

## **Authentication (Orders and other Instruments) Rules, 2002**

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### **SCHEDULE 1 :- SCHEDULE**

## **Authentication (Orders and other Instruments) Rules, 2002**

In exercise of the powers conferred by clause (2) of Art. 77 of the Constitution and in supersession of the Authentication (Orders and other Instruments) Rules, 1958, except as respects things done or omitted to be done before such supersession, the President is pleased to make the following rules, namely:-

### **1. 1 :-**

These rules may be called the Authentication (Orders and other Instruments) Rules, 2002.

### **2. 2 :-**

They shall come into force on the date of their publication in the Official Gazette. All orders and other instruments made and executed in the name of the President shall be authenticated-

(1) by the signature of a Secretary, Special Secretary, Additional Secretary, Joint Secretary, Director, Deputy Secretary, or Under Secretary to the Government of India; or

(2) by the signature of a Director or Desk Officer in the Ministries, Departments, Secretariates and Offices specified in the First Schedule to the Government of India (Allocation of Business) Rules, 1961; or

(3) by the signature of a Head of a Department as defined in the Delegation of Financial Powers Rules, 1978, other than a Head of Department in any Union Territory; or

(4) in the case of orders and other instruments relating to a Department, Directorate, Commission, Board, Office or an Organisation, specified in column 1 of the Schedule to these rules, by an officer specified against that Department, Directorate,

Commission, Board, Office or Organisation in column 2 of the said Schedule; or

(5) in the case of orders and other instruments relating to the President's Secretariat, by the Secretary to the President, Joint Secretary to the President, the Military Secretary to the President, a Director, a Deputy Secretary or an Under Secretary in the President's Secretariat; or

(6) in the case of orders and other instruments relating to the Secretariat of the Vice- President, by the Secretary, Deputy Secretary, Under Secretary in the Vice- President's Secretariat; or

(7) in the case of orders and other instruments relating to the Prime Minister's Office, by the Principal Secretary, Secretary, Joint Secretary, Director, Officer on Special Duty, Deputy Secretary or the Under Secretary in that Office; or

(8) in the case of orders and other instruments relating to the Cabinet Secretariat, by the Cabinet Secretary, Secretary (Co-ordination), Additional Secretary, Joint Secretary, Director, Deputy Secretary, Under Secretary or Deputy Director (Official Language).

(9) in the case of orders and other instruments relating to the Fertilizer Division of the Department of Agriculture and Co-operation of the Ministry of Agriculture by the Deputy Commissioner (Fertilizer) in that Division; or

(10) in the case of sanctions relating to the Department of Biotechnology, by the Advisor, Director (Scientific), Principal Scientific Officer or Senior Scientific Officer Grade-1 in that Department; or

(11) in the case of orders and other instruments relating to the Movement and Import Division of the Department of Fertilizers, Ministry of Chemicals and Fertilizers by the Deputy Commissioner (Port Operations and Projects) and Deputy Commissioner (Movement) in the Fertiliser Division of that Department and in the case of those relating to the Accounts Wing of the Fertiliser Accounts Wing of the Department of Fertilisers, by the Deputy Director of Accounts in that Wing; or

(12) in the case of orders and other instruments relating to the Directorate General of Foreign Trade, by the Director General of Foreign Trade, or the Additional Director General of Foreign Trade,

or the Export Commissioner or Joint Director General of Foreign Trade; or

(13) in the case of demand notices under clauses 6, 7 and 8 of the General conditions of Contract as contained in Form Contract 117 or under clauses (2)(d) and (8) the conditions of Auction Sales specified under Schedule III of the Auctioneering Contract requesting purchasers to pay to the Government any sum of money recoverable from or payable by purchasers on account of either loss or resale or for any other reason under a contract or sale entered into by the Directorate General of Supplies and Disposals, by a Director or a Deputy Director of Disposals; and in the case of demand notices for recovery or payment in term of Arbitration Awards arising out of the contracts and supply orders placed by the Directorate General of Supplies and Disposals for purchase and supply of Stores and also in terms of Court decrees arising out of such contracts and supply orders or otherwise, by a Director, a Deputy Director or an Assistant Director or a Section Officer of Supplies; or

(14) in the case of deeds/bonds of indemnity in Forms GAR 12, 26 and 47 specified under the Central Government Account (Receipts and Payments) Rules, 1983 and indemnity bond for issue of fresh demand draft in lieu of lost demand draft, by an officer declared as Head of office in the Ministries, Departments, Secretariats and offices specified in the First Schedule to the Government of India (Allocation of Business) Rules, 1961 and Departments, Directorates, Commissions, Boards, Offices or Organisations specified in column 1 of the Schedule to these rules; or

(15) in the case of orders and other instruments relating to the Department of Posts, by a Senior Deputy Director General, a Deputy Director General, a Director, an Assistant Director General, a Chief Engineer or the Secretary, Postal Services Board in that Department; or

(16) in the case of orders and other instruments relating to the Department of Telecommunication, by an Adviser, a Senior Deputy Director General, a Deputy Director General, a Director, an Internal Financial Advisor, a Deputy Wireless Advisor, an Assistant Wireless Advisor, an Assistant Director General, a Chief Engineer, a Chief Architect or the Secretary, Telecom Commission in that Department; or

(17) in the case of orders and other instruments relating to the Gazetters Union of that Department, by the Editor (Gazetters) and in the case of orders and other instruments relating to the National Archives of India, by the Director General of National Archives of India; or

(18) in the case of orders and other instruments relating to the Ministry of Defence (Finance Division), by a Financial Advisor, Additional Financial Advisor, Deputy Financial Advisor or Assistant Financial Advisor in the Ministry; or

(19) in the case of orders and other instruments relating to the Ministry of Environment and Forests including National Afforestation and Eco-Development Board and National River Conservation Directorate, by an Additional Inspector General of Forests, Deputy Inspector General of Forests, Assistant Inspector General of Forests, Scientist 'SD', Scientist 'SE', Scientist 'SF', Scientist 'SG', Scientist 'G', Scientist 'H' and by a Joint Director, or Deputy Director in the Wildlife Division of the Ministry; or

(20) in the case of orders and other instruments relating to the Ministry of External Affairs, by an Attache or an Administrative Officer in that Ministry; or

(21) in the case of orders and other instrument relating to the Department of Economic Affairs, by a Director (Stock Exchange), Joint Director (Stock Exchange), Senior Accounts Officer or an Accounts Officer in that Department; or

(22) in the case of orders and other instruments relating to the Currency and Coinage Division in the Department of Economic Affairs, by a Special Officer (Currency and Coinage) or a Deputy Manager in that Division; or

(23) in the case of orders and other instruments relating to the Organisation of the Controller General of Accounts in the Department of Expenditure by the Controller General of Accounts, Additional Controller General of Accounts, Joint Controller General of Accounts, the Deputy Controller General of Accounts or the Assistant Controller General of Accounts in that Organisation; or

(24) in the case of orders and other instruments relating to the Tax Credit Certificate (Exports) Scheme, 1965 (published vide notification No. 3(1)/65-TCC(E) vide G.S.R. 1183, dated the 17th August, 1965) in the Department of Revenue, by a Deputy Director

of Tax Credit (Exports) or an Assistant Director of Tax Credit (Exports) appointed under paragraph 4 of the said Scheme, or by a Director in the Central Board of Excise and Customs, or by a Director in the Central Board of Direct Taxes; or

(25) in the case of cancellation of assignments of policies of life assurance, financed from a Provident Fund, which have been assigned in favour of the President of India, by the Accounts Officer of the Fund as defined in the Rules relating to the Fund; or

(26) in the case of orders and other instruments relating to the Department of Secondary and Higher Education by a Joint Educational Advisor, Additional Apprenticeship Advisor, Deputy Educational Advisor, Assistant Educational Advisor, Education Officer, Joint Director, Deputy Director, Licensing Officer, Copyright Information Officer and Special Officer (Book Promotion) in that Department; or

(27) in the case of orders and other instruments relating to Department of Elementary Education and Literacy by the Deputy Education Advisor, Assistant Educational Advisor, Education Officer and Deputy Director in that Department; or

(28) in the case of orders and other instruments relating to the Department of Family Welfare, by the Deputy Director (Marketing), or Deputy Director (Supply) of that Department; or

(29) in the case of orders and other instruments relating to the Ministry of Home Affairs, by a Deputy Financial Advisor or Deputy Director General (Supplies) and Assistant Director (Supplies) and in the case of orders and other instruments relating to the Secretariat Security Organisation including Reception Wing, by the Chief Security Officer in that Ministry; or

(30) in the case of orders and other instruments relating to the Ministry of Information Technology by the Director, the Joint Director (Administration) and Deputy Director in that Ministry; or

(31) in the case of orders and other instruments relating to the Ministry of Agro and Rural Industries, by the Director (Industrial Co-operatives and Co-ordination) or the Deputy Director/Under Secretary (Industrial Co-operatives and Co-ordination) in that Department; or

(32) in the case of orders and other instruments relating to the

Ministry of Labour by the Labour and Employment Adviser or Joint Director/Deputy Director (Child and Women Labour) or Joint Director (Labour Relations) or Assistant Director in the Labour Relations Division (National Commission on Labour Wing) of the Ministry; or

(33) in the case of orders relating to Section 43 of Monopolies and Restrictive Trade Practices Act, 1969 (54 of 1969), by the Director of Investigation and Inspection in the Department of Company Affairs; or

(34) in the case of authoritative text in Hindi or any order, rule, regulation or bye-law issued under the Constitution or under any Central Act where such text is published in Sec. 3-A of Part II of the Gazette of India, by the Joint Secretary and Legislative Counsel, an Additional Legislative Counsel, a Deputy Legislative Counsel or an Assistant Legislative Counsel, Official Languages Wing, Legislative Department, Ministry of Law, Justice and Company Affairs; or

(35) in the case of authoritative translation in any language (other than Hindi) specified in the Constitution, or any order, rule, regulation or bye-law issued under the Constitution or under any Central Act, where such translation is published in the Gazette of India, by Joint Secretary and Legislative Counsel, an Additional Legislative Counsel, a Deputy Legislative Counsel or an Assistant Legislative Counsel, Official Languages Wing, Legislative Department, Ministry of Law, Justice and Company Affairs; or

(36) in the case of orders and other instruments relating to the Planning Commission, by the Advisor (Administration) in that Commission; or

(37) in the case of orders and other instruments relating to the Department of Personnel and Training by the Chief Welfare Officer or the Director of Canteens in that Department; or

(38) in the case of orders and other instruments relating to the Ministry of Railways, by a Secretary, an Additional Secretary, a Joint Secretary, a Deputy Secretary or an under Secretary to, or by a/an Additional Member, Advisor, Executive Director, Director, Joint Director, or a Deputy Director, of the Railway Board; or

(39) in the case of sanctions relating to the Ministry of Science and Technology, by a Scientist 'G', Scientist 'F', Scientist 'E', Scientist

'D', or Scientist 'C' in that Ministry; or

(40) in the case of orders and other instruments relating to Technology Transfer Division of Department of Science and Technology, by a Scientist-D, Scientist-F or Scientist-G dealing with Drugs and Pharmaceuticals Research Programme; or

(41) in the case of sanctions relating to the Ministry of Non-conventional Energy Sources, by the Adviser, Director (Technical), Principal Scientific Officer and Senior Scientific Officer Grade-I in that Ministry; or

(42) in the case of orders and other instruments relating to the Department of Space, by the Officer on Special Duty or Administrative Officer in that Department; or

(43) in the case of orders and other instruments relating to the Administrative Vigilance Unit in the Ministry of Urban Development and Poverty Alleviation, by an Assistant Vigilance Officer in that Unit; or

(44) in the case of orders and other instruments relating to the Ministry of Water Resources, by the Under Secretary to the Government of India functioning as Branch Officer in the Eastern Rivers Wing in that Department; or

(45) in the case of orders and other instruments relating to the Election Commission of India, by the Secretary or Under Secretary in that Commission; or

(46) in the case of orders and other instruments relating to the Union Public Service Commission, by the Secretary, the Deputy Secretary-in-charge of Administration or the Under Secretary-in-charge of Administration in the office of that Commission;

## SCHEDULE 1

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