



केन्द्रीयकरआयुक्तकाकार्यालय,तिरुपतिजीएसटीआयुक्तालय,तिरुपति,
9/86-ए, अमरावतीनगर, पश्चिमचर्च, एम.आर. पालीरोड, तिरुपति -517502.

OFFICE OF THE COMMISSIONER OF CENTRAL TAX, TIRUPATI GST COMMISSIONERATE, TIRUPATI,
9/86-A, AMARAVATHI NAGAR, WEST CHURCH, M.R. PALLI ROAD, TIRUPATI – 517502.

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File No.: I/(13)/22/2021-ADMIN- O/o COMMR-CGST-TIRUPATI

दिनांक: ई-हस्ताक्षरित Date: As e-signed

कार्यालय आदेश सं. 16/2025 /Office Order No.16/2025

विषय:- प्रशासन- वित्तीय शक्तियों का प्रत्यायोजन- के संबंध में

Sub:- Admn.- Delegation of Financial Powers- Regarding.

वित्तीय शक्तियों का प्रत्यायोजन नियम, 2024 के नियम 12 (2) और नियम 12 (3) के तहत प्रदत्त शक्तियों का प्रयोग करते हुए, मैं, श्री सतीश धावले, आयुक्त एतद्वारा मुख्यालय कार्यालय में अतिरिक्त / संयुक्त आयुक्त (पी एंड वी) और तिरुपति सीजीएसटी आयुक्तालय के मंडल कार्यालयों में उप/सहायक आयुक्त और मुख्यालय कार्यालय तिरुपति सीजीएसटी आयुक्तालय के मुख्य लेखा अधिकारी (सीएओ) को मौलिक नियमों और पूरक नियमों / सामान्य वित्तीय नियमों और वित्तीय शक्तियों के प्रत्यायोजन के विभिन्न प्रावधानों को ध्यान में रखते हुए निम्नलिखित शक्तियों का प्रयोग करने के लिए अधिकृत करते हैं।

In exercise of the powers conferred under Rule 12(2) and Rule 12(3) of the Delegation of Financial Powers Rules, 2024, I, Shri Satish Dhavale, Commissioner hereby delegate/authorize the Additional/Joint Commissioner (P&V) in Headquarters Office and Deputy/Assistant Commissioner in Divisional Offices of Tirupati CGST Commissionerate and Chief Accounts Officer (CAO) of Hqrs. Office, Tirupati CGST Commissionerate to exercise the following powers keeping in view the various provisions of Fundamental Rules & Supplementary Rules/General Financial Rules and Delegation of Financial Powers.

इसके अलावा, मैं एतद्वारा अतिरिक्त / संयुक्त आयुक्त (पी एंड वी), मुख्यालय कार्यालय, तिरुपति को संबंधित नियम के तहत "कार्यालय प्रमुख" के रूप में घोषित करता हूं ताकि प्रत्येक अवसर पर तत्काल प्रभाव से और अगले आदेशों तक व्यय करने के लिए निम्नलिखित बजट प्रमुखों की शक्तियों का प्रयोग किया जा सके। अतिरिक्त/संयुक्त आयुक्त की अनुपस्थिति में, शक्तियां स्वचालित रूप से विभाग के प्रमुख को वापस आ जाएंगी।

Further, I hereby declare the Additional/ Joint Commissioner (P&V), Headquarters Office, Tirupati as "HEAD OF OFFICE" under the relevant rule to exercise the powers of the following Budget Heads to incur the expenditure on each occasion with immediate effect and until further orders. In the absence of the Additional/Joint Commissioner, the powers will automatically revert back to the Head of the Department.

