

भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग  
मानव संसाधन विकास महानिदेशालय  
(व्यय प्रबन्धन स्कन्ध)  
सीमा एवं केंद्रीय उत्पाद शुल्क  
इरकॉन, प्लाट न. सी-४, साकेत, डिस्ट्रिक्ट सेंटर,  
नई दिल्ली - ११००१७

F.No. 8/B/10(140)/HRD/EMC/2017

Dated: 12<sup>th</sup> May, 2017

To  
All Budgetary Authorities of Central Excise & Service Tax.

**Sub: Enhancement of Financial Powers of the Head of Departments for hiring of new office premises for GST formations in FY 2017-18 -reg.**

Madam/Sir,

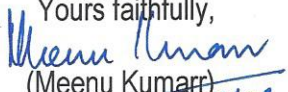
I am directed to convey the approval of the Competent Authority to enhance the Financial Powers of the Head of Departments, as a one-time measure in Financial Year (2017-18), for hiring of office premises for GST formations as follows:-

Type of City	Existing Delegation w.r.t. hiring of premises	Revised Delegated Financial Powers w.r.t hiring of office premises
13 Major A-1 and A cities	Rs. 3.00 lakh per month	<b>Rs. 10.00 lakh per month</b>
All other cities	Rs. 1.50 lakh per month	<b>Rs. 5.00 lakh per month</b>

2. Please note that while hiring new office premises for GST formations in FY(2017-18), the following conditions are followed:-

- The relevant GFRs, CVC guidelines/Manual of Infrastructure of CBEC etc. are complied with.
- The MoUD norms of entitlement of carpet space, e-tender, RRC from CPWD and rent in the nearby location, no accommodation certificate, Standard Lease Agreement, availability of budget under RRT etc. are scrupulously followed.
- As far as possible office space needs to be hired keeping in view the manpower in position and expected induction within some reasonable time to avoid hiring of idle space. While hiring new space, the existing space either owned or rented may be taken into account.
- The hiring should be recommended by the Hiring Committee duly constituted by the HoD.
- Any rent revision cases may be forwarded to Ministry/IFU keeping in view the delegation issued vide O.M. dated 15.09.2011.
- Any deviation from norms including acceptance of single offer should be referred to the Ministry.

3. This issues with the approval of Pr. ADG (EMC)/DG,HRD.

Yours faithfully,  
  
(Meenu Kumar)  
Additional Director (EMC) 12/5/17  
Ph.:011-29561870  
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Copy for information to:

- PS to Chairman, CBEC
- All Members, CBEC
- Commissioner( Coordination), CBEC