



EUROPEAN
COMMISSION

Brussels, 5.3.2015
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ANNEX 2 – PART 2/3

ANNEX

**SUBDELEGATION
TO OTHER DIRECTORS-GENERAL AND HEADS OF SERVICE
(Article 12 of the Internal Rules)**

to the

COMMISSION DECISION

**on the Internal Rules on the implementation of the general budget of the
European Union (European Commission section) for the attention of the
Commission departments**

ANNEX

SUBDELEGATION **TO OTHER DIRECTORS-GENERAL AND HEADS OF SERVICE** *(Article 12 of the Internal Rules)*

Pursuant to Article 65 of the Financial Regulation, Article 47 of the Commission Delegated Regulation on the rules of application of the Financial Regulation, the Internal Rules on the implementation of the budget and, in particular, Article 12 thereof,

I, the undersigned (authorising officer by delegation)

.....
.....

subdelegate powers to¹

.....

(authorising officer by delegation to whom powers have been subdelegated)

to draw up – for the purposes of budget implementation carried out on the basis of both paper documents, signed manually, and the computerised management system, signed electronically:

overall budgetary commitments of appropriations
individual budgetary commitments of appropriations
provisional budgetary commitments of appropriations
decisions on the award of grants, prizes and public contracts
legal commitments (as well as the preliminaries²)
payment orders
estimates of amounts receivable
recovery orders
waivers of recovery of amounts receivable
cancellations of amounts receivable

(³)

to be booked to the budget lines (articles or items) listed on the attached page and in accordance with the following conditions (Article 12 of the Internal Rules)⁴

.....
.....
.....
.....
.....
.....
.....

¹ Name, category, grade.

² For example: appointment of the evaluation committee, letters of notification of the decisions on the awards, etc.

³ Delete as appropriate or add tasks where necessary.

⁴ If there is not enough space on the form, an annex must be attached giving all the details needed.

The authorising officer by subdelegation shall report [X] times per year⁵ to the authorising officer by delegation on the implementation of programmes, operations or actions in respect of which powers have been subdelegated to him.

The authorising officer by subdelegation shall inform the authorising officer by delegation in writing of the management problems encountered and the solutions proposed to remedy them.

Budget line (article/ item)	Heading (⁶)	Maximum amount in euros (⁷)	Period (⁸)

**Having regard to Article 11a of the Staff Regulations of Officials of the European Union,
Having regard to Article 11 of the Conditions of Employment of Other Servants of the European Union,**

I, the undersigned, ... (authorising officer by delegation to whom powers have been subdelegated), hereby declare on my honour that I will declare any personal interests that might compromise my independence from and objectivity towards any other person (Article 11a of the Staff Regulations).

Any false declaration may give rise to disciplinary measures.

This subdelegation repeals the following prior subdelegation:

.....

Done at Brussels,

.....⁹
(signature of the authorising officer by
delegation)

.....
(signature of the authorising officer by
delegation to whom powers have been
subdelegated, for acceptance)

⁵ It is up to the authorising officer by delegation to decide the frequency (at least once per year).

⁶ State the exact heading given in the budget for the current year.

⁷ If the subdelegation is not accompanied by a limit on the amount, state 'appropriation authorised'.

⁸ To be completed if there is a time restriction on the subdelegation; otherwise state 'unlimited'.

⁹ Name in block letters.