

New Delhi, the 7th August, 2007

OFFICE MEMORANDUM

M/818 DO (IFU)

Subject: Demarcation of Functions of Directorate of Housing & Welfare (Central Board of Excise & Customs)

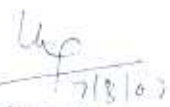
The matter regarding demarcation of functions of the Directorate of Housing & Welfare vis-à-vis the functions undertaken by the Administration Wing of the Board has been under consideration for some time. After careful examination of the matter, the following decisions have been taken:

- i) The Directorate of Housing & Welfare shall be the 'nodal authority' in respect of all infrastructure proposals from Field Formations under CBEC, including proposals for purchase and disposal of land, purchase and disposal of buildings, hiring of accommodation and continuation of such hiring, construction of office or residential buildings, major works, minor works, repair/ maintenance/ modifications/ replacement/ alteration works in such buildings etc.
- ii) All the Field Formations of CBEC shall send all their infrastructure related proposals to the Directorate of Housing & Welfare directly. All their communications on this subject should be addressed only to the Directorate and not to CBEC Administration or IFU. The Directorate shall serve as the link between the Department and the Field Formations. The observations/decisions of the Department shall also be communicated to the Field Formations by the Directorate.
- iii) The Directorate of Housing & Welfare shall initiate infrastructure proposals requiring approval of the Department in their files. The infrastructure proposals involving expenditure upto Rs.5 crores shall be submitted by the DG (Housing & Welfare), CBEC, through the Member (P&A), CBEC, to the FA (Finance), for advice/ concurrence. However, proposals involving expenditure above Rs.5 crores shall be routed through the JS, Administration, CBEC, because such proposals require SFC/ CNE approval and JS, Administration, CBEC, is a Member of these Committees. JS, Administration, CBEC shall get the proposals examined in the Ad.VIII(EC) Section as being done at present. However, Single File System shall be maintained and all the observations shall be recorded on the Files initiated by the DG, Housing & Welfare. The Directorate shall be responsible for preparation of Memorandum/ Notes for

SFC, CNE, CCEA etc. and for completing prescribed checklists and other procedures required for such approvals.

- iv) After the proposal is concurred by the IFU, the necessary sanction shall be issued under the signatures of the Under Secretary, Ad.VIII(EC) Section.
- v) Directorate of Housing & Welfare shall be responsible for budget planning in respect of infrastructure proposals, release of funds, monitoring of physical and financial progress of implementation of the infrastructure projects, asset monitoring, maintaining database of projects, etc. The Directorate shall also be responsible for dealing with other matters relating to infrastructure proposals like Parliament matters, VIP references, Court Cases, RTI issues etc. Proposals relating to delegation of financial powers from Field Formations in respect of infrastructure related matters shall also be routed through the Directorate of Housing & Welfare.
- vi) Directorate of Housing & Welfare shall also handle any other matter connected with or incidental to the infrastructure proposals.

2. Since the above arrangements involve transfer of work from Ad.VIII(EC) Section of the Board to the Directorate of Housing & Welfare, it has been decided that the arrangement specified in this OM shall take effect from 01.09.2007. Prior to that, during the month of August 2007, all the related files and records shall be transferred from Ad.VIII(EC) Section to the Directorate of Housing & Welfare, after proper listing/ cataloguing etc. Further, to facilitate smooth transition, one designated staff of Ad.VIII(EC) Section shall be deputed to the Directorate of Housing & Welfare for a period of 3 months. Further modalities regarding allocation of staff shall be worked out on receiving a proposal from the DG, Housing and Welfare.


(L. K. Gupta)
JS (Admn.), CBEC

To

1. The Director General, Housing & Welfare, CBEC, New Delhi
2. All Chief Commissioners/ Commissioners under CBEC.
3. All Director Generals/ Directors under CBEC.

Copy to:

✓ The Finance Adviser (Finance).