

GOVT. OF NCT OF DELHI  
DIRECTORATE OF TRG. & TECH. EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI.

No.F.1(2)/DTTE/AC/DFPR/2015-16/ 7340-77

Dated: 12/10/15

**ORDER**

In exercise of powers conferred under Rule 13 of the Delegation of Financial Power Rules 1978, I, Manoj Kumar, Director (Training & Technical Education) do hereby authorize Head of Offices/Principals of Polytechnics/ITIs under this office to exercise the powers conferred upon me as per the Delegation of Financial powers issued by the Finance Department, Govt. of NCT of Delhi.

The Head of Offices/Principals shall exercise these powers as shown in the column No.6 of table below subject to the condition that the expenditure proposals are examined by the Accounts Functionaries of the institutes. While exercising these powers the correctness, propriety and regularity of decisions will be ensured and the powers will be exercised to the satisfaction of conditions laid down in standing guard file of Delegation of Financial Powers issued by the Finance Department from time to time.

Sl. No.	Nature of Power	Powers of Head of Office	Powers of Head of Departments	Powers of Administrative Secretary	Power of the HOD delegated to the Principals/Head of the institutes under DTTE	Remarks
1	2	3	4	5	6	7
1	Contingent Expenditure					
	Unspecified Items (Non-recurring)	Rs.6000/- per annum in each case.	Rs. 1,00,000/- (Rupees one lakh only) per annum in each case.	Rs.2,00,000/- (Rupees two lakh only) per annum in each case.	Rs.20,000/- per annum in each case.	
2.	Fixture and Furniture					
	(a) Repairs	Rs.5,000/- per annum.	Full powers	Full powers	Full powers	
3.	(a) Hiring of:- Office furniture, Electric fans, Heaters, Coolers, Clocks and call-bells	Rs.2,500/-per annum per office for hire of furniture, electric fans & Clocks.	Full powers	Full powers	Rs.1,00,000- per annum per office.	
	(b) Purchase of Desert cooler and room cooler (Except Air Conditioners)	NIL.	Full powers	Full powers	Rs.50,000/- per annum per office.	

*[Signature]*

13/259

Contd.



	(a) Purchase of Official publications.	Rs.2000/- per annum	Full Powers	Full Powers	Full Powers	
	(b) Purchase of Non-official publications include books, newspapers, other periodical publications etc.	NIL	Full Powers	Full Powers	Full Powers	
6.	(a) Repairs to and removal of machinery (Where the expenditure is not of a capital nature)	NIL	Full Powers	Full Powers	Full Powers	
	(b) Repairs/Periodical Servicing/AMC of machinery and equipments	Ra.5000/- per annum.	Full Powers	Full Powers	Full Powers	
7.	Purchase of rubber stamps and office seals.	Rs.500/- per annum	Full Power	Full Power	Rs.5,000/- per annum	
8.	Advance drawal of money on abstract bills for meeting contingent expenditure where advance drawal is inevitable.	NIL	Full Powers. (Subject to the conditions as specified in Col.5)	Full Powers (Subject to the conditions as specified in Col.5)	Rs.20,000/- (Subject to the conditions as specified in Col(7))	(a) Expenditure sanction of Competent authority is obtained; (b) No previous advance is outstanding; and (c) The amount of advance drawal is rendered to PAO concerned within one month from the date of drawal of advance
9	Stores: (a) Other Stores i.e. stores required for the working of an establishment, instruments, equipments and apparatus.	Rs.10,000/- per annum	Full Powers	Full Powers	Full Powers	
	(b) Purchase of equipment of Training institute.	Rs.10,000/- per annum	Full Powers	Full Powers	Full Powers	

Contd.



10.	(a) Hire & maintenance of Computers of all kinds.	NIL	Full Powers	Full Powers	Rs.1,00,000/- per annum	
	(b) Payment of monthly maintenance charges of punching & verification machines etc. to Computer Maintenance Corp. Ltd.	NIL	Full Powers	Full Powers	Full powers	
11.	Disposal of obsolete, surplus or unserviceable stores.	Rs.5,000/- at a time*	Up to Rs. 10,00,000/- (Rupees ten lakh only) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.	Up to Rs. 10,00,000/- (Rupees ten lakh only) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority	Up to Rs. 10,00,000/- (Rupees ten lakh only) at a time, subject to acceptance of the recommendation of Condemnation Board by the Principal competent authority.	In cases above the limit of Rs:10,00,000/- the competent authority will be Finance Department, Govt. of NCT of Delhi.
12.	Merits, Awards, Stipends, Loans and other educational scholarship to students.	NIL	Full Powers, subject to approved scale/pattern,	Full Powers, subject to approved scale/pattern,	Full powers	
13.	Payment of publicity charges on DAVP rates or on rates approved by Government of NCT of Delhi.	NIL	Full Powers	Full Powers	Full powers	
14.	Payment of remuneration to part-time teachers/Guest speakers etc.	NIL	Full Powers*	Full Powers*	Full Powers*	*Subject to the rates/norms as approved by the Government of NCT of Delhi.
15.	Payment of registration fee for seminars/conferences	NIL	Full Powers*	Full Powers*	Full Powers*	*Subject to fulfillment of Rules/Regulations as laid down in Government of India/Government of NCT of Delhi orders/Circulars
16	Earned Leave, Half Pay Leave, Commuted Leave, Leave not due, Extra	Nil	Full Powers	Full Powers	Full Powers*	*Except in the cases of DTTE (HQ) ** Subject to

*Handwritten signature/initials*

Contd.



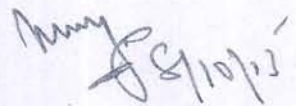
Paternity leave for child adoption, Child Care Leave and leave encashment on retirement.					
--	--	--	--	--	--

All the enhanced financial powers will be exercised by the HOO/Head of Institutes/ Principal of the Deptt. subject to the following conditions.

1. That the expenditure does not exceed the yearly budget allocation.
2. That the expenditure is incurred for the purpose for which funds have been provided and the codal formalities are followed.
3. That before incurring of any expenditure instructions issued from FD/CVC/DTTE/IT from time to time shall be observed.
4. Monthly expenditure statement to be submitted online by 5<sup>th</sup> of every month.

To

1. Principal, Ambedkar Institute of Technology, Patparganj, Shakarpur, Delhi.
2. Principal, Aryabhat Institute of Technology, GT Karnal Road, Delhi-110033.
3. Principal, Govind Bhallabhi Pant Institute of Technology, Okhla, New Delhi.
4. Principal, Guru Nanak Dev Institute of Technology, Sector-15, Rohini, Delhi-110085.
5. Principal, Kasturba Institute of Technology, Pitampura, Delhi-110088.
6. Principal, Meera Bai Institute of Technology, Maharangah, New Delhi-110065.
7. Principal, Pusa Institute of Technology, Pusa, New Delhi-110012.
8. Principal, Integrated Institute of Technology, Sector-9, Dwarka, New Delhi.
9. Principal, ITI, Arab Ki Sarai, Nizamuddin, New Delhi-110013.
10. Principal, Veer Sawarkar Basic Training Center, Pusa, New Delhi-110012.
11. Principal, Savitri Bai Phule ITI for Women, Gokhale Road Mori Gate, Delhi-110018.
12. Principal, Extn. Centre of ITI Jail Road, Old Employment Exchange Bldg., Hastal, Delhi.
13. Principal, Ch. Brahm Prakash Industrial Training Institute, Jaffarpur, Delhi-110048.
14. Principal, ITI, Jahangir Puri, Delhi.
15. Principal, ITI, Jail Road, New Delhi-110064.
16. Principal, Dr. H.J. Bhabha ITI, Khichripur, Mayur Vihar Phase-1, Delhi-110091.
17. Principal, ITI, Malavya Nagar, New Delhi-110017.
18. Principal, ITI, Nand Nagri, Near DTC Bus Depot, Delhi-110093.
19. Principal, Lala Hans Raj Gupta ITI, DSIDC Industrial Complex, Narela, Delhi-110040.
20. Principal, ITI, Pusa, New Delhi-110012.
21. Principal, Jija Bai Industrial Training Institute for Women, Siri Fort, Khelgaon Marg, New Delhi.
22. Principal, Sir C.V. Raman Industrial Training Institute, Dheer Pur, Delhi.
23. Principal, ITI for Women, Tilak Nagar, New Delhi.
24. Principal, ITI for Women, Vivek Vihar, New Delhi-110095.
25. Principal, Institute of Basic Business Studies at BTC Pusa Campus, Pusa, New Delhi-110012.
26. Principal, ITI, Shahdra, New Delhi.
27. Principal, ITI, Mangolpuri, New Delhi.
28. Dy. Apprenticeship Advisor, Pusa, New Delhi.

  
(MANOJ KUMAