

# SCHEDULE OF ADMINISTRATIVE AND FINANCIAL POWERS

## PART I

ADMINISTRATIVE AND FINANCIAL POWERS DELEGATED TO THE CHAIRMAN,  
CENTRAL BOARD OF TRUSTEES, EMPLOYEES' PROVIDENT FUND

## PART II

ADMINISTRATIVE AND FINANCIAL POWERS DELEGATED TO VARIOUS  
AUTHORITIES IN THE EMPLOYEES' PROVIDENT FUND ORGANISATION

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**PART I**

**SCHEDULE OF ADMINISTRATIVE AND FINANCIAL POWERS DELEGATED  
TO THE CHAIRMAN, CENTRAL BOARD OF TRUSTEES, EMPLOYEES'  
PROVIDENT FUND**

**Administrative Powers**

**Appointments.**—Chairman, Central Board of Trustees has been delegated powers to make appointments to all posts carrying maximum salary of Rs. 4,500 and above i.e. Regional Provident Fund Commissioners (Grade-II) and above. (Delegated by the C.B.T. in its 117th meeting held on 13th October, 1988).

**Financial Powers**

Serial No.	Item	Monetary limit up to which sanction can be accorded on any single item
1	2	3
1	Repairs and alterations to hired and requisitioned buildings	Rs. 2 l.khs.
2	Execution of petty original works and special repairs to buildings owned by the Organisation including all works and repairs in connection with sanitary, water supply and electric installation to such buildings.	Rs. 5 l.khs.
3	Hiring of office accommodation	Full powers.
4	To conduct study on evaluation of the Organisation by an outside agency like the I.I.M. etc.	Rs. 5 l.khs.
5	Other items not mentioned above	Rs. 1 lakh.

(The Board has also resolved that Chairman, C.B.T., may in emergent cases, sanction expenditure in excess of the limits prescribed above subject to the condition that such sanctions should be placed before the next meeting of the C.B.T. for ratification).

(Delegated by the C.B.T. in its 118th meeting held on 3rd December, 1988).

(The Board in its 124th meeting held on 20th August, 1990 has resolved that Chairman may sanction expenditure for the purchase and installation of computers in the Headquarters, Regional and Sub-Regional Offices of the Employees' Provident Fund Organisation to the extent considered necessary, irrespective of any monetary limit).

**PART II**  
**SCHEDULE OF ADMINISTRATIVE & FINANCIAL POWERS**

Sl. No.	Nature of Powers	Competent Authority	Extent
(1)	(2)	(3)	(4)
<b>I GENERAL POWERS</b>			
1	Re-delegation of powers to sub-ordinate authorities under Sub-para (3) of para 24 of the E.P.F. Scheme	C.P.F.C.	Full powers subject to a report to the Board.
2	Declaring a Gazetted Officer as a H. ad of Office. (D.F.P.R.—14)	C.P.F.C.	Full Powers.
3	Designating an Officer as Disbursing Officer [G.F.R.2 (xii)]	C.P.F.C.	Full Powers.
<b>II CREATION OF POSTS AND OTHER ESTABLISHMENT MATTERS</b>			
4	To create temporary posts in the regular sanctioned categories and scales of pay, subject to the conditions laid down in para 23 of the Scheme. (D.F.P.R. Schedule II)	*C.P.F.C.	(i) Full powers to create group 'C' & 'D' posts for any specific period subject to the following conditions:—  (a) The posts shall be created strictly according to the norms approved by the Board.  (b) The concurrence of the FA & CAO of the Organisation is obtained.  (ii) Full powers to create group 'B' posts in the regular sanctioned categories and scale of pay for a period not exceeding 2 years.
5	To sanction continuance of temporary posts beyond the initial sanctioned period	Additional C.P.F.C.	Full powers in respect of group 'B', 'C' & 'D' posts in Central Office subject to admissibility and budget provision.
		R.C. (RA)	Full powers in respect of group 'B', 'C' & 'D' posts in the Regional Offices subject to admissibility and budget provision.
6	Conversion of temporary posts in to Permanent ones	C.P.F.C.	Full powers to convert temporary group 'B', 'C' & 'D' posts into permanent one subject to the observance of principles set out by the Govt.— <i>vide</i> Ministry of Finance. (Department of Expenditure O.M. No. A. 11019/6/75-EGI, dated 24th March 1976.
7	Conversion of temporary group 'C' & 'D' posts into permanent ones	RPFC (RO)	Full powers subject to observance of the rules and instructions issued from time to time.
8	To transfer staff and officers from one Region to another or from Central Office to Region or <i>vice versa</i>	C.P.F.C.	Full powers.
9	To transfer employees in the grade of Superintendents and other equivalent or lower cadres from Central Office to Regional/S. b-Regional Offices	Additional C.P.F.C.	Full powers subject to instructions that may be issued from time to time.

\*If at any time the post of C. P. F. C. is lying vacant, the powers of creation of posts vested in the C.P.F.C. may be exercised by the Additional C. P. F. C. (Authority 117th meeting of the C. B. T. held on 13th October, 1988 Reference No. P. IV/1(3)/C.P.F.C./Dsl./84, dated 25th April, 1989.



1	2	3	4
10	To transfer employees in the grade of EO/AAO and other equivalent or lower cadres from one Region to another	RC (RA)	Full powers subject to the instructions that may be issued from time to time.
11	Power to transfer employees within his jurisdiction	RPFC (RO)	Full powers upto the level of EO/AAO [including PFI (Gr.I) and equivalent posts subject to the observance of the instruction issued by the Central Office/Govt. from time to time.
12	Deputation of Officers outside the department	C.P.F.C.	Full powers subject to the condition that sanction of the appointing authority for filling up of the consequent vacancies shall be obtained.
13	Deputation of Officers for training in India	C.P.F.C.	
14	(i) To allow deputation of employees up to the cadre of Superintendents and other equivalent cadres outside the Organisation	Additional C.P.F.C.	Full powers subject to the instructions that may be issued by the Govt./C.B.T./C.P.F.C. from time to time.
	(ii) To allow deputation of employees up to the cadre of EO/AAO and other equivalent posts outside the Organisation	RC(RA)	Full powers subject to the instructions that may be issued by the Govt./C.B.T./C.P.F.C. from time to time.
15	To alter the date of birth recorded in the service book in the case of clerical errors in respect of non-gazetted Officers	Additional C.P.F.C. R.C. (RA)	Full powers in respect of the staff in the Central Office. Full powers in respect of the staff in the Regional Offices.
16	To sanction investigation of claims for arrears of pay etc. subject to the restrictions laid down in Rule 83 & 87 of G.F.R.	C.P.F.C. RPFC (RO)	Full powers. Full powers in respect of all employees upto the level of A.P.F.C.
		RPFC-II SRO/ADM.	Full powers for all employees up to the level of AAO/EO.
17	Counting of period of suspension on re-instatement with forfeiture of allowance	C.P.F.C.	Full powers.
18	Forwarding of applications from officers for jobs outside the Organisation	C.P.F.C.	Full Powers.
		Additional C.P.F.C.	Full powers in respect of all officers up to the level of R.P.F.C. (Gr.II) in the Central Office subject to instructions that may be issued from time to time.
		RC(RA)	Full powers in respect of all officers up to the level of R.P.F.C. (Gr.II) in the Regional Offices subject to the instructions that may be issued from time to time.
		RPFC (RO/ SRO/ADM)	Full powers in respect of all Group 'B' 'C' & 'D' posts subject to the observance of the instruction issued from time to time.

1	2	3	4
		APFC (SRO/ADM.)	Full powers in respect of all employees upto the level of Assistants/Head Clerks subject to the instructions issued from time to time.
19	To grant permission for prosecuting higher studies	C.P.F.C.  RPFC(RO)	Full powers.  Full powers upto the level of A.P.F.C. subject to instructions issued from time to time.
		R.P.F.C. (SRO/ADM.)	Full powers up to the level of EO/AAO/ Supdts. and equivalent post subject to instructions issued from time to time.
		A.P.F.C. (SRO/ADM)	Full powers in respect of the employees up to the level of Assistants/Head Clerks subject to the instructions issued from time to time.
20	To issue no objection certificate for obtaining international passport	C.P.F.C.  Additional C.P.F.C.  RC(RA)	Full powers.  Full powers up to the level of A.P.F.C. and other equivalent posts in the Central Office.  Full powers up to the level of A.P.F.C. and other equivalent posts in Regional Offices.
		RPFC(RO)	Full powers in respect of all group 'C' & 'D' employees and for AAOs/EOs subject to the observance of the instructions issued in this regard by the CPFC/Govt. from time to time and obtaining of Vigilance clearance.
21	To permit an employee to attend meetings and conferences within India and to treat him as on duty in accordance with the rules applicable to Similar Central Govt. servants	C.P.F.C.	Full powers.
22	Authorising an employees to proceed on duty to any part in India	C.P.F.C./ RPFC(RO)	Full powers.  Full powers for attending pending court cases, enquiries, departmental proceedings in respect of employees and officers working in the Regions.
		R.P.F.C. (SRO/ADM)	Full powers for attending departmental enquiries departmental examination etc.
23	To sanctioning undertaking of journey of an official of his office outside his Region for giving evidence in court case (connected with E.P.F. Law) as a witness for the E.P.F. Organisation	R.P.F.C.(RO/  SRO/ADM)	Full powers.
24	Permission to Group 'A' Officers to attend Seminars, Committees, Councils etc. in India.	C.P.F.C.	Full powers.







1	2	3	4
36	To transfer an employee from one post to another	C.P.F.C. R.P.F.C. (R.O.)	Full powers. Full powers in respect of all group 'C' & 'D' posts, to transfer a person from one post to another post in an identical cadre for a period of one year subject to the observance of the instructions issued from time to time.
37	To retain a non-govt. employee of the Board in service after the age of 55 but not beyond the age of 60	C.P.F.C.	With the prior approval of the Central Board and provided extensions are granted up to one year at a time.
38	(i) Accepting resignation of an employee of the Organisation (ii) Permitting withdrawal of resignation	Appointing Authority Ditto	Full powers in accordance with rules/instructions. Ditto
39	To declare an employee to be a ministerial servant	C.P.F.C.	Full powers.
<b>IV LEAVE</b>			
40	To sanction Casual Leave	Branch Officer Immediate Superior Officer	Full powers in respect of Group 'C' & 'D' employees. In respect of other subordinate officers.
41	To forfeit leave for late attendance	Ditto	Ditto
42	To condone late attendance	Ditto	Ditto
43	Grant of all kinds of leave to officers where officiating arrangements are not necessary	C.P.F.C. R.P.F.C.(R.O.)	Full powers. Full powers to grant all kinds of leave other than special disability and study leave.
44	To grant any kind of leave (other than special disability leave) to the employee	C.P.F.C. Addl. C.P.F.C. R.C. (R.A.) R.P.F.C.(R.O.) R.P.F.C./A.P.F.C. S.R.O.	Full powers for any period. (i) Full powers in respect of Officers and staff of the Central Office up to the rank of A.P.F.C. (Gr. I). (ii) Full powers for grant of Casual Leave in respect of R.P.F.C.s of all grades posted in the Central Office. (iii) E.L. up to 10 days in respect of R.P.F.Cs. of all grades posted in the Central Office. (i) Full powers for grant of C.L. in respect of R.P.F.Cs. of all grades posted in the Regional/Sub-Regional Offices. (ii) E.L. up to 10 days in respect of R.P.F.Cs of all grades posted in the Regional S.R.Os. Full powers in respect of officers and staff of the Regional Office. Full powers in respect of officers and staff of the Sub-Regional Office.

		A.P.F.C.(ADM.)	Full powers in respect of all group 'C' and 'D' posts subject to admissibility.
45	Permitting an employee of the Organisation on leave to return to duty before the expiry of leave	The Authority which sanctioned the leave	Full powers.
46	Extending leave	Ditto	Full powers.
47	Granting special disability leave	C.P.F.C./Appointing Authority	Full powers.
48	Extension of leave to cover overstay	C.P.F.C.	Full powers.
49	To require medical certificate of fitness before return from leave on medical certificate in cases in which he is authorised to grant leave	C.P.F.C. R.P.F.C.(R.O.) SRO/ADM. APFC (SRO/ADM.)	Full powers. Full powers up to the level of A.Os. and other equivalent posts.
50	Grant of leave to an employee of the fund declared medically unfit to return to duty	C.P.F.C.	Full powers.
51	Waiving production of medical certificate if an employee of the Organisation takes leave on medical ground for a period not exceeding 3 days	The authority which is empowered to sanction leave	Full powers.
52	To secure a second medical opinion from a civil surgeon in the case of an employee of the Organisation who has applied for leave on medical certificate	Ditto	Full powers.
53	Combination of holidays with leave & joining time	C.P.F.C. R.P.F.C. (R.O.) R.P.F.C. (S.R.O./R.P.F.C. (ADM) A.P.F.C. (S.R.O.)	Full powers. Full powers in respect of the employees of his office. Full powers in respect of employee for which he is the leave sanctioning authority.
54	To grant special C.L. on occasions like Bundh, Curfew etc. or for participating in sports activities etc.	C.P.F.C. R.P.F.C.(R.O./ S.R.O./ADM. A.P.F.C. (SRO)	Full powers. Full powers subject to the observance of the general instructions issued by the Govt. of India in the matter from time to time. Full powers in respect of the employees under his charge subject to observance of the rules and instruction issued from time to time.

V.

PAY AND ALLOWANCES, FEES AND HONORARIUM

55	To fix initial pay at a higher stage than the minimum of a grade of a post which he is empowered to create (FR.27).	C.P.F.C.	Full powers.
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1	2	3	4
56	Power to fix the pay of an officiating employee at an amount less than that admissible under the rules (F.R.-35)	C.P.F.C.	Full powers in respect of the posts for which he is the appointing authority.
57	Granting of special pay to the machine operators (including group 'D') engaged on operating Gestetnor Machines of the E.P.F. Organisation	C.P.F.C. R.P.F.C.(R.O.)	Full powers subject to the condition contained in the Ministry of Finance (Deptt. of Expenditure) O.M. No. E.9 (42 Estt. III/61, dated 8th December, 1961 as modified from time to time. Full powers in accordance with the instructions issued from time to time.
58	To sanction advance increment to Stenographers for passing the speed test in the Stenography	R.P.F.C.(R.O./S.R.O./ADM.)	*Full powers subject to the observance of the rules and instructions issued by C.P.F.C./Govt. from time to time.
59	To allow higher fixation of pay in respect of ex-combatant clerks appointed in the Organisation	R.P.F.C.(R.O./S.R.O./ADM.)	*Full powers subject to the observance of the rules and instructions issued from time to time.
60	Grant of special pay to Cashier /U.D. C.s. of the E.P.F. Organisation G.I.D. (6) below FR.9 (25)	C.P.F.C. R.P.F.C.(R.O.)	Full powers subject to the rules and instructions regarding grant of such special pay laid down by the Central Govt. from time to time for this purpose. *Full powers subject to the observance of the rules and instructions issued by the Govt./CPFC from time to time.
		R.P.F.C./ A.P. F.C.(S.R.O.) R.P.F.C. (ADM).	Full powers to sanction special pay to Cashiers subject to the observance of the rules/instructions issued from time to time by CPFC/Govt.,
61	To sanction conveyance allowance to handicapped employees for whom the R.P.F.C. is the appointing authority	R.P.F.C.(R.O.) R.P.F.C.(S.R.O./ADM.)	*Full powers subject to the observance of the rules/instructions issued from time to time. Full powers in respect of posts upto the level of Head Clerks subject to the observance of the rules and instructions issued from time to time.
62	To sanction personal pay to those who have passed the Hindi Teaching Scheme Examination	R.P.F.C./(R.O./S.R.O./ADM.) A.P.F.C.(S.R.O.)	Full powers in respect of all the employees of his Region/Office as per instructions issued from time to time. Full powers in respect of the employees of the S.R.O.
63	To sanction personal pay for undergoing family planning operations for Officers and employees	R.P.F.C.(R.O./S.R.O./ADM.) A.P.F.C. (S.R.O.)	Full powers subject to the observance of instructions in this regard.
64	Granting pre-mature increments in a time scale (FR.27)	C.P.F.C.	Full powers.

\*These powers are to be exercised only after obtaining the concurrence of the R.C.(F.A.)/Pre-audit cell of the Region.1 Office. In case of difference, the case may be referred to C.P.F.C. with requisite details for decision.

1	2	3	4
65	Allowing an employee to count for increments period of extraordinary leave taken otherwise than on Medical Certificate (FR.26)	C.P.F.C.	Full powers.
		R.P.F.C.(R.O.)	Full powers in respect of the post for which he is the appointing authority, subject to the fulfilment of the condition prescribed in this regard.
		R.P.F.C.(ADM.)/ R.P.F.C./A.P. F.C.(S.R.O.)	Full powers in respect of the employees of his office subject to fulfilment of the conditions prescribed in this regard.
66	Powers to allow crossing of E.B. in respect of A.P.F.C. (Gr. I)	C.P.F.C.	Full powers.
67	Sanctioning of the fitness to cross E.B. prescribed in a time scale (FR.25)	C.P.F.C.	Full powers in respect of the posts for which he is the appointing authority.
		Additional C.P.F.C.	Full powers in respect of Supdts./Hindi Translator (Gr. I)/Jr. Accounts Officer/P.A. to F.A. & C.A.O. and Additional C.P.F.C. and Research Assistant in the Hqrs. Office on the recommendation of the D.P.C. subject to the conditions that in case of with holding of E.B. the file will be submitted to C.P.F.C. for concurrence.
		R.P.F.C. (R.O.)	Full powers up to the level of E.O./A.A.O. and Hindi Translator (Gr.I) on the recommendation of D.P.C. subject to observance of normal rules.
		R.P.F.C. (S.R.O./ADM.)	Full powers up to the level of Head Clerk, subject to the instructions issued in the matter.
68	To sanction the undertakings of work for which an honorarium is offered and the grant or acceptance of honorarium, [FR.46(B)]	C.P.F.C.	Full powers up to a maximum of Rs. 2,500 in each case subject to a report to the Board of Trustees (in case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year).
		R.P.F.C. (R.O./S.R.O.)	Full powers up to Rs. 500 (five hundred only) in each case in respect of all officers upto the level of A.P.F.C.s., subject to a report to the C.B.T. through C.P.F.C. and observance of the instruction issued from time to time. (In the case of recurring honorarium this limit applies to the total of recurring payments made to an individual during a year).
69	To sanction undertaking of work for which a fee is offered and the acceptance of the fee. (SR.11)	C.P.F.C.	Full powers up to a maximum of Rs. 3,000 in each case. In the case of recurring fee this limit applies to the total of the recurring payments made to an individual in a year.
		Additional C.P.F.C.	Full powers up to a maximum of Rs. 2,000 in each case in respect of all officers up to the level of R.P.F.C.(Gr. II) in the Central Office. In the case of recurring payments made the limit applies to the total of the recurring payment made to an individual in a year, subject to instructions that may be issued from time to time.



1	2	3	4
		R.C. (R.A.)	Full powers up to a maximum of Rs. 2.000 in each case in respect of all R.P.F.Cs. (Gr. II) in the Regional/Sub-Regional Offices. In the case of recurring payments made, the limit applies to the total of the recurring payment made to an individual in a year, subject to instructions that may be issued from time to time.
		R.P.F.C. (RO/SRO/ADM)	Full powers up to a maximum of Rs. 500 in respect of employees other than a gazetted officer (in case of recurring fee) the limit applies to the total of the recurring payments made to an individual in a year.
70	To sanction overtime allowance	R.P.F.C. (RO/SRO)	Full powers for essential group 'D' staff such as Chowkidars, Safaiwalas, Pump Operators, etc. and for Staff Car Drivers/Scooter Drivers. Up to 24 hours in a month subject to observance of instructions issued from C.P.F.C/Govt. from time to time.
		A.P.F.C (SRO)	Full powers only in respect of essential group 'D' staff such as Chowkidars, Safaiwalas etc., and upto a maximum of 24 hours in a month for Cashiers subject to observance of the instructions issued from time to time.
71	Drawal and disbursement of pay and allowance of officers and staff and other contingent expenditure	A.P.F.C (ADM)	Full powers.
72	Authorising drawal of pay and allowances for a period of not exceeding tow months for a fresh recruit to Orgn. without Medical Certificate of Health (G.I.D. Below FR. 10)	C.P.F.C.	Full powers in respect of all Group 'B' 'C' and 'D' posts and Group 'A' post up to the level of A.P.F.C.
73	Sanctioning provisional payment of pay to group 'B' 'C' or 'D' staff pending receipt of his L.P.C.	R.P.F.C. (RO/SRO) A.P.F.C. (SRO)	Full powers. Full powers.
<b>VI. ADVANCES TO THE EMPLOYEES OF THE BOARD</b>			
74	To sanction House Building Advance	C.P.F.C. R.P.F.C. [RO/RC (LA)]	Full powers. Full powers up to the level of EO/AAO Supdt./Hindi Translator (Gr. I) and officers of equivalent rank working under their administrative control.
75	To sanction advances for the purchase of conveyance subject to the conditions laid down in G.F.R. [GFR 191 (1)and (2)]	C.P.F.C./R.P.F.C. (RO) R.P.F.C. (S.R.O.) ADM	Full powers subject to budget provision. Full powers except sanction of advance for purchase of Motor Car in respect of the employees working under him.
		A.P.F.C (SRO/ADM)	Full powers for sanctioning advance for purchase of bicycles.

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76	To re-delegate the powers in item No. 75 to a subordinate authority which has power to appoint an employee in respect of that grade of employee	C.P.F.C.	Full powers.
77	Extending the time within which purchase of conveyance should be completed (G.F.R.s. Note 1 below Rule 196 with Rule 211)	C.P.F.C.	To extend in exceptional cases the prescribed time limit of one month to two months from the date of drawal of advance.
78	Grant of advance for purchase of warm clothing (G.F.R. 216)	R.P.F.C., (RO/ SRO) A.P.F.C. (SRO/ ADM).	Full powers. Full powers.
79	Grant of advance for the purchase of Table Fan. (G.F.R. 221 A)	R.P.F.C. (R.O./ S.R.O.) A.P.F.C. (S.R.O./ A.D.M.)	Full powers.
80	Sanctioning T.A. advance to a retiring employee to enable him during leave preparatory to retirement, to proceed to the place where he intends to reside permanently (G.F.R. 224)	R.P.F.C. (R.O./ S.R.O.) A.P.F.C. (S.R.O.)	Full powers. Full powers.
81	Fixing the rate at which the advance of pay would be recovered from the subsistence allowance. (GFR-G.I.D. below 225)	C.P.F.C.	Full powers.
82	Sanctioning advances in connection with Leave Travel Concession (G.F.R. 235)	R.P.F.C. (R.O./ S.R.O.) A.P.F.C. (S.R.O.) A.P.F.C. (ADM)	Full powers. Full powers in accordance with the rules up to the level of A.A.O./E.O./Supdt.
83	Sanctioning Festival Advances (GFR 236)	R.P.F.C. (R.O./S.R.O.) A.P.F.C./ (S.R.O./ A.D.M.)	Full powers subject to the conditions laid down in the GFR.
84	Fixing festival occasions on which festival advance will be allowed. (GFR-GID(I) below Rule 236)	C. P. F. C.	Full powers.
85	To grant advances in connection with natural calamities subject to the provisions contained in the GFR as amended from time to time  (GFR 247 & GID (I) & (II) there- under)	R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O.)	Full powers.
86	Sanctioning an advance in lieu of leave salary to an employee of the Board. (GFR 259)	R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O.)	Full powers subject to the observance of rules and instructions issued from time to time in this regard.



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		A.P.F.C. (A.D.M.)	Full powers in respect of non-gazetted staff subject to the condition that leave has been sanctioned by the Competent Authority and in accordance with rules and instructions.
87	Sanctioning an advance to the family of an employee of the Board who dies while in service (GFR 262)	R.P.F.C.(R.O./S.R.O.) A.P.F.C. (A.D.M./S.R.O.)	Full powers subject to the fulfilment of the conditions specified in the GFR.
88	Sanctioning an advance to the family of an employee of the Board who dies while in service to meet the travel expenses admissible under the rules (GFR-265)	R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O.) A.P.F.C. (A.D.M.)	Full powers subject to the fulfilment of the conditions specified in GFR.  Full powers in respect of Group 'C' & 'D' employees.
89	To sanction advance of one month's pay and T. A. to an employee on transfer and advances on tours subject to the conditions laid down in GFR	R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O.) A.P.F.C. (A.D.M.)	Full powers.  Full powers in respect of officers up to the level of E.O./A.A.O./A.O. subject to the observance of the rules and conditions laid down in this regard.
90	To alter the term of re-payment of advances	R.P.F.C. (R.O./S.R.O.)	Full powers in case where the advance is sanctioned by the Central Board provided that in case of interest bearing advances the period of re-payment is not extended.

#### VII. TRAVELLING ALLOWANCE

91	To prescribe an employee's Headquarters	R.P.F.C. (R.O./S.R.O.)	Full powers.
92	To define the limits of an employee's sphere of duty (SR-60)	R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O.)	Full powers.
93	To decide the shortest of two or more routes in respect of journey within his jurisdiction [SR-30, (b)]	R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O.)	Full powers.
		A.P.F.C. (A.D.M.)	Full powers upto the level of AAO/EO/AO and other equivalent posts.
94	To permit a Group 'D' employee to draw higher (intermediate) class fare when accompanying an officer which provides no 2nd class accommodation	C. P. F. C.	Full powers.
95	To act as competent authority under SR 42 & 190	C. P. F. C. R.P.F.C.(R.O.)	Full powers. Full powers.
96	Deciding whether a particular absence is absence on duty (SR-62)	R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O.)	Full powers in respect of the employees of Regional Office/Sub-Regional Office.

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97	To restrict the frequency and duration of journey (SR-63)	R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O.)	Full powers.
98	To permit drawal of TA for journey to attend departmental Examination	R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O./ (A.D.M.)	Full powers.
99	To allow actual expenses for carriage of Personnel effects by road between stations connected by rail	R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O.)	Full powers.
		A.P.F.C. (A.D.M.)	Full powers up to the level of A.A.O./ E.O./A.O. and other equivalent posts.
100	To countersign TA bill of Officers	C. P. F. C.	Full powers (including his own case).
		Additional C. P. F. C.	Full powers up to the grade of R.P.F.C. (GR. II) working in the Central Office
		R.P.F.C. (R.O./S.R.O.) A.P.F.C. (S.R.O.)	Full powers in respect of all the officers of his office.
		A.P.F.C. (A.D.M.)	Full powers in respect of group 'C' & 'D' posts.
<p>Notes.—(i) RPFCs-in-charge of the Region and RPFC -in-charge of the S. R. O. are authorised to countersign their own T. A. claims.</p> <p>(ii) RPFCs (Gr.I) and other officers of equivalent or higher rank in the Central Office are authorised to approve Tour Programme of Officers and Staff [including R. C. (Gr. II)] working under them and also to countersign their own T.A. claims, provided that the tour was in accordance with approved programme.</p> <p>[C. P. F. C.'s order No. P. IV/2(3)/85/Pt., dated 9th December, 1986].</p> <p>(iii) Deputy Director (Vigilance) South Zone and West Zone are authorised to approve tour programme of officers and staff working under them and also to countersign their own T. A. claims, provided that the tour was in accordance with the approved programme.</p> <p>[C. P. F. C.s, order No. P. IV/2(3)/85/Pt., dated 9th December, 1986].</p>			
101	To extend the time limit of six months and one month within which the members of the family of a transferred employee may be treated as accompanying him in individual cases attendant with special circumstances	C. P. F. C. Additional C. P. F. C.	Full powers. Full powers in respect of all officers upto the level of R. P. F. C. (Gr.II) working in the Central Office.
		RC (RA)	Full powers in respect of all officers up to the level of R. P. F. C. (GR.II) working in the Regional and Sub-Regional Offices.
		RPFC(RO/ SRO/ADM)	Full powers in respect of all employees up to the level of APFCs subject to observance of the instructions issued from time to time.



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102	To declare who shall be the controlling officer and to make rule for his own (SR 191)	C. P. F. C. RPFC(RO)	Full powers. Full powers provided an officer is not declared his own controlling officer.
103	Powers to make rules for the guidance of the controlling officers. (SR 195)	C. P. F. C.	Full powers.
<b>VIII. LEAVE TRAVEL CONCESSION</b>			
104	Permitting change of Home Town for purpose of L. T. C.	C. P. F. C.  Additional C. P. F. C.  RC (RA)  RPFC (RO)  RPFC(SRO/ ADM)	Full powers except that the powers shall not be exercised by the Central Provident Fund Commissioner in respect of his own case. Full powers up to the grade of RPFC of (GR-II) working in the Central Office. Full powers up to the grade of RPFC (GR.II) working in the Regional & Sub-Regional Offices. Full powers up to the level of AAO/EO and equivalent posts subject to the observance of the instructions issued from time to time. Full powers up to the level of AAO/EO and equivalent posts subject to the observance of the instructions issued from time to time.
105	Relaxation of time limit of six months between commencement and completion of the journey by the family of the employee for entitlement of L. T. C.	C. P. F. C.  Additional C. P. F. C.  RC(RA)  RPFC(RO/ SRO,ADM)	Full powers subject to the conditions specified in the Government of India O. M. No. 43/10,5/Esstt)(A), dated 11th April, 1958 as amended from time to time. Full powers up to the grade of R. P. F. C. (Gr. II) in the Central Office. Full powers up to the grade of RPFC (Gr. II) working in the Regional & S. R. Offices. Full powers up to the level of APFC and equivalent post subject to the observance of the instructions issued from time to time.
106	To permit the change of declared place of visit in respect of the L. T.C. facility availed by the staff/officers	C. P. F. C.  Additional C. P. F. C.  RC(RA)  RPFC(RO/ SRO/ADM APFC(SRO)	Full powers. Full powers in respect of all officers up to the level of RPFC(Gr.II) working in the Central Office, subject to instructions that may be issued from time to time. Full powers in respect of all officers up to the level of RPFC (GR.II) working in the Regional & Sub-Regional Offices, subject to instructions that may be issued from time to time. Full powers in respect of the staff in their respective offices.

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<u>IX. JOINING TIME</u>			
107	Permitting the calculation of joining time by a route other than that which travellers ordinarily use (SR 296)	C. P. F. C. RPFC(RO/SRO)	Full powers. Full powers.
108	Extending joining time on certain conditions within a maximum of 30 days in cases other than that of gazetted officers (SR 302)	C. P. F. C. RPFC (RO/ SRO)	Full powers. Full powers.
<u>X. MEDICAL ATTENDANCE</u>			
109	Reimbursement of Medical expenses as admissible under the C. S. (M. A.) Rules, 1944 as amended from time to time.	C. P. F. C.	Full powers in respect of all officers and staff including himself.
		RPFC(RO/ SRO)	Full powers in respect of all the officers (including himself) and staff of his office.
		APFC(SRO)	Full powers in respect of all the officers and staff of Sub-Regional Office except that this powers shall not be exercised in respect of his own claims.
		APFC (ADM)	Full powers in respect of all group 'C' & 'D' posts.
110	Reimbursement of medical expenses in relaxation of medical attendance rules	C. P. F. C.	Same powers as are delegated by the Government of India to the Head of Departments from time to time.
		Additional C. P. F. C.	Same powers as are delegated by the government of India to the Central Commissioner at present in respect of group 'B', 'C' and 'D' employees working in the Central Office.
		R. O. (R.A.III)	Same powers as are delegated by the Government of India to the Central Commissioner at present in respect of group 'B', 'C' & 'D' employees working in the Regional & Sub-Regional Offices.
<u>XI. CONTINGENT AND MISCELLANEOUS EXPENDITURE</u>			
111	(i) To sanction permanent advances (GFR) 90-(i)	C. P. F. C.	Full powers subject to the conditions prescribed under rule 90 of G. F. R.
		Additional C. P. F. C.	Full powers in respect of Central Office subject to conditions prescribed under rule 90 of G. F. R.
		R. O. (R. A.)	Full powers in respect of Regional/ S. R. Os. subject to the conditions prescribed under Rule 90 of G. F. R.
	(ii) To sanction contingent recurring charges subject to the limits laid down in para 24 of the Scheme	C. P. F. C.	Up to the budget provision for such purposes.