S. No	Code	Item of Expenditure	Addl./Joint Commissioner (P&V), Hqrs. Office	Deputy/ Assistant Commissioner, In charge of	CAO, Hqrs. Office, Tirupati	Head of Account
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				Divisional offices (Head		
1	1	SALARIES				
		Increments	Full Powers up to Group-B Officers and Group-A up to AC/DC	Full Powers up to Group-B Officers	Nil	Salaries
		Pay fixation on grant of Promotion/MACP/ NFG/Rule-10/ Notional & Deemed date of Promotion	Full Powers up to Group-B Officers and Group-A up to AC/DC	Full Powers up to Group-B Officers	Nil	Salaries
		Pay Arrears	Full Powers	Full Powers		
		Honorarium	Head of Department	Head of Department	Nil	Salaries
		Leave Encashment on LTC	Full Powers up to Group-B Officers and Group-A up to AC/DC	Full Powers up to Group-B Officers	Nil	Salaries
2	2	Wages	Full Powers	Full Powers	Nil	Wages
3	5	Bonus	Full Powers	Full Powers	Nil	Rewards
		Cash Award for Hindi Pratiyogita	Full Powers	Full Powers	Nil	Rewards
4	6	Medical Reimbursement/ Treatment of Government Employees	i) For Group A Officers: Up to Rs.2000/- for taking treatment in OPD and Up to Rs.5000 for taking treatment in IPD ii) Full powers up to Group 'B' Officers (Except emergency cases)	For Group B & C Officers: Up to Rs.2000/- for taking treatment in OPD and Up to Rs.5000 for taking treatment in IPD	Nil	Medical Treatment
5	7	Allowances	Full Powers up to Group-B Officers and Group-A up to AC/DC	Full powers up to Group 'B' cadre	Nil	Allowances
6	8	Leave Travel Concession	Full Powers up to Group-B	Full powers up to Group 'B'	Nil	Leave Travel Concession

			Officers and Group-A up to AC/DC	cadre		
7	9	Training Expenditure	Head of the Department	Head of the Department	Nil	Training Expenditure
8	4	Sanction of Leave Encashment, CGEGIS at the time of Retirement/VRS or Death, Termination of Service etc.	Head of the Department	Full Powers up to Group-B Officers	Nil	Pensionary Charges
9	11	Domestic Travel Expenses	Full Powers up to Group-B Officers and Group-A up to AC/DC	Full Powers up to Group-B Officers	Full Powers w.r.t officers of Hqrs. office belonging to Hawaldar/ Head Hawaldar/ MTS	Domestic Travel Expenses
10	13	Local Purchase of Stationery and Consumable Items and any other expenditure under the budget head, Office Expenses	Rs.50,000/- in each case	Rs.25,000/- in each case	Nil	Office Expenses
		Local Purchase of Stores-Perishable articles-Cutlery items, things for Office Use	Rs.50,000/- in each case	Rs.25,000/- in each case	Nil	Office Expenses
		News Paper	Full Powers	Full Powers	Nil	Office Expenses
		Postage Stamps	Full Powers	Full Powers	Nil	Office Expenses
		Courier Charges	Full Powers	Full Powers	Nil	Office Expenses
		Telephone Charges	Full Powers	Full Powers	Nil	Office Expenses
		Internet Charges	Full Powers	Full Powers	Nil	Office Expenses
		Cable Connection Charges	Full Powers	Full Powers	Nil	Office Expenses
		Electricity/Water Charges	Full Powers	Full Powers	Nil	Office Expenses
		Rubber Stamps	Full Powers	Full Powers	Nil	Office Expenses
		Outsourcing of Man	Full Powers	Nil	Nil	Office

		Power (Housekeeping Services)	(after approval of Annual Contract by the Head of Department)			Expenses
		Purchase of Books and forms including subscription to Package (Elts & Ex-cus)	Rs.50,000/- in each case	Rs.20,000/- in each case	Nil	Office Expenses
	13	Purchase of Office Equipment	Rs.50,000/- in each case	Rs.20,000/- in each case	Nil	Office Expenses
11	14	Rent, Rates and Taxes for Land and Building (Rent Charges of Office Buildings)	Full Powers (after approval of Annual Contract by the Head of Department)	Full Powers (after approval of Annual Contract by the Head of Department)	Nil	Rent, Rates and Taxes
		Municipal Rent, Rates and Taxes	Full Powers	Full Powers	Nil	Rent, Rates and Taxes
12	16	Printing, Binding, Digital Printing and Publications	Full Powers	Full Powers	Nil	Printing and Publications
13	18	Rent for Others (Hiring Vehicles)	Full Powers (after approval of Annual Contract by the Head of Department)	Full Powers (after approval of Annual Contract by the Head of Department)	Nil	Rent for Others
14	19	For Purchase of Printers/Scanners/ UPS and any other Digital Equipment	Rs.75,000/- in each case	Rs.25,000/- in each case	Nil	Digital Equipment/ Information, computer, Telecommunications (ICT)
15	24	Fuels and Lubricants	Full Powers	Full Powers	Nil	Fuels and Lubricants
16	26	Advertising and Publicity	Head of the Department	Head of the Department	Nil	Advertising and Publicity
17	28	Professional Services	Full Powers for approved Counsels and Public Prosecutor	Nil	Nil	Professional Services
18	29	Repairs and Maintenance	Rs.25,000/- in each case	Rs.10,000/- in each case	Nil	Repairs and Maintenance
19	49	Other Revenue Expenditure (News Paper/ Brief Case or Ladies	Full Powers	Full Powers up to Group-B Officers	Nil	Other Revenue Expenditure

		Purse to Government Servant etc. Any other expenditure which cannot be classified under any of these specified object heads will be debited to this head)				
20	71	Information, computer, Telecommunication s (ICT) Equipment	Head of the Department	Nil	Nil	Information, computer, Telecommuni cations (ICT)
21	74	Furniture and Fixtures	(a) Purchase: Rs.40,000/- in each case (b)Repairs: Rs.20,000/- in each case	(a) Purchase: Rs.20,000/- in each case (b)Repairs: Rs.10,000/- in each case	Nil	Furniture and Fixtures
22	27	Minor Civil and Electric Works	Full Powers In terms of GFR Provisions	Nil	Nil	Minor Civil and Electric Works
23		Leaves (EL/HPL/EOL)	30 Days up to Group-B Officers	Up to 30 days by JDC/JAC and AC (P&V) in respect officers of Hqrs. Office (Both Ministerial and Non-Ministerial Officers)	Nil	
24		Other Item of Contingent Expenditure	Recurring- Rs.10,000/- in each case. Non-Recurring- Rs.30,000/- in each case	Recurring- Rs.5,000/- in each case. Non-Recurring- Rs.10,000/- in each case	For Hqrs. Office: Recurring- Rs.5,000/- in each case. Non-Recurring- Rs.10,000/- in each case	

लेखा अनुभाग से संबंधित सभी फाइलें जैसे टीए बिल/मेडिकल बिल/एलटीसी बिल/पे फिक्सेशन/पेंशन बिल/बजट/जीपीएफ बिल/बाल शिक्षा भत्ता बिल आदि, मुख्य लेखा अधिकारी के माध्यम से भेजी जानी चाहिए।

All the files relating to Accounts Section such as TA Bills/Medical Bills/LTC bills/Pay fixations/Pension Bills/Budget/GPF Bills/ Children Education Allowance Bills etc., should be routed through Chief Accounts Officer.

*जीएफआर-2017, नियम 149 के अधीन, जीईएम पोर्टल पर उपलब्ध सामान्य उपयोग की वस्तुओं और सेवाओं को जीईएम पोर्टल के माध्यम से अनिवार्य रूप से खरीदा जाना आवश्यक है।

*Subject to GFR-2017, Rule149, Common use Goods and Services available on GeM portal are required to be procured mandatorily through GeM portal.

यह आदेश पहले के सभी आदेशों का अधिक्रमण करता है।

This order supersedes all earlier orders.

**Digitally signed by
Satish Sitaram Dhavale
Date: 12-11-2025
12:59:27**

(सतीश धावले SATISH DHAVALÉ)

आयुक्त COMMISSIONER

तिरुपति सीजीएसटी आयुक्तालय

TIRUPATI CGST COMMISSIONERATE

To,

1. अपर आयुक्त (पी एंड वी) मुख्यालय कार्यालय, तिरुपति सीजीएसटी आयुक्तालय The Additional Commissioner (P&V), Hqrs. Office, Tirupati CGST Commissionerate.
2. केंद्रीय कर उप/सहायक आयुक्त, अनंतपुर/कडप्पा/कुरनूल/तिरुपति डिवीजन The Deputy/Assistant Commissioner of Central Tax, Anantapur/Kadapa/Kurnool/Tirupati Division.
3. मुख्य लेखा अधिकारी, मुख्यालय कार्यालय, तिरुपति सीजीएसटी आयुक्तालय The Chief Accounts Officer, Hqrs. Office, Tirupati CGST Commissionerate.
4. वेतन एवं लेखा अधिकारी, सीबीआईसी, तिरुपति The Pay and Accounts Officer, CBIC, Tirupati.
5. लेखा अनुभाग, मुख्यालय, तिरुपति सीजीएसटी आयुक्तालय The Accounts Section, Hqrs. Office, Tirupati CGST Commissionerate.

प्रतिलिपि Copy to:-

1. संयुक्त आयुक्त, मुख्यालय कार्यालय, तिरुपति सीजीएसटी आयुक्तालय. The Joint Commissioner, Hqrs. Office, Tirupati CGST Commissionerate.
2. आयुक्त के स्टेनो, तिरुपति सीजीएसटी आयुक्तालय, मुख्यालय कार्यालय, तिरुपति Steno to the Commissioner, Tirupati CGST Commissionerate, Hqrs. Office, Tirupati.