dated the 6th August, 1964 and G.I., M.H.A., No. 3/40/64-Finance, dated the 30th March, 1965 and the 6th April, 1965.]

(5) Officer performing current duties can exercise administrative and financial powers of the post but not the statutory powers.— An officer appointed to perform the current duties of a post in addition to his own can exercise administrative or financial powers vested in the full-fledged incumbent of the post but he cannot exercise statutory powers, whether these powers are derived direct from an Act of Parliament (e.g., Income Tax Act) or Rules,