

GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE DIRECTOR GENERAL OF PRISONS
PRISONS HEADQUARTER, CENTRAL JAIL, TIHAR
JANAK PURI: NEW DELHI

Subject:- Forwarding of PUCs received from various Departments.

S.No.	Received from (PUC Diary no.)	
1	Joint Secretary (GAD), 1458	Regarding attendance of administrative secretaries in the sittings of the House Committees of the Delhi Legislative Assembly.
2	Deputy Secretary (Home-III), 2480	Notification dated 28.04.2026
3	Joint Secretary (GAD), 2077	Order regarding nomination of MLAs as Chairpersons of District Development Committees
4	Deputy Secretary (Home), 2180	Order dated 16.04.2026
5	Deputy Secretary (IT), 2381	Order regarding encadrement of IT posts
6	Administrative reforms dept., 4938	Guide on the Art of Delegating work

Encl : As above

S. N. Arif
OFFICER IN-CHARGE (ESTT.-I)
PRISON HEAD QUARTER

F.18(69)/ESTT/PHQ/2023/CD-3754981/12144-47

Dated:- 11.08.2026

Copy forwarded for information and necessary action:-

1. SO to DG(P)/PS to AIG(P)/PS to DIG(P)
2. Assistant Director (IT), PHQ with the request to upload on the department website.
3. Guard File

S. N. Arif
13/08
To (IT)

S. N. Arif
OFFICER IN-CHARGE (ESTT.-I)
PRISON HEAD QUARTER

S. N. Arif
13/08/26

w(h). upload on the website.

Sl. No.	1263
Date	12/8/26

Diary No. 2480 Date 5-5-26
I. Stt. Branch, P.H.O., Central Jail
New Delhi-110002

(TO BE PUBLISHED IN DELHI GAZETTE PART IV EXTRAORDINARY)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HOME (POLICE-II) DEPARTMENT 5TH LEVEL, C-WING,
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002

F. No. 2/1/88/HP-II/Pt.-I/e-Office No.280430/ 635-639

Dated: 28/4/2026

NOTIFICATION

F. No. 2/1/88/HP-II/Pt.-I/ e-Office No.280430/ 635-639 Whereas the Lt. Governor of the National Capital Territory of Delhi is satisfied that it is necessary to do so;

Now, therefore, in exercise of the powers conferred by sub section (3) of section 3, read with clause (e) of Section 2 of the National Security Act, 1980, the Lt. Governor of the National Capital Territory of Delhi is pleased to direct that during the period 19/04/2026 to 18/07/2026 the Commissioner of Police, Delhi may also exercise the powers of detaining authority under sub section (2) of the section 3 of the aforesaid Act.

By order and in the name of the Lt. Governor
of the National Capital Territory of Delhi



(Ramesh Kumar)
Deputy Secretary (Home-III)

F. No. 2/1/88/HP-II/Pt.-I/ e-Office No.280430/ 635-639

Dated: 28/4/2026

Copy forwarded for information and necessary action to:-

1. The Section Officer, Co-ordination (GAD), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi (in duplicate) along with its Hindi version for publication in Delhi Gazette Part-IV Extraordinary.
2. The Deputy Secretary, (Security), Security Division, Government of India, Ministry of Home Affairs, NDCC Building, Jai Singh Road, New Delhi.
3. The D.G. (Prison), Central Jail, Tihar, New Delhi.
4. Legal Advisor to Commissioner of Police, PHQ, New Delhi, Room No. 331-32, 3rd Floor, Tower-II, Jai Singh Road, New Delhi w.r.t. the letter No 2599/L.A-Judl. Dated 20/03/2026.

SR. LAW OFFICER


Director General (Prisons)


(Ramesh Kumar)
Deputy Secretary (Home-III)

1. G. and f. b.

2. D.S. estt for record

3. G. f.


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Im
575/24
Sh. Mohit

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
COORDINATION BRANCH, 2ND LEVEL, A-WING
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

No.F.53/833/GAD/CN/2026/964-970

Dated: 09.02.2026

C I R C U L A R

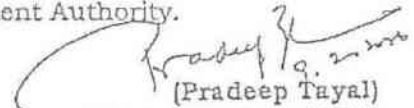
The House Committees of the Eighth Legislative Assembly, National Capital Territory of Delhi, have been duly constituted by Hon'ble Speaker, Delhi Legislative Assembly.

The Committees may, from time to time, require presence of senior officers of various departments of GNCT of Delhi for deliberations, presentations or furnishing of information relating to matters under consideration before it.

Accordingly, all Administrative Secretaries are requested to attend the sittings of the House Committees whenever called upon by the Assembly Secretariat. In case, if the Administrative Secretary is unable to attend due to any unavoidable circumstances, a suitable senior officer, fully conversant with the subject matter, should be deputed with prior approval, to ensure smooth conduct of proceedings and timely submission of required information/records.

All Administrative Secretaries are further requested to extend full cooperation to the Assembly Secretariat by ensuring timely submission of documents, information, reports or any other materials as requisitioned by the House Committees.

This issues with the approval of the Competent Authority.


(Pradeep Tayal)
Joint Secretary (GAD)

To

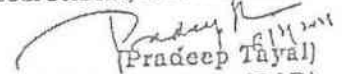
All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/GNCT of Delhi,
New Delhi.

No. F.53/833/GAD/CN/2026/964-970

Dated: 09.02.2026

Copy for information to:-

1. Secretary to Lt. Governor, Lok Niwas, Civil Lines, Delhi.
2. Secretary to Speaker, Delhi Legislative Assembly, Civil Lines, Delhi.
3. Secretary to Chief Minister, 3rd Level, Delhi Secretariat, New Delhi.
4. Secretaries to Ministers, GNCT of Delhi, Delhi Sectt., New Delhi.
5. Staff Officer to Chief Secretary, 5th Level, Delhi Secretariat, New Delhi.
6. Guard File.


(Pradeep Tayal)
Joint Secretary (GAD)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

GENERAL ADMINISTRATION DEPARTMENT

LEVEL-II, 'A' WING, DELHI SECRETARIAT

I.P. ESTATE, NEW DELHI - 110002

E-mail: sgad@nic.in

Diary No. 1458 Date 13/02/26
Estt. Branch. P.H.Q. Central Jail,
Tihar, New Delhi-64

F. No. 53/858/GAD/CN/2026/4037-4041

Dated: 08.07.2026

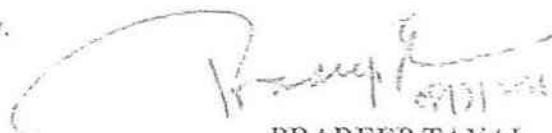
CIRCULAR

Subject: Attendance of Administrative Secretaries in the sittings of the House Committees of the Delhi Legislative Assembly.

Attention is invited to this Department's Circular No. F.53/833/GAD/CN/2026/964-970 dated 09.02.2026, vide which all Administrative Secretaries were requested to attend the sittings of the House Committees whenever called upon by the Legislative Assembly Secretariat (copy enclosed). The Circular further states that where an Administrative Secretary is unable to attend due to unavoidable circumstances, a suitable senior officer, fully conversant with the subject matter, may be deputed with prior approval.

