F. No. 4-78/2019-NA
Government of India
National Compensatory Afforestation Fund Management and Planning Authority
Ministry of Environment, Forest and Climate Change
3rd Floor, Supreme Court Metro Station Building, New Delhi-110001
Email: nationalcampa-moefcc@gov.in

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दिनांक /Dated: 14th October, 2025

ORDER

Subject: Delegation of Financial Powers to Head of Department (HoD) and Head of the Office (HoO) of National Authority, Ministry of Environment, Forest and Climate Change.

In suppression of earlier order issued vide OM No. F. No. 4-78/2019-NA dated 28th October, 2020, the Head of Department in National Compensatory Afforestation Fund Management and Planning Authority, Ministry of Environment Forests & Climate Change is delegated with the following financial powers in terms of Annexure-I (Rule 8) of Delegation of Financial Power,2024.

2. The exercise of the administrative and financial power would be subject to the provisions of the General Financial Rules, 2024, economy instructions issued by the Ministry of Finance, Fiscal code and procedures and availability of budgetary allocation.

Sl./No	Code	Object Head	Items of expenditure	Authority	Extent of powers
(1)	(2)	(3)	(4)	(5)	(6)
Revenue Expenditure					
1.	01	Salaries	It will include pay of the Government employees as defined under FR 9(21), honorarium to Government servant and stipend to interns. It will also include expenditure on emoluments and allowances of Heads of States and other high dignitaries including Sumptuary Allowance, salary payable to the staff of Departmental canteens	HOD	**Full Powers** **(i)Honorarium:** Full power subject to complianc e of limit and instruction prescribed in DoPT OM dt. 23.12.1985 and instructions issued on the subject by GoI from time to time.

			and leave encashment on LTC		**(ii) Leave Encashment**: Full power as per the compliance of extant leave rules provisions of DoPT as amended from time to time.
				HOO	NIL
2.	02	Wages	It will include wages of labourers and of staff at present paid out of contingencies.	HOD	Full Power only for contingencies as per the statutory provisions of GoI, not for routine work/ outsource staff, subject to the review after one year.
				HOO	NIL
3.	05	Rewards	It will include rewards under a scheme given to the Government employees in addition to their pay and allowances. It will also include payment of bonus and cash awards for Hindi Pratiyogita, etc.	HOD	Full Powers in respect of rewards which are in line with the Ministry, except for items where instruction from DoPT/ Finance/ Nodal Departments, require specific approval of Competent Authority.
				HOO	NIL
4.	06	Medical Treatment	It will include amount paid towards medical reimbursements/treatment of the Government employees/pensioners.	HOD	Full Power as vested to HoD vide MoHFW OM dt. 23.11.2016. Beyond the limit set by MoHFW S.1101/20/2014-CGHS(P)/EHSS dt. 23.11.2016 i.e. upto

					Rs. 5 Lakh, the proposal may be referred to Ministry/IFD.
				HOO	NIL
5.	07	Allowances	It will include as applicable the Dearness Allowance, House Rent Allowance, Transport Allowance, Foreign Allowance, Non Practicing Allowance, Deputation (Duty) Allowance, Personal Pay, Family Planning Allowance, Special Compensatory (Hill Areas) Allowance, Tribal Area Allowance, Hard Area Allowance, Headquarter Allowance, Overtime Allowance, Children Education Allowance, Reimbursement of Tuition Fee, Ration Allowance, Cost of Ration given in cash, Constituency Allowance, Uniform and Clothing Allowance, Entertainment Allowance, Project Allowance, Special Compensatory (Remote Locality) Allowance, Bad Climate Allowance, Washing Allowance, Special (Duty) Allowance, Night Duty Allowance, Risk Allowance, Sunderban Allowance, Cash Handling Allowance, Caretaking Allowance, Split Duty Allowance and any other allowance in addition to above which is payable to the Government employees in addition to their pay.	HOD	Full Powers In respect of the allowances i.e. Overtime Allowance, Children Education Allowance, Reimbursement of Tuition Fee, Uniform and Clothing, Washing Allowance, subject to compliance of limit and guidelines issued by DoPT and Nodal Ministry from time to time.
				HOO	NIL
6.	08		It will include air/rail/bus fare/fare of any other mode	HOD	Full Powers, as per the extant LTC

		Leave Travel Concession	of transport entitled under LTC Rule.		Rules as amended from time to time.
				HOO	NIL
7.	09	Training Expenses	It will include expenditure on cost of training such as fees paid, contingencies, materials, etc., for participating in the training, workshops but exclude expenditure on domestic or foreign travel expenses.	HOD	Full Powers as per DoE instructions (for the Mandatory cadre related training progr am from Govt. Institution or prescribed by Nodal Ministry, as per entitled norms.)
				HOO	NIL
8.	04	Pensionary Charges	It will include all pensionary benefits including payment of pensions and gratuity in all forms to the Government employees, members of Parliament, freedom fighters, etc. It will also include contributions to service funds and contributory provident funds and payment of leave encashment at the time of retirement or death, termination of service, etc. It will also include Government's contribution payable under National Pension System(NPS) for Government employees. This will, however, not include social security expenditure such as old age pension.	HOD	NIL
				HOO	NIL
9.	11	Domestic Travel Expenses	It will include travel expenses on official tours and transfers of the Government employees	HOD	Full Powers as per instructions of DoE.

			within India. This will also include expenditure on TA/ DA to non- official members on account of travel in India, It will also include transfer TA payable to pensioners at the time of retirement.		(for those expenditure approved by Competent Authority for travel in India subject to extant instruction issued by MoF/DoPT from time to time and compliance SR-190.)
				HOO	NIL
10.	12	Foreign Travel Expenses	It will include expenses on official tours and transfers of the Government employees out-side India. This will also include expenditure on TA/ DA to non- official members going on official tour abroad.	HOD	NIL
				HOO	NIL
11.	13	Office Expenses	It will include expenditure all recurring and non-recurring contingent expenses incurred for the maintenance of office establishment such as,		
			(i) Electricity charges, water charges, hot and cold weather charges, pest control.	HOD	Full powers
				HOO	NIL
			(ii) Stationery, books and periodical, postage charges, and courier charges.	HOD	Full powers
				HOO	NIL
			(iii) Supply of uniforms/ liveries.	HOD	Full powers subject to the adherence of norms prescribed by DoE vide OM dated 2nd August, 2017 and as

					amended from time to time.
				HOO	NIL
			(iv) Service agreements, security, house-keeping,	HOD	Full powers, subject to hiring of manpower for the first time or any subsequent changes in number of man power and category must be referred to Ministry.
				HOO	Rs. 1,00,000/- (Not more than the value of the contract).
			(v) Expenditure relating to hiring of retired Government servants on contract basis, out-sourced office attendants, office Assistants/Data Entry Operators (DEO) etc.	HOD	Full power for the payment to vendor/consultant i.e. retired Govt. Servant as per the approved contracts/instructions of DoE or the Ministry.
				HOO	NIL
			(vi) Expenditure on short term engagement of Additional technically qualified manpower's in the field of GIS/MIS, Forestry Research, IT, Website development, Programming, Legal, Accounts & Finance Expert, and CA/CSs etc. as recommended by the 31st Executive Committee meeting held on 16.07.2024 and administrative approval of Secretary (EFCC) is	HOD	Full Power.
				HOO	Nil

			obtained at N/12 file NA-4/23/2024-NA.		
			(vii) Telephone Charges, Internet charges, Cable connection charges	HOD	Full powers (Subject to Government Order issued from time to time).
				HOO	NIL
			(viii) Serving of refreshment/ working lunch/ dinner during official meeting/ Seminars/ conferences.	HOD	Full powers subject to adherence of financial rules/ norms/ propriety of GoI
				HOO	NIL
			(ix) Hospitality expenses including entertainment of foreign delegates, gifts and souvenirs.	HOD	Full power in respect of refreshment, subject to the ceiling as prescribed by DoE vide OM 06.05.2015 & other order issued by DoE in this regard and amendment on the subject from time to time
				HOO	NIL
			(x) Expenditure of conferences /seminars/workshops/meetings convened by office including all related expenses on study material/ kits, refreshments, study tours, etc.	HOD	Full power in respect of refreshment, subject to the ceiling as prescribed by DoE vide OM 06.05.2015 & other order issued by DoE in this regard and amendment on the subject from time to time
				HOO	NIL

