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**National Bal Bhavan  
Kotla Road, New Delhi**

F.No. 2/NBB/DIR/2016 /1717

Dated: 04.10.2017

05

Office Order No. ....

In exercise of the powers conferred upon Director, NBB under Rule 67 of the Bye-Laws of the National Bal Bhavan, the Director NBB has delegated the following administrative and financial powers to Dy. Director (Admn.), NBB with immediate effect:

- (i) Payment of all the contingent bills e.g. water, electricity, telephones and other municipal taxes etc. irrespective of the amount.
- (ii) Purchase of goods / services and payment of personal claims of the staff amounting to Rs.25,000/- in each case irrespective of head.
- (iii) Disposal of service matters, sanction of leave of all kind (except study leave), sanction of TA/LTC advances & settlement of their claims, approval for pay fixation / grant of increment, issue of NOC for passport, sanction of advances, withdrawal and final payment from the GPF of the employees, grant of ACP/MACP to the staff in respect of all the employees those who are getting grade pay upto Rs.4200/- (level-6 of pay matrix as per 7th CPC).

DD (Admn.) will exercise these powers following the rules of NBB /Govt. of India after obtaining the concurrence of Account Section.

This issues with the approval of Competent Authority.



(Dinesh Kumar)  
Section Officer

Sh. Mukesh Gupta,  
Dy. Director (Admn.)

**Copy to:**

1. PA to Director
2. All head of Departments
3. Consultant (F&A)
4. DDO
5. Guard File