It has come to the notice of the Competent Authority that the aforesaid instructions are not being adhered to. Accordingly, it is reiterated that all Administrative Secretaries shall ensure strict adherence to the aforesaid instructions. They shall also ensure timely submission of documents, information, reports and other materials requisitioned by the House Committees so as to facilitate the smooth conduct of the proceedings of the Committees.

This issues with the approval of the Competent Authority.



PRADEEP TAYAL
JOINT SECRETARY (GAD)

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries/HoDs,
Government of NCT of Delhi, Delhi/New Delhi.

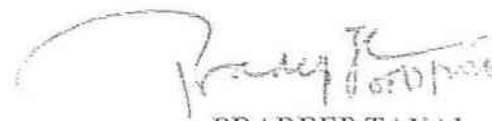
F. No. 53/858/GAD/CN/2026/4037-4041

Dated: 08.07.2026

Copy for information to:

- i. Secretary to Speaker, Delhi Legislative Assembly, Civil Lines, Delhi.
- ii. Secretaries to Chief Minister, GNCTD, Delhi Secretariat, New Delhi.
- iii. Secretaries to Ministers, GNCTD, Delhi Secretariat, New Delhi.
- iv. Staff Officer to Chief Secretary, GNCTD, Delhi Secretariat, New Delhi.
- v. Guard File.

SCG-ICP (10/07/26) 13.7.26
8891
10/07
DIG (P)
Director General (Prisons)
DIG-ES 13/7/26 Sh. Mohit



PRADEEP TAYAL
JOINT SECRETARY (GAD)

M-2703

917126

HOD GAD < sgad@nic.in >

Wed, 06 Jul 2026 6:27:04 PM +0535

To "AR DEPARTMENT"<arupdate@nic.in>,"Registrar Cooperative Society"
<rcoop@nic.in>,"ps2cfs"<ps2cfs@gmail.com>,"Santosh Vaidya"<pshome@nic.in>,"HOD
GAD"<sgad@nic.in>,"Sh Singh"<secservices@nic.in>,"Sandeep Kumar"
<pspwd@nic.in>,"Secretary Power"<pspower@nic.in>,"Pr Secretary Health"
<pshealth@nic.in>,"Sh. Vijay Bidhuri"<senv@nic.in>,"Vijay Kumar Bidhuri"
<psud@nic.in>,"chairmandsssb.delhi"<chairmandsssb.delhi@nic.in>,"Secretary Education"
<secyedu@nic.in>,"Neeraj Semwal"<divcom@nic.in>,"ceodelhidjb"
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Cc "CM DELHI"<cmdelhi@nic.in>,"astocm2"<astocm2@gmail.com>,"Dr. Madhu Rani Teotia, IAS"
<secretary.tocm@delhi.gov.in>,"Vikas Anand"<secy-cmdelhi@delhi.gov.in>,"PARVESH
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min@delhi.gov.in>,"officeofminlj"<officeofminlj@gmail.com>,"Pankaj Kumar Singh"
<min.hfwtp@delhi.gov.in>,"Shri Rajeev Verma"<csdelhi@nic.in>,"assemblydelhi"
<assemblydelhi@gmail.com>

Madam/Sir,
Please find attached Circular on the subject mentioned above.

Regards,

(Pradeep Tayal)
Joint Secretary
General Administration Department
Govt. of NCT of Delhi

1 Attachment(s)

Attendance of Administrative S...
400.8 KB

Order regarding nomination of MLAs as Chairpersons of District Development Committees

dgtihar < dgtihar@nic.in

M-1549
13/04/26

HOD GAD < sgad@nic.in >
Fri, 10 Apr 2026 6:10:14 PM +0530

2077 Date 17-04-26
Diary No.
Estl Branch. P.H.Q.. Central Jail,
Tihar, New Delhi-64

To: "AR DEPARTMENT"<arupdate@nic.in>,"Registrar Cooperative Society"<rcoop@nic.in>,"ps2cfs"<ps2cfs@gmail.com>,"Santosh Vaidya"<pshome@nic.in>,"HOD GAD"<sgad@nic.in>,"secservices"<secservices@nic.in>,"Navin Kumar Choudhary"<pspwd@nic.in>,"Secretary Power"<pspower@nic.in>,"Pr Secretary Health"<pshealth@nic.in>,"Sh. Vijay Bidhuri"<sevn@nic.in>,"Vijay Kumar Bidhuri"<psud@nic.in>,"chairmandsssb.delhi"<chairmandsssb.delhi@nic.in>,"Secretary Education"<secyed@nic.in>,"Neeraj Semwal"<divcom@nic.in>,"cmddtc"<cmd.dtc@delhi.gov.in>,"ceodelhidjb"<ceodelhi.djb@nic.in>,"delhishelter"<delhishelter@gmail.com>,"Ravi Jha"<cexcase@nic.in>,"Comm Tpt"<commtpt@nic.in>,"Nikhil Kumari, IAS"<ctt.delhi@nic.in>,"Pandurang K. Pole"<labcom@nic.in>,"Shurbir Singh, IAS"<cdevelop@nic.in>,"dired@nic.in>,"ACS Land And Building"<secy.lb@delhi.gov.in>,"cfss.delhi"<cfss.delhi@nic.in>,"dvigil"<dvigil@nic.in>,"Director UTCS"<dtucs@nic.in>,"Slaw Slaw"<slaw@nic.in>,"SANTOSH D. VAIDYA"<psfin@nic.in>,"Yash Chaudhary"<dsw@nic.in>,"Ms. Angel Bhati Chauhan"<dirtte.delhi@nic.in>,"dtehedu"<dtehedu@gmail.com>,"Sh. Jitender Yadav"<secyit@nic.in>,"Bipul Pathak"<pssw@nic.in>,"scstsecretary"<scstsecretary@gmail.com>,"Secretary ACL"<secyart@nic.in>,"cmd"<cmd@dtc.nic.in>,"directordip2014"<directordip2014@gmail.com>,"mddsiidc"<mddsiidc@gmail.com>,"MD N CEO DTTDC"<md@delhitourism.gov.in>,"pstechedu"<pstechedu@nic.in>,"Joint Director Planning"<jdplg@nic.in>,"tourismgnctd"<tourism.gnctd@gmail.com>,"Rashmi Singh"<secretary.wcd@delhi.gov.in>,"Commissioner Of Industries"<comind@sansad.nic.in>,"commissioner"<commissioner@mcd.nic.in>,"pccf-gnctd"<pccf-gnctd@delhi.gov.in>,"secretaryifcdgnctd"<secretaryifcdgnctd@gmail.com>,"Director General Prisons Delhi Prisons New Delhi"<dgtihar@nic.in>,"chairperson"<chairperson@ndmc.gov.in>,"secretary"<secretary@ndmc.gov.in>,"einc-pwd"<einc-pwd@delhi.gov.in>,"Vijay Kumar Bidhuri"<chdpcc@nic.in>,"vcdda"<vcdda@dda.org.in>,"Nandini Paliwal"<seclg@nic.in>,"assemblydelhi"<assemblydelhi@gmail.com>,"Shri Rajeev Verma"<csdelhi@nic.in>,"CM DELHI"<cmdelhi@nic.in>,"astocm2"<astocm2@gmail.com>,"Dr. Madhu Rani Teotia, IAS"<secretary.tocm@delhi.gov.in>,"PARVESH VERMA"<pss-pwd.minister@delhi.gov.in>,"Ashish Sood"<min-hep@delhi.gov.in>,"Sardar Manjinder Singh Sirsa"<minfs-delhi@delhi.gov.in>,"Vinay Kumar"<socialwelfare-min@delhi.gov.in>,"officeofminlj"<officeofminlj@gmail.com>,"Pankaj Kumar Singh"<min.hfwtp@delhi.gov.in>,"Ranjana Deswal"<dccentral@nic.in>,"District Magistrate"<dceast@nic.in>,"Sunny K. Singh"<dcnd@nic.in>,"SALONI RAI"<dcnorth@nic.in>,"Ajay Kumar"<dcne@nic.in>,"DC NORTH WEST"<dcnw@nic.in>,"dcshahdara2014"<dcshahdara2014@gmail.com>,"Lakshay Singhal"<dcsouth@nic.in>,"DM South East"<dcse.rev.delhi@delhi.gov.in>,"Sh. Mekala Chaitanya Prasad"<dcsw@nic.in>,"DM West Delhi"<dcwest@delhi.gov.in>