			(xi) Other Miscellaneous expenditure (not mentioned in the object head Office Expenses, refer Sr. No. 11, Code No. 13 at Page 26 of DFPR-2024)	HOD	**For Recurring Expenditure:** Rs. 4 Lakh in each case. **For Non-Recurring Expenditure:** Rs. 10 Lakh in each case.
				HOO	NIL
			(xii) Purchase of office equipment, furniture and fixtures not exceeding the threshold limit of one lakh rupees or three years of useful life, either of the two, as decided by the Government from time to time. The office equipment and furniture and fixtures exceeding the threshold limit as decided by the Government from time to time should be classified as 'capital' expenditure under the relevant Object Head Machinery and Equipment' and 'Furniture and Fixtures: Purchase of vehicles, however, irrespective of its usage (office or otherwise) should be classified as 'capital' expenditure under the relevant capital Object Head 'Motor Vehicles.	HOD	Full power subject to such conditions and scales as may be prescribed by the GoI.
				HOO	NIL
				HOO	Nil
12.	14	Rent, Rates and Taxes for Land and Buildings	It will include expenditure on rent for buildings (non-residential or residential or structures other than buildings), municipal rates and taxes and lease charges for rented land and buildings, the ownership of which is not transferable to Government. However, lease charges for land and	HOD	Full Powers are delegated to HOD for making monthly payment of rent fixed as per lease agreement/ contract. Rent for non-residential: Hiring of

			buildings, the ownership of which is transferable to Government, will be classified as 'capital' expenditure under the relevant Object Heads 'Land' and 'Buildings and Structures.		Office space for first time or any subsequent changes must be referred to Ministry. Full Power for payment of rent, lease charges or taxes subject to conditions prescribed in approved contract/instruction of the Ministry.
				HOO	NIL
13.	15	Royalty	It will include expenses on royalties on patents, designs, trademarks, print, publishing, music, etc	HOD	NIL
				HOO	NIL
14.	16	Printing and Publication	It will include expenses on printing of valuables, printing of audit and accounts reports, forms, stationery, office codes, manuals and other documents, newspaper and magazines including e-books, e-magazines, digital printing, pen drive, CD, etc., but exclude expenses on printing of publicity material which shall be classified under Advertising and Publicity.	HOD	(i)Full Power for GoI Press/Directorate of Printing subject to compliance of Govt. orders. (ii) Upto Rs. 1 Lakh per annum for emergent and unforeseen petty printing and binding jobs executed through private agencies. Beyond this, in consultation with Ministry.
				HOO	NIL

15.	18	Rent for others	It will include expenses on rent for equipment and other various items like office equipment, transport, computer and ancillary equipment, communication equipment, air-conditioning, heating and refrigerating equipment, security equipment, broadcasting and recording equipment, construction equipment, agricultural equipment, horticultural equipment, medical equipment, furniture and fixtures. It will also include lease charges for equipment and other items, the ownership of which is not transferable to Government. However, lease charges for equipment and other items, the ownership of which is transferable to Government will be classified as 'capital' expenditure under the relevant Object Heads.	HOD	Full Power subject to instructions issued by Govt. of India from time to time.
				HOO	NIL
16.	19	Digital Equipment	It will include expenses to be classified as revenue expenditure on procurement or development of hardware and software where the cost of individual item does not exceed the threshold limit of one lakh rupees or three years of useful life, either of the two as decided by the Government from time to time. The threshold sold limit will, however, not apply to the consumables like toner and cartridge for printer shall be classified under revenue expenditure.	HOD	Power upto Rs. 15 lakh per annum.
				HOO	NIL

17.	24	Fuels and Lubricants	It will include expenditure on petrol, oil, lubricants and other fuels like CNG, diesel, etc.	HOD	Full Powers subject to instructions of DOE.
				HOO	NIL
18.	26	Advertising and Publicity	It will include expenses including commission to agents for sale and printing of publicity material on advertising and publicity through various media such as print media, TV media or outdoor media or Internet or mobile network or other audio-visual publicity or fairs and exhibition.	HOD	Full Power subject to instr uction issued by the BoC/DAVP/Ministry of I&B.
				HOO	NIL
19.	27	Minor civil and electric Works	It will include (i) Expenditure on repairs and maintenance of minor civil and electrical works of office buildings and other buildings, petty works and repairs and execution of petty works. (ii) Expenditure on running operation and maintenance (ROM) of diesel genset, etc.	HOD	Power upto Rs. 5 Lakh per annum for Petty works. Power upto Rs.15 lakh per annum subject to execution through CP WD/PWD/ other Govt. Agencies (wherever applicable) with the financial ceilings provided under GFR.
				HOO	NIL
20.	28	Professional Services	It will include expenses on engagement of professionals, consultants, artists, banks, etc., for providing services to the Government which include legal services, consultancy fees, audit fees, teaching and training Fees, payments to artists, remunerations to question setters or invigilators or guest speakers, payments to other departments for	HOD	Full Power, hiring of Professionals/ Consultant/YPs/RA s/Legal Associate will be done as per the guidelin es issued by this Ministry i.e OM no. ADMIN-43012/1/2022-P-II dt. 15.04.2025 and OM no. 2(11)/2020-PL dt.

			services rendered, payment or expenses to agencies for conducting departmental examination.		28.09.2020 for Legal Associates, as well as any revised orders issued from time to time". Full power to release remuneration of Professionals/ Consultants/YPs/ RAs/ Legal / Associate subject to compliance of contract and guidelines issued by Ministry. For Legal charges/ fee/ expenses on engagement of legal service, full power subject to extant rates and charges notified/prescribed by the Ministry of Law & Justice and Ministry order in this regard issued from time to time.
				HOO	NIL
21.	29	Repair and Maintenance	(i) Repair and maintenance (including all maintenance contract) of equipment such as machinery and equipment, office equipment, equipment for other functional use, electrical appliances, air conditioners, digital equipment for office use, digital equipment for functional use, furniture and fixtures for office,	HOD	Upto Rs. 5,00,000/- in each case subject to execution through CPWD/PWD/Other Government Agencies with financial ceilings provided under GFR.
				HOO	NIL

			furniture and fixtures for other functional use, tools and plants, infrastructural assets (it will) etc. but exclude expenditure on upgradation, midlife rehabilitation, retrofitting and or reconditioning		
			(ii) Repair & maintenance of vehicles (including motor vehicles and non-motor vehicles like bicycle, rickshaw, carts, trolleys and boat, etc., for office or functional use),	HOD	Power upto Rs. 1 Lakh on each occasion subject to maximum of Rs 5 Lakh per annum.
				HOO	Rs. 30,000 per annum.
22.	39	Bank and Agency charges	It will include bank service charges, agency charges, MDR charges, direct benefit transfer charges to banks and any other charges for convenience fee performing monetary transactions.	HOD	Full power
				HOO	NIL
23.	40	Awards and Prizes	It will include expenses on awards and prizes given by the Government to the eminent persons and organisations.	HOD	Full power subject to compliance of notifications/ orders issued by the Government from time to time.
				HOO	NIL
24.	31	Grants-in-aid-GENERAL	It will include Grants-in-aid released for payments other than salaries and creation of capital assets. It will also include expenditure on welfare activities.		
			(i) Conveying approval of schemes and pilot projects approved by the Governing Body (GB) under section 5	HOD	Full power
				HOO	Full power (The draft

			(b) (iii) of the CAF Act, 2016.		communication conveying such approval must necessarily be processed and approved by the CEO on e-file and the same must be expressively mentioned in the sanction order stating the details of E-file).
			(ii) Conveying approval of structure and duration of scheme/pilot projects and release of fund against scheme approved by the GB.	HOD	Full power
				HOO	Full power (The draft communication conveying such approval for release of fund must necessarily be processed and approved by the CEO on e-file and the same must be expressively mentioned in the sanction order stating the details of E-file).
25.	49	Other Revenue expenditure	It will include payment out of discretionary grant, other discounts, fees and fines, custom duty compensation, commitment charges, notional value of gifts, reimbursement of newspapers purchased or supplied to officer's residence and purchase or reimbursement of briefcase or ladies purse to Government servants', etc. Any other expenditure which cannot be classified under any of these	HOD	Full powers (Subject to compliance of notifications/orders issued by the Government from time to time).
				HOO	NIL

			specified object heads will be debited to this head. It will also include expenditure in respect of schemes, sub-schemes or organisations not elsewhere classified.		
26.	71	Information, Computers, Telecommunication (ICT) equipment	It will include procurement of information, computer, telecommunications (ICT) equipment such as equipment computer hardware and tele communications devices (computer/laptops, projectors, etc.) and computer software exceeding the threshold limit of one lakh rupees or 3 years of useful life, either of the two, electromagnetic spectrum which is used in the transmission of sound, data and television	HOD	Full Power for procurement through GeM and as per GFR Provisions. Purchase of Laptops/tablet and similar devices subject to the provisions of MoF, DoE OM No. 03(20)/2022-E.II(A) dated 21.07.2023 in the relevant budget head.
				HOO	NIL
27.	74	Furniture & Fixtures	It will include expenditure on purchase of furniture and fixture exceeding threshold limit of one lakh rupees or three years of useful life, either of the two, for office use and functional use.	HOD	Full Powers, subject to compliance of GFR provisions and economic instructions issued by GoI from time to time.
				HOO	NIL
28.	77	Other Fixed Assets	It will include procurement of other fixed assets like library books and	HOD	Full Powers

			publications, trees crops and plants, whose natural growth and regeneration is under the direct control, responsibility and management of institutional units, non-motor vehicles like bicycle, rick-shaw, cart, trolleys, boat, etc.	HOO	NIL
Capital Expenditure					
	52	Machinery and Equipment	It will include procurement of machinery and equipment (other than motor vehicles and ICT equipment), electrical and electronic equipment, medical appliances, precision and optical instruments, watches and clocks, musical instruments and sports goods etc, cost of which exceeds one lakh rupees or three years of useful life, either of the two, need to be booked under this head.	HOD	Full powers for procurement through GeM, following GFR provision.
				HOO	NIL
30.	72	Buildings and Structures	It will include office buildings, residential buildings, other buildings and structures like hospitals, laboratories, auditorium, light houses, shelters etc., public monuments like statues, fountains established at public places, and land improvement.	HOD	Full power in consultation with the Secretary of the Administrative Ministry.
				HOO	NIL
31.	60	Other Capital expenditure	It will include all other capital expenditure which cannot be classified any of the capital object head.	HOD	NIL
				HOO	NIL

3. Chief Executive Officer (or Joint CEO in absence of CEO and as per the internal arrangements for which an order will be issued separately in National Authority) has been appointed as Head of the Department (HoD). The MoEF&CC has already declared the DDO of the Ministry as the DDO of the National Authority until further orders.

4. The exercise of the above power would be subject to the provisions of the General Financial Rules, 2017, economy instructions issued by the Ministry of Finance, fiscal code and procedures and availability of budgetary allocation in the relevant budget heads.

5. This issues with the approval of 6th Meeting of the Governing Body of the National Authority, the approval of Secretary, MoEF&CC and with the concurrence of JS&FA vide their Diary No. E-130293 dated 27.09.2025.

14th October 2025.

(Anand Mohan)
Chief Executive Officer
National CAMPA

To,

1. DDO (Cash), MoEF&CC, GoI;
2. Pay & Accounts Officer, MoEF&CC;
3. The Director General of Audit, Environment & Scientific Department, AGCR Building, I.P. Estate, New Delhi;
4. JS&FA, MOEF&CC;
5. Controller of Accounts, MoEF&CC;
6. FA&CAO, NCAMPA MoEF&CC;
7. Guard file.