GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग
Ministry of Finance, Department of Revenue
सीमा शुल्क आयुक्त (निवारक) का कार्यालय
Office of the Commissioner of Customs (Preventive)
पूर्वोत्तर क्षेत्र, North Eastern Region
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Establishment Order No. 16/2023

Dated: the 16th June, 2023.

In partial modification of this office Estt. Order No. 32/2022 dated the 19.12.2022, I, the undersigned, as Head of Department, hereby declare Shri Lalhmingmawia Ralte, Additional Commissioner, Customs (Prev.) N.E.R., Shillong as the **"Head of Office"** of Customs Hqrs., Shillong under Rule 14 of Delegation of Financial Power Rules, 1978 and also delegate and authorize him to exercise the Financial powers vested in the Head of the Department under Rule 13 (1) and 13 (2) of the said Rules to Shri Lalhmingmawia Ralte, Additional Commissioner as enclosed herewith in **Annexure I**, with immediate effect and till further orders.

2. Controlling Officer for sanctioning, signing, countersigning of bills in the form of HBA, Computer Advance, Pay Fixation matters, all GPF related matters in respect of **Group 'B'** (Gazetted & Non-Gazetted) & Group 'C' officers.

3. Controlling Officer for sanctioning, signing, countersigning of bills in the form of TA, TTA, LTC, Medical Bills, OTA, HBA, Medical Bills, all GPF-related matters, sanction of dues in respect of pension/family pension cases, CEA, Uniform allowances, etc. in respect of **Group 'B'** (Gazetted & Non-Gazetted) Officers. Further, he will also have the authority to sanction all kinds of bills relating to **Group 'A'** officers under this Commissionerate.

4. The sanctioning Authority for all kinds of Leave under Rule 3(1)(c)(1) of CCS (Leave) Rules, 1972 in respect of all **Group 'B'** (Gazetted & Non-Gazetted) & 'C' Officers except for Extra Ordinary Leave and Spl. Casual Leave which will be sanctioned by the Head of Department. All kinds of leave of Group 'A' officer will be sanctioned by the Head of Department.

5. Casual leave up to 3 days can be granted by the Controlling Officer. Casual Leave of more than 3 days shall be granted by Head of Office.

Encl: As above.

Sd/-
(M. Rahman)
Commissioner

Copy forwarded for information to:

1. The Chief Commissioner, GST & CX, Guwahati Zone, Guwahati.
2. The Principal Commissioner, GST & CX, Guwahati.
3. The Commissioner, GST & CX, Shillong/Dibrugarh/Guwahati/Agartala/Aizawl/Dimapur/Imphal/ Itanagar.
4. The Commissioner (Audit)/(Appeals), Guwahati.
5. The Additional Commissioner, Customs (Prev.), NER, Shillong for compliance.
6. The Deputy/Assistant Commissioner, Customs Hqrs., Shillong/Cus. (Prev.) Divisions, Shillong/ Guwahati /Dhubri/Agartala /Imphal /Dimapur /Aizawl /Karimganj.
7. The Superintendent, (Comp. & Trg), Hqrs, Shillong for uploading in the department's website.
8. The Pay & Accounts Officer, Central Excise & Customs, Shillong.
9. The A.C.A.O., Customs Hqrs., Shillong.

(M. Rahman)
Commissioner

ANNEXURE – I

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RE – DELEGATION OF FINANCIAL POWERS OF THE HEAD OF DEPARTMENT (HOD) TO HEAD OF OFFICE (HOO) AT CUSTOMS HQRS., SHILLONG.

SL. No.	Items of Expenditure	Powers delegated to HODs by the CBEC vide O.M. No. 15/6/2008-IFU-III (EC) dated 15.09.2011	Extent of powers now re-delegated to the Head of the Office at Customs Hqrs., Shillong.
I	II	III	IV
1.	Conveyance Hire Charges	Full Powers	Full Powers
2.	Electric, Gas and water charges	Full Powers	Full Powers
3.	Fixtures, furniture (Purchase and Repairs)	Full Powers	Full Powers
4.	Hire of Office furniture, electric fans, heaters, coolers, clocks, call bells etc.	Full Powers	Full Powers
5.	Legal Charges	Full Powers	Full Powers
6.	**Motor Vehicles:-**		
6.1	Maintenance, upkeep and repairs of vehicles including fuel	Full Powers	Up to Rs. 15,000/- per month per vehicle
6.2	Hiring of Vehicle in connection with search and seizure operations	Full Powers	Full Powers
7.	Rents, Municipal Rates and Taxes	Full Powers	Full Powers
8.	**Computers**		
8.1	AMC of Computers (Hardware) excluding sites	Rs. 10 lakh/Year (non PSU) and Full Powers in case of PSU	Rs. 25,000/- in each case with maximum limit of Rs. 3 lakh p.a.
8.2	Purchase /procurement of PCs/ Hardwares	Rs. 15 lakh/Year	Upto maximum limit of Rs. 3 lakh p.a.
9.	Post and Telegraph Charges	Full Powers	Full Powers
10.	**Publications:-** (i) Official (ii) Non-Official (includes purchase of books, newspapers and periodicals etc.,)	Full Powers	Full Powers
11.	Staff paid from contingencies	Full Powers (Only for Casual engagement for short durations)	Full Powers (Only for Casual engagement for short durations)
12.	Purchase of Stationery	Upto Rs. 10 Lakh p.a.	Rs. 25,000/- in each case with maximum limit of Rs. 3 lakh p.a.
13.	Stores	Full Powers	Upto Rs. 2 lakhs p.a.

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14.	Telephone Charges	Full Powers	Full Powers
15.	All Office equipments including Typewriters, dedicated word processors, calculators, electronic typewriters, intercom equipment, electronic stencil cutters, photo copiers, copying machine, etc	Full Powers	Upto Rs. 2. Lakhs p.a.
16.	Other items of contingent expenditure	Recurring – Rs. 1,00,000/- p.a in each case Non – Recurring - Rs. 1,00,000/- p.a in each case	Recurring - Rs. 25000/- p.a in each case Non – Recurring – Rs. 25,000/- p.a in each case
17	Miscellaneous Expenditure	Recurring – Rs. 10,000/- p.a Non – Recurring - Rs. 20,000/- in each case	Recurring – Rs. 5,000/- p.a Non – Recurring - Rs. 10,000/- in each case
18.	Outsourcing of Services	Rs. 60 lakh p.a subject to the conditions as laid down at point 7 of the Ministries O.M. No 15/6/2008-IFU-III(EC)dated 15.09.2011	Full Powers subject to approval of the HOD and existence of contract with the Service Provider
19.	Any other expenditure not listed above/over and beyond the limit mentioned above requires approval of the Head of the Department.		

1. The various austerity instructions issued by the government and other item wise general instructions as issued from time to time by CBIC and other competent authorities, shall also apply while exercising the delegated powers stated above against each respective item.
2. The General Financial Rules, 2017 (effective from 01.04.2017) and the delegation of Financial Power Rules, 1978 as amended time to time shall apply in respect of each of these stated items.
3. The above powers are to be exercised subject to fiscal codes and procedures and limits being within the budgetary allocation.
4. No sanction is to be accorded in exercise of the above delegation in excess of the available budget grant of the concerned object head. Also, while exercising such powers, austerity instruction of the government should be kept in mind.
5. This order is issued with immediate effect and until further orders.

Signed by Mahfuzur Rahman
Date: 16-06-2023 10:56:47
Reason: Approved

(M. Rahman)
Commissioner