Sir/Madam,

Please find enclosed the order as stated above.

Regards,
(Pradeep Tayal)
Jt. Secretary (GAD)

General Administration Department,
Govt. of NCT of Delhi
Level-2, Delhi Secretariat, I P Estate
New Delhi-110002

1 Attachment(s)

Order_MLAs as Chairpersons ...

300.2 KB

Diary No. 2077 Date 17/04/26
Estt. Branch, P.H.Q., Central Jail,
Tihar, New Delhi-64

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI - 110002

F.No.53/779/GAD/CN/2025/2144-2156

Dated: 10.04.2026

ORDER

In exercise of the powers vested under Sl. No. (i) of Clause-6 of Order No. F.32/3/99-GAD/CN/8246-8500 dated 15.11.1999, the Hon'ble Chief Minister, NCT of Delhi, is pleased to nominate the following MLAs as Chairpersons of the District Development Committees of the Districts mentioned against their names for the FY 2026-27:

S. No.	Name of the Revenue District	Name of Hon'ble MLA	Assembly Constituency
1	Outer-North	Shri Gajendra Drall	AC-08, Mundka
2	North	Shri Surya Prakash Khatri	AC-03, Timarpur
3	North-West	Shri Kulwant Rana	AC-06, Rithala
4	Central-North	Shri Ashok Goel	AC-18, Model Town
5	Central	Shri Harish Khurana	AC-25, Moti Nagar
6	West	Shri Pawan Sharma	AC-32, Uttam Nagar
7	South-West	Shri Pardumyn Singh Rajput	AC-33, Dwarka
8	South	Smt. Shikha Roy	AC-50, Greater Kailash
9	South-East	Shri Neeraj Basoya	AC-42, Kasturba Nagar
10	East	Dr. Anil Goyal	AC-60, Krishna Nagar
11	North-East	Shri Jitender Mahajan	AC-64, Rohtas Nagar

This order supersedes all the previous orders issued in this regard.

This issues with the approval of the competent authority.

SC/HQ-I

Director General (Prisons)

PRADEEP TAYAL
JOINT SECRETARY (GAD)

F.No.53/779/GAD/CN/2025/2144-2156

Dated: 10.04.2026

Copy for information and necessary action to:

1. Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Secretaries to Hon'ble Chief Minister, Delhi Secretariat, New Delhi.
3. Secretaries to all Hon'ble Ministers, GNCT of Delhi.
4. PS to the Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi.
5. OSD to Chief Secretary, Delhi Secretariat, New Delhi.
6. All Addl. CSs/Pr. Secretaries/Separates/HoDs, GNCT of Delhi.
7. Commissioner, Municipal Corporation of Delhi.
8. Chairperson, New Delhi Municipal Council, Palika Kendra, New Delhi.
9. Chairperson, Delhi Transco Ltd., Shakti Sadan, Kotla Marg, New Delhi.
10. All Heads of Autonomous Bodies, GNCT of Delhi.
11. All District Magistrates, Revenue Department, Delhi/New Delhi.
12. Deputy Secretary, Delhi Legislative Assembly Secretariat, along with 70 copies for distribution among MLAs.
13. Guard file.

PRADEEP TAYAL
JOINT SECRETARY (GAD)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HOME DEPARTMENT
5TH LEVEL, A WING, DELHI SACHIVALAYA, I.P. ESTATE, DELHI
Tel.No. 011-23392042/ Fax 23392622

No.F.1/28/2025/Home-Admn./3001-3027
(E-281615)

Dated: 16/04/2026

ORDER

Consequent upon his promotion to the Indian Administrative Service of Joint AGMUT Cadre (UT) vide Order No. 14016/01/2026-UTS-II Dated 25.02.2026 of DoPT, Government of India and subsequent Order No. F. No. 30/22/2025/S.I/673 Dated 03.03.2026 of Services Department, Government of NCT of Delhi, Sh. Saumyaketu Mishra, IAS, Additional Secretary (Home) is hereby re-designated as Special Secretary (Home) in accordance with Order No.119 vide F.2/03/2007/S.I dated 15.04.2010 of Services Department, Government of NCT of Delhi.

This is issued with the prior approval of Pr. Secretary (Home).

Diary No. 2180 Date 22/04/26
Estt. Branch, P.H.Q., Central Jail,
Tihar, New Delhi-64

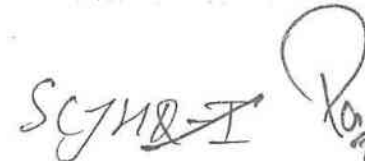

(Nitin Panigrahi)
Deputy Secretary (Home)

Copy to:

1. Pr. Secretary to Lt. Governor, Delhi
2. Secretary to Chief Minister, Delhi
3. Secretaries of Ministers, GNCTD
4. Staff Officer to Chief Secretary, GNCTD
5. PPS to Pr. Secretary (Home), GNCTD
6. Staff Officer to Commissioner, Delhi Police
7. Director General (Prisons), GNCTD
8. Director General (Home Guards), GNCTD
9. Special Secretary (Home), GNCTD
10. Special Secretary (Services), GNCTD
11. Principal Director (Delhi Fire Service)/Special Secretary, GNCTD
12. Principal Director (Forensic Science Laboratory)/Special Secretary, GNCTD
13. Director (Prosecution), GNCTD
14. Additional Secretary (Home), GNCTD
15. Joint Secretary (General Administration Department), GNCTD
16. All Deputy Secretaries, Home Department, GNCTD
17. Officer concerned
18. Guard file

RECEIVED
(PHQ)
Dak Room
M-11264
20/04/26


22/4/26
Sh. M. D. Singh


20.4.26
Director General (Prisons)

GOVERNMENT OF NCT OF DELHI
INFORMATION TECHNOLOGY DEPARTMENT
CADRE CONTROLLING UNIT

9TH LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI-110002

F. No. G-17/1/2025-CCU-ITD/E-237531/

Dated: 24/04/2026

ORDER

In supersession of previous order F. No. G-17/1/2025-CCU-ITD/E-237531/151409 dated 22/04/2026, the approval of the Secretary (IT)/HOD/Cadre Controlling Authority is hereby accorded for encadrement of the IT Cadre posts as detailed below, created by various Departments of GNCT of Delhi with prior approval of Hon'ble LG, Delhi, into Information Technology Department (Cadre Controlling Authority), Govt. of NCT of Delhi:

Sl. No.	Name of the Department	Order No. & Date vide which the concerned department created the said post	Name of the Post with Pay Level (as per 7 th CPC)	Number of Posts encadred
1	O/o The Director General of Persons, Prisons Headquarter, Central Jail, Tihar	F.9/49/2019/HOME(G)/3337 dated 17.11.2023	Senior System Analyst/Deputy Director (IT) Pay Matrix Level-11	01
		F.9/49/2019/HOME(G)/3337 dated 17.11.2023	System Analyst/Assistant Director (IT) Pay Matrix Level-10	01
		F.9/49/2019/HOME(G)/3337 dated 17.11.2023	Data Processing Assistant/Technical Officer (IT) Pay Matrix Level-07	08
2	O/o the Director Forensic Science Laboratory, Rohini, Delhi	F.No. 31/146/2023/Home-III/182-197 dated 06/06/2024	System Analyst/Assistant Director (IT) Pay Matrix Level-10	01
3	Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi-02	F.54(88)/DSW/Plg./2012/16821-32 Dated 04/12/2012	I.T. Assistant Grade 'A' (erstwhile Data Entry Operator Grade 'A') Pay Matrix Level-04	32

Digitally signed by
Devendra Sharma
Date: 24-04-2026
16:02:28

Deputy Secretary

Information Technology Department

29/4/26
Sh. Mohit

Copy for information to:

1. The Superintendent-II, Prisons HQ, Central Jail, Tihar, Lajwanti Garden Chowk, New Delhi-64 with reference to letter No. F.21(85)/Misc.Corres/PHQ/2017/3477242-III/1219 dated 28.08.2025.
2. The Director, Department of Social Welfare, GLNS Complex, Delhi Gate, New Delhi-02 with reference to letter No. F.54(88)/DSW/Plg./2012/16821-32 dated 04.12.2012.
3. The Dy. Secretary (Home), Home-III Department, 5th Level, C-Wing, Delhi Sectt., IP Estate, New Delhi-02 with reference to letter No. 31/146/2023/Home-III/182-197 dated 06.06.2024.
4. The Section Officer (Admn.), Forensic Science Laboratory, Madhuban Chowk, Rohini Sector-14, Delhi-85.
5. P.A. to Secretary (IT).
6. P.S. to Special Secretary (IT).
7. Website In-charge, Department of IT, GNCTD with the direction to upload this order on the website.
8. Guard File.

Fwd: Guide on the Art of Delegating work.

2 emails

Diary No. 4938 Date 04-08-2026
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29/7/26

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Wed, 29 Jul 2026 11:27:42 AM +0530

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Sir/Madam

Please find enclosed a copy of this Secretariat's DO letter No. 502/2/3/2026-Cab.III dated 21st July, 2026 on the above cited subject, along with the 'Guide on the Art of Delegating Work'. This Guide will also be available on the websites of National Centre for Good Governance (NCGG) and Cabinet Secretariat with the file name, "Guide on the Art of Delegating Work" under the tab heading, "Guides for Civil Servants" (Alongwith Attachments).

Regards,

Administrative Reforms Department
 Government of National Capital Territory of Delhi
 7th Level, C-Wing, Delhi Secretariat,
 I.P. Estate, New Delhi - 110002

2 Attachment(s)

Guide on Art of Delegating w...

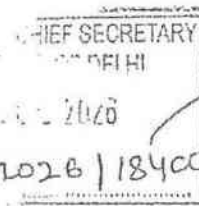
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CA.III Section Cabinet Secretariat <ca3.cabsec@gov.in>

Tue. 21 Jul 2026 3:29:04 PM +0530

To CS Andhra Pradesh"<cs@ap.gov.in>,"CS Arunachal Pradesh"<cs-arunachal@nic.in>,"PABAN BORTHAKUR"<cs-assam@nic.in>,"Chief Bihar"<cs-bihar@nic.in>,"Chief Office"<csoffice.cg@gov.in>,"Puneet Secretary"<cs-go@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"Sanjeev Kaushal"<cs@hry.nic.in>,"Prabodh Saxena"<cs-hp@nic.in>,"Shri Singh"<cs-jharkhand@nic.in>,"CS Karnataka"<cs@karnataka.gov.in>,"CS Kerala"<chiefsecy@kerala.gov.in>,"CS Madhya Pradesh"<cs@mp.nic.in>,"CS Maharashtra"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"Sentiyaner Imchen"<csngl@nic.in>,"Chief Punjab"<cs@punjab.gov.in>,"Vijay Pathak"<cs-skm@hub.nic.in>,"CS Tamil Nadu"<cs@tn.gov.in>,"CS Telangana"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"CHIEF GoUP"<csup@nic.in>,"chief secretary"<cs-uttaranchal@nic.in>,"Shri Dwivedi"<cs-westbengal@nic.in>,"Dr. Chandra Bhushan Kumar IAS"<cs-andamannicobar@gov.in>,"H. Rajesh Prasad"<cs-chd@chd.gov.in>,"Shri Kumar"<csdelhi@nic.in>,"CS Puducherry"<cs.pon@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"Chief Secretary"<chiefsecretary@ladakh.gov.in>,"Advisor UTL"<lk-advisor@gov.in>,"Advisor to Administrator DNHDD"<devcom-dd@nic.in>,"Smt. Anu Garg"<csori@od.gov.in>,"Chief Secretary"<cs-rajasthan@nic.in>

Cc "Kavita Singh"<kavita.singh04@ias.gov.in>,"Namrata Gandhi"<namrata.gandhi@ias.nic.in>



Respected Madam/ Sir,

Kindly find attached herewith a copy of this Secretariat's DO letter No. 502/2/3/2026-Cab.III dated 21st July, 2026 on the above cited subject, along with the 'Guide on the Art of Delegating Work'.

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Regards,

CA.III Section,
Cabinet Secretariat
Seva Teerth, New Delhi
Ph.011-23019017



कृपया अतिआवश्यक न होने पर इस ई-मेल का प्रिंट न निकालें।
पर्यावरण के प्रति जागरुकता को बढ़ावा दें।

2 Attachment(s)

D.O. letter dated 21.07.2026 to...
1.4 MB

Guide on the Art of Delegating ...
13.9 MB

20 pages



D.O. No.502/2/3/2026-Cab.III

21st July, 2026

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2. Often, we are not very comfortable in delegating important work to subordinates. We may feel that they may not do it as well as us, or misuse the delegated authority, and perhaps bring a bad name to us or the Government or the organization. These concerns may appear superficially genuine; at the same time, we must understand that when we delegate work and repose trust in our subordinates, they usually respond by behaving more responsibly. A person taking a decision on his own is usually *more careful* than when he is simply recommending something to his superior.

3. Interestingly, it is sometimes observed that even when subordinates are delegated with powers, they are hesitant to exercise them and may continue to seek approval of their superiors, since they are fully bred into the mindset of 'playing safe'.

4. Essentially, the argument against delegation is that it could be risky as it might unleash inefficiencies or corruption in the system and hence, it is better to remain with the familiar surroundings and be safe. To counter such an argument, I must perforce point to the famous quotation by John A. Shedd that "A ship is safest at the harbour but that is not what ships are built for". Therefore, we must discourage this 'playing safe' approach where *neither is the boss willing to delegate, nor is the subordinate willing to exercise delegated powers*. To break this mindset, we (both seniors and juniors) may need to come out of our 'comfort zone' and embrace the risk of delegation, and develop a culture of trust where the delegator and the delegatee act in unison to achieve a common goal or outcome.

5. Governments are often perceived as slow; at the same time many officers feel they are over-worked and unable to finish all their work on time. The need of the hour is to take a calculated risk, accept the challenge, think anew, and delegate. Delegation of course is a risk, but if done judiciously and with a proper supervisory mechanism, can be immensely beneficial. Indeed, it can be "thrice blessed": it can simultaneously improve the efficiency of the organization, save the scarce time of the senior officer, and build the capability of the subordinate.

6. To help you wade through this process, a small "Guide on the Art of Delegating Work" is enclosed to help you decide what to delegate, what not to delegate, whom to delegate to, and how much to delegate. In this guide, you will find some heavily loaded words like "power", "authority", "responsibility", "accountability" etc. These words are not intended to intimidate, but rather to remind you that when you delegate a particular job or function to an employee, you cannot delegate the responsibility. You are *still* answerable for his / her acts of commission or omission.

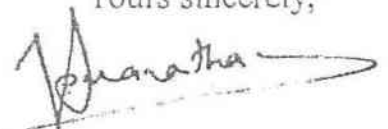
7. I hope you will find this guide useful and hope you will promote a culture of delegation in the organizations/departments that you head. To the ATIs, my request would be to include this guide as a curriculum in the training calendar for young State Civil Service Officers as well as in-service training programmes so that the State Civil Service Officers come out of their 'safe mode' and exercise delegated powers boldly and diligently.

8. Please circulate this Guide to the civil servants working under your jurisdiction.

With best wishes,

Encl.: As above

Yours sincerely,



(T.V. Somanathan)

All Chief Secretaries / Advisors of States / UTs
Director, LBSNAA, Mussoorie
All DGs of State ATIs

डॉ. टी.वी. सोमनाथन
Dr. T.V. Somanathan



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

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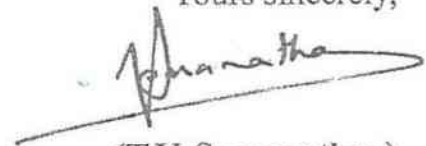
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(T.V. Somanathan)

All Secretaries to the Government of India

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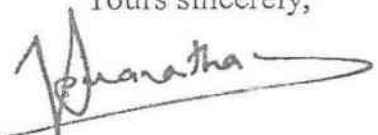
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All DGs of State ATIs

Guide on the Art of Delegating Work

[This guide contains suggestions intended to assist officers. It is not, and should not be construed as, an instruction and officers are free to deviate from it. Needless to say, the suggestions herein, including the hypothetical examples provided in the annexures, are not to be followed blindly or without reference to context; there may well be situations in which they cannot, or should not, be followed. In the event of any divergence between this guide and any formal instructions of the Government or other authorities, the latter will prevail.]

The support of the National Centre for Good Governance in the preparation of this guide is acknowledged.]

1. Background

1.1 Delegation is a feature of daily life. A person may ask someone else to go and buy things on his/ her behalf, giving the money to do so. A parent may ask a relative or nanny to look after a child, along with the authority to tell the child what to do. This enables one to get more things done with the same amount of time.

1.2 Formal delegation of authority is an important way in which administrators individually, and organisations collectively, can increase their productivity. An issue that plagues many is the inability or reluctance to delegate. Reluctance to delegate can arise from three types of causes:

- a. Lack of trust in the competence of subordinates.
- b. Lack of trust in the integrity of subordinates.
- c. Not knowing how to delegate without losing control.

1.3 Many officers may feel that “only I can handle this work properly”. This is obviously not true in the Government—someone did the work before you and when you are transferred, someone else will do it. You are not indispensable.

1.4 The feeling that delegation may affect the quality of output or may be counter-productive is also incorrect, if it is done properly and accompanied by the right degree of supervision.

1.5 What should be delegated and how much should be delegated is a call of judgement, which has to be taken depending upon the circumstances of an organization, the capabilities of subordinates, and the experience of the officer delegating. There is no one scientific formula for delegation. This guide suggests ways in which civil servants can become better at using delegation as a management tool.

2. Some Basic Principles

2.1 Delegation is of authority or powers, not responsibility or accountability

Authority is the formal power to decide or do something. Responsibility is the formal duty to do it properly. If you are responsible to the Government or your organization for a particular task or function, you remain responsible for its proper performance even if you delegate it. *Responsibility cannot be delegated.*

Example 1: You are instructed to perform a task by your superior officer or Minister. You decide to delegate the work to a subordinate and provide him the necessary authority and resources. But there is a flaw in the work done and the superior is displeased with the final result. The fact that you delegated it is no excuse. You remain responsible to your superior for the failure. (Of course, the subordinate is responsible to you for his failure.)

In certain contexts, a distinction can also be drawn between responsibility and accountability; when this terminology is used, responsibility is more immediate or direct, while accountability is indirect.

Example 2: A public function is organized in a District. The task of organizing it and the authority for deciding how to do it has been delegated by the District Collector to a Sub-Divisional officer. An untoward incident occurs which mars the function. The failure is due to a lapse by a Sub-Divisional officer. Here, the District Collector remains responsible. The Chief Secretary might not have given any instructions on the matter, but as the head of the administration is still 'responsible' to the Government for what happened. Equally the elected government may be 'responsible' in the eyes of the public or the legislature. This latter type of overall responsibility, i.e., responsibility without actually performing the task or giving an order, can also be called 'accountability'.

In this guide, responsibility and accountability are treated as the same.

2.2 Therefore, delegation is not abdication

Since you remain responsible, you need to monitor and / or supervise the work of the subordinate to ensure that it meets expectations. The appropriate level of monitoring or supervision will depend on the sensitivity of the task and the experience and competence of the subordinate.

2.3 Parity of authority and responsibility

The extent of authority delegated should be adequate and commensurate with the extent of responsibility expected from the subordinate. Otherwise, the subordinate will not be able to deliver effectively.

2.4 “*Delegatus non potest delegare*”—a delegatee cannot delegate

When authority for a task or function is formally delegated (e.g. by a rule or law or official instruction), the above Latin maxim will apply: one to whom work has been delegated cannot further delegate that to another, unless expressly permitted by the authority that granted the delegation. (The rules themselves may, however sometimes permit sub-delegation / re-delegation—for example the Delegation of Financial Powers Rules of the Government of India permits it in some circumstances.)

For this reason, the scope for delegation is greater in non-statutory functions, autonomous bodies and public sector undertakings than in core government functions governed by legislation or subordinate legislation.

3. Why Delegate?

3.1 If you think that your work load is putting you under pressure, and you find that the available time is not sufficient to perform your responsibilities satisfactorily and promptly, then it is time for you to start thinking about delegation. *Since we cannot add more hours to our day, delegation becomes necessary.*

3.2 **Purpose of delegation:** The purpose of delegation is to transfer authority necessary to execute a particular task or function or project to a subordinate, in order to increase overall output and productivity.

3.3 Benefits of delegation:

a. Benefits to you: Delegation can release time and energy for you to accomplish much more than you could if you did not delegate. It may help you to work on higher level tasks that your subordinates cannot perform. It helps develop your own leadership skills. It may also reduce stress.

b. Benefits to the organization: A well thought out delegation of work and functions benefits the organization immensely as it maximizes the productivity of scarce resources, develops a culture of trust and strengthens communication between employees at all levels.

c. Benefits to subordinates: Delegation can increase the sense of motivation amongst subordinates and inculcate a sense of responsibility in them. This can create a positive impact on the employees and help them grow into future leadership roles. If you develop a culture of delegating to others and also encouraging them to delegate their authority further down, you send a signal that you are willing to trust them and therefore, it is their moral responsibility to live up to the trust reposed on them by their superiors.

4. Preparing to Delegate:

4.1 To delegate properly, you need preparation and planning. In some situations, especially in more formal matters, delegation will be in general terms, by designation rather than by name. In other situations, it may be specific to a person or post, or ad hoc, say for a particular period of time or a particular purpose.

Much of the impact of the delegation would depend on the precautions that you take while delegating the work. Some important points to be kept in mind while you are preparing to delegate are: -

- a. Identify what to delegate and what 'not' to delegate and how much of the work to delegate. You can delegate a particular task or a function or may delegate an entire project. The extent to which you can delegate will depend on your position in the organization and the type of organization.
- b. If a task /project /job is too complex to be delegated in toto, you may consider sub-dividing it and delegating to different people.
- c. Delegation should be done with a view to create the next line of leaders who will, in years to come, replace you.
- d. When delegation is specific to a person, select the right work for the right person.

A specimen order for Special/Ad-hoc delegation of a task is given in **Annexure 1**.

4.2 Selecting the most suitable person or position:

The following considerations should be kept in mind when deciding whom to delegate to: -

- a. The delegated work should be of such nature as can be done, with relative ease, by the subordinate; as far as possible, the delegated assignment must expand his /her competency.
- b. The person should not be already overworked, lest the delegated work interrupt a more critical task that he /she is performing currently.
- c. Delegate the task to all suitable employees even-handedly so as to avoid an appearance of favoritism.
- d. New employees often take time to 'find their feet'. Therefore, new employees must not be given new assignments until they are fully settled in.
- e. If the delegation is ad hoc /for a special or temporary task, select a person who has an interest or urge to excel in the area of the work to be delegated.

4.3 Deciding the level of authority: - The level of authority that you wish to grant depends on the requirements of the job, the employee's capabilities and your own confidence in the employee. The following must be kept in mind while you are determining the level of authority to be granted to the employee:-

- a. The employee's previous background and ability to take decisions.
- b. The consequence of a possible wrong decision and the level of risk involved.
- c. The minimum amount of authority (e.g., financial power) to perform the work satisfactorily, while at the same time, ensuring that the employee does not have to come to you for every small thing.
- d. The decisions that he / she can take-
 - without prior consultation with you;
 - without prior consultation with you, but which must be intimated to you post facto at some periodicity;
 - which require your prior approval.

Specimen Orders of general delegation with various levels of delegation are given in **Annexure 2 & 3**.

5. **Delegation must be 'Effective':** - For the delegation to be successful, it must be 'effective'. This also means that not only should you delegate, but delegate 'well'. The following points may be kept in mind to ensure that the delegation is effective: -

- a. Delegate entire tasks, projects or functions, not just a certain portion.
- b. Do not dump only 'grunt work' on your staff. Delegated work should arouse their interest and motivation.
- c. Do not intervene too frequently on the work that has been delegated.
- d. Delegation should be clear and structured so as to leave no room for any confusion in the minds of the employee.
- e. The employee should know 'what' is expected and 'why' the delegated work is important.
- f. The delegated assignment must be clear. It is better that you thoroughly describe the job to the employee and your expectations.
- g. It is advisable to discuss with the employee beforehand the contours of the delegation. You may like to discuss about the resources /support he or she requires, the feasible timeline, the extent of your own involvement and the level of authority that you are granting.
- h. Give the employee resources /tools needed to perform the delegated task.
- i. Keep the line of communication open with the employee concerned.
- j. Delegate not just the work but the 'authority' also. More importantly, make sure that all concerned individuals of the organization are notified about the authority you have delegated to this employee.

6. **Supervising the Delegated Work:**

6.1 You must remember that you are only delegating a part of your work (and the powers needed to do it) to your employee and not the responsibility. Overall responsibility for the project or tasks still rests with you. *So do not delegate and disappear.* It is important for you to monitor and, to the extent necessary, supervise the progress—and pendency—of the delegated work.

6.2 In this context, "supervision" does not mean participating *during* the exercise of delegated authority. That would defeat the purpose of delegation. Rather supervision means checking on what has been done *after* the delegated authority has been exercised. The methods may be formal or informal.

6.3 Formal methods could include:

- a. Periodic reporting of the delegated decisions taken in a prescribed format. [The **Appendix** to Annexure-3 contains an illustration of periodic reporting on the exercise of delegated powers].
- b. Test checks of a sample of delegated decisions (e.g., spot checks of field work or inspections of files by you or a member of your staff).

6.4 Informal methods could include regular meetings to check how delegated work is being done and provide guidance where necessary.

6.5 Important points to keep in mind while supervising are as follows:-

- a. It is important not to be too prescriptive on how something is to be done. Remember that if the ultimate goal is achieved, e.g., the project is going on as per the time lines, it is not so important 'how' the work is done.
- b. Be open to suggestions from the employee and ask what more he /she requires for effective delivery. Be alert to early signs of trouble.
- c. If the employee is having problems in performing the delegated work, then it might be necessary for you to intervene. Such intervention should be more in terms of guidance, encouragement and added resources.

7. **Reverse Delegation:**

7.1 Reverse delegation is a situation where the employee subtly shifts the delegated work back to you by expecting you to solve problems and make decisions. This is a temptation you must resist. You must continue to ensure that the employee takes decisions for the delegated work to the extent of authority you have vested in him / her. It has been said *"Do not allow the 'monkey' to leap from your subordinate's back to yours as, in that case, you will be now be working for your subordinate"*.

7.2 A common form of reverse delegation in the civil service is the submission of files to a superior on matters that are within the authority of the subordinate. This is actually contrary to the Conduct Rules. The proviso to Rule 3(3) of the All India Services Conduct Rules states as follows:

"Nothing in clause (i) of sub-rule (3) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities."

7.3 Do not 'micro-manage': However, not all cases of reverse delegation are initiated by the subordinate. Some superiors continue to give detailed instructions on matters that have formally been delegated. This may be an innocent mistake. Others may prefer that they informally be allowed to decide, while the formal record may even show that the decision was taken by the subordinate. This defeats the purpose of delegation and removes all its benefits. It is also intellectually dishonest. If you want to take decisions yourself, then it is better to withdraw the delegation and resume the delegated powers.

7.4 Methods to avoid 'Reverse Delegation': In order to deflect this tendency of some employees expecting you to decide on delegated matters, you should:-

- a. encourage the employee to come up with his /her own solutions or options;
- b. in cases of difficulties, help the employee assess the situation and re-confirm your confidence in his / her ability to take decisions;
- c. appreciate the good work already done by him / her and provide further guidance;
- d. avoid placing blame on him / her for factors beyond control;
- e. at the same time, point out the mistakes made by the employee but with an intent to see these mistakes as a growth opportunity or a learning experience rather than a punishable offence.

Where reverse delegation is attempted on file, you could simply return the file without expressing any opinion by stating that the matter is within the authority of the subordinate and hence he/ she may decide on merits.

8. Dealing with Mistakes made in Exercise of Delegated Authority: It may sometimes happen that the subordinate does something incorrect; it may even result in your superior(s) criticizing you. In such cases, as long as the action was taken in good faith, you should resist the temptation to blame the subordinate. Nor should you withdraw the delegation. It is better to take responsibility with your superior, examine what went wrong jointly with the subordinate, and give guidance on what to do in future. Only if mistakes occur repeatedly or by multiple persons, then it may be time to review the scheme of delegation (e.g. is there a need for greater clarity in the delegated powers etc.)

9. **What if the Delegated Work hits a 'Road block'?** In case you discover that the delegated work is not being carried out satisfactorily and requires more effective intervention than just guidance, encouragement etc., then it is time for you to make effective interventions so as to avoid a situation where the delegated work goes completely off track. Such intervention could be as under:-

- a. Create a Plan of Action and a time table with regard to each problem that is causing the road block.
- b. Offer additional resources, such as staff or funds, to provide assistance.
- c. In the worst case, after other measures have been tried and have failed, cancel or modify the delegation and resume part or all of the delegated authority to yourself or re-assign the work to another person.

10. **Review the Impact:** Like any major decision, you must review the effect of the delegation and whether the process helped increase organisational effectiveness. After the delegated assignments see completion or a significant efflux of time, it is time for you to reflect upon this process. While doing so, you should be mindful of the following:-

- a. What worked and what did not: You should evaluate the successes and failures of the process of delegation. Significant failures must be noted, so that whenever you delegate the next item of work, mistakes do not get repeated.
- b. De-briefing: You may sit with the employee and find out what were his/her learnings from the delegated work. Ask his / her feedback on how the assignment or the task worked out. Recognize the achievements that were made. Any criticism or blame should be avoided and be treated as 'learnings'. Lastly, ensure that the employee who performed the work gets due recognition from all concerned including your peers.
- c. Encourage others to delegate: If the culture of delegation sets in the organization, it acts as a good way of adding to the human resource capital. To encourage this culture of delegation, you must:-
 - i. Lead by example: You should trust and empower the subordinates, by delegating suitable tasks / functions to them. Furthermore, you should encourage them to delegate assignments to their subordinates.

- ii. Encourage risk-taking: Delegation involves a certain amount of risk and by trusting a particular subordinate, you have taken a risk and calculated the pay offs. In case the delegation proves successful, it helps build confidence in the organization.

11. In conclusion, by delegation, you not only distribute your work load and improve the organizational efficiency but also nurture a new generation of leaders by empowering them.

[EXAMPLE OF SPECIAL OR AD-HOC DELEGATION]

Government of XYZ
Department of Tourism & Culture

Subject: Special/Ad-hoc Delegation of Authority

On 7th May 2014, the State of XYZ is scheduled to hold the 50th Anniversary Celebrations of its creation for which district level functions are to be held. In order to ensure the smooth execution of various events/tasks associated with it including the visits of various VVIPs, the following administrative and financial powers are hereby delegated to the following officers subject to expenditure ceiling indicated therein.

2. The delegation is as under:-

S.No.	Work / Task	Officer	Amount	Remarks
1.	Preparation of the main venue, stage, security barricading, seating arrangements, VVIP lounges, exhibition stalls, rest rooms etc.	Executive Engineer(East), PWD	Rs.---- lakhs	In case the expenditure exceeds the delegated amount, the same may be incurred by the SE under intimation to the District Magistrate.
2.	Preparation of the helipad and Security Barricading	Executive Engineer(West), PWD	Rs.---- lakhs	The helipad shall be constructed as per model estimate.
3.	Booking of rooms in Circuit House / Inspection Bungalows / Hotels	Sub Divisional Magistrate	Rs.---- lakhs	The SDM may hire rooms in hotels depending upon the number of the guests. For the said purpose, the SDM shall have full authority to

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				hire the rooms on the prevailing rates.
4.	Protocol assistance for each VVIP	ADM (Estt.)	Rs.---- lakhs	The ADM (Estt.) shall be competent to outsource protocol team from the Hospitality Institute of MRQ at the prevailing rates of the Institute.
5.	Hiring of the event management company	District Development Officer	Rs.---- lakhs	The DDO may hire any event management company empanelled with the department.

3. The overall responsibility for the entire event shall rest with ADM (Protocol) who shall work under the directions of the Collector.

4. The Collector shall oversee the successful completion of the event and in case, any expenditure exceeds the above-mentioned limit, shall be competent to approve the same under intimation to this Department. However, the total expenditure for the entire event shall not exceed Rs.--- crores.

5. This delegation shall expire on 31st May 2014 by which time the Collector is expected to clear all the bills relating to the event and submit a utilisation certificate of the funds already sent to the district for this event.

6. This issues with the approval of the competent authority and shall prevail over any previous order / notification issued by the Department.

By Order of the Governor of the State of XYZ

Joint Secretary,
Department of Tourism & Culture
Govt. of XYZ

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**[EXAMPLE OF GENERAL DELEGATION WITH DIFFERENT POWERS AT
DIFFERENT LEVELS]**

Government of ABC
Department of Public Relations

Subject: Delegation of Authority

Considering the increasing quantity of availability / circulation of news content, regarding the Government of ABC, in the social media and other fora of mass communication including print & electronic, the need is felt for the Government to quickly respond to such content and the narratives. Such response has to be real time, fast and effective so as to make the citizenry aware of the correct position and they are not unduly swayed by any motivated campaign.

2. In order to achieve the above objective, an institutional mechanism is being set up in the department and the same shall be called "Media Response Cell" so that the Government can effectively engage with the formal / informal media including social media and establish day to day contact with these fora.

3. The Director (Public Relation) shall head the Cell and the administrative, financial and other functional powers shall be exercised by him / her and his / her team as under: -

S.No.	Work / Task	Approving Officer	Remarks
1.	Approval of social media content uploaded by any department.	Deputy Director (PR) of the concerned department.	Where the content to be uploaded is cutting across more than one department, then the said content shall be approved by the Director (PR) of Department of Public Relations.
2.	Approval of advertisements in the newspapers / magazines / social media sites in state editions.	- Do -	In case the newspaper / magazine is not in the empanelled list of PR Department, then prior approval of Director (PR) shall be necessary.
3.	Approval of advertisements in the newspapers / magazines / social media sites	Director (PR) of the PR Department.	-

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4.	Chairing the DPC of Class II employees of the department.	Divisional Head of the department.	The Divisional Head of the department shall hold the DPC twice a year and issue the relevant administrative orders at his level marking a copy to the Secretary / HoD of his department.
5.	Chairing the DPC of Class I officers of the department.	Secretary / HoD of the department.	The Secretary / HoD of the department shall hold the DPC twice a year and issue the relevant administrative orders at his level. This shall apply to all such DPCs which were previously chaired by the Chief Secretary / Chairman, Board of Revenue.
6.	All review cases of the DPCs	The next higher level.	In case of cases rejected by the DPC chaired by District Authority / Divisional Authority, the review shall be taken by the DPC chaired by Divisional Authority / Secretary of the department.
7.	1 st and 2 nd time bound increment of all field level employees at the District level.	The District Magistrate.	The District Magistrate shall hold two meetings of the Establishment Committee every year and issue the relevant administrative orders at his level marking a copy of the same to the concerned Secretary / HoD.
8.	Review of all cases relating to increments at the District level.	The Divisional Commissioner.	The Divisional Commissioner shall hold two meetings of the Divisional Establishment Committee every year and issue the relevant administrative orders at his level marking a copy of the same to the concerned Secretary / HoD.
9.	All increments at the headquarter level.	Officer of the rank of Joint Secretary & above, duly authorized by the Secretary.	The Joint Secretary shall chair the Committee. Under Secretary (Estt.) and the Internal Financial Advisor (IFA) shall be the other Members. Joint Secretary shall submit a report to the Secretary after conducting the meetings.
10.	All review matters relating to increments at HQ level.	Secretary	

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11.	Level jumping orders of the department.	Secretary of the Department.	The Secretary shall so issue the level jumping order so as to ensure that between the "Initiating Level" of the file and the "Approving Level" of the file, there are not more than two dealing hands. The Secretary shall accordingly delegate such disposal of the work following the above principles and mark a copy to the Chief Secretary.
12.	Level jumping orders at the District / Division level.	District Magistrate / Divisional Commissioner.	The Divisional Commissioner / District Magistrate shall so issue the level jumping order so as to ensure that between the "Initiating Level" of the file and the "Approving Level" of the file, there are not more than two dealing hands. The Divisional Commissioner / - DM shall accordingly delegate such disposal of the work following the above principles and mark a copy to the Chief Secretary / Divisional Commissioner respectively.
13.	Approval of counter affidavits or statement of facts in the civil courts.	District Head of the concerned department.	In case the matter involves financial burden or payment of retirement benefits, the District Head shall seek the prior approval of the HOD.
14.	Approval of counter affidavits or statement of facts in the High Court / Supreme Court.	Joint Secretary duly authorized by the Secretary.	In case the matter involves financial burden or policy matter, the Joint Secretary shall seek the prior approval of the Secretary / HOD.
15.	Hiring of Special Counsels for cases of sensitive nature or contempt cases in the High Court / Supreme Court.	Secretary / HoD.	The Secretary / HoD shall be competent to hire any senior counsel to represent the Government / officer and shall not be required to take prior approval of the Law Department. In case, the fee charged is more than the standard fee fixed by the Law Department, the Secretary shall inform the Law Department also.

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4. The District Magistrate, Divisional Commissioner, HOD and the Secretary of the Departments shall ensure that they receive quarterly report from their subordinates on the delegated powers. Similarly, they shall send their report to the immediate superiors. A format for such report is suggested at the Appendix 1. The officers concerned are free to make suitable changes in the format.
5. For any clarification on this delegation order, Shri / Smt. ----- may be contacted in writing who shall obtain the orders of the Secretary, Department of Finance & Internal Revenue and send a reply accordingly.
6. This order shall remain effective until withdrawn or amended.

By Order of the Governor of the State of ABC

Joint Secretary,
Department of Finance and Internal Revenue
Government of OPQ

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Appendix 1

Quarterly Action Taken Report on Exercise of Delegated Powers

To,
The Secretary / Divisional Commissioner / DM

Subject: Submission of report for the Quarter ending ----- in exercise
of delegated powers

Sir/Madam,

Kindly refer to the order of delegation dated ----- vide which the undersigned had performed various functions and same are indicated as under: -

PART A -

S. No.	Functions Performed	Numbers Completed	Numbers Pending	Date of Oldest Pendency
1.	Tenders opened			
2.	Tenders finalised			
3.	LoIs issued			
4.	Payment of bills raised by Contractors			
5.	Employees considered for DPC			
6.	Employees considered for review DPC			
7.	Employees considered for increments			
8.	Employees considered for review increments			
9.	Files dealt under the level jumping formula			
10.	SoFs / Affidavits at the civil court			
11.	SoFs / Affidavits at the High Court			
12.	SoFs / Affidavits at the Supreme Court			
13.	Replies to letters received from HQ			
14.	Replies to letters received from other departments			

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PART B -

Cases, referred to in Part A, pending for more than one month (Give details): -

S. No.	Item / Function	Number pending	Date of oldest pendency	Reasons for delay	Likely date of disposal
1.	Tenders opened but LoI not yet issued	3	DD/MM/YY	2 draft LoIs have been sent to the Law Department for vetting. The third LoI is with the Internal Finance Wing of the Department.	DD/MM/YY
2.	Unpaid bills of Contractors	5	DD/MM/YY	Fund requisition has been raised and the same is being awaited.	DD/MM/YY
3.	Employees who are yet to receive their due increment	7	DD/MM/YY	Service books not updated	DD/MM/YY
4.	Employees whose cases could not be considered by the DPC	2	DD/MM/YY	Matter is sub-judice in the High Court	After the disposal by the High Court.
5.	Pendency of files	3	DD/MM/YY	These files have been sent to Finance Department, Law Department and GAD for comments.	DD/MM/YY
6.	SoF/Affidavit	4	DD/MM/YY	Pending for the vetting by the Standing Counsel.	DD/MM/YY

(Signature of the Officer)
Department / District of -----
Date: -----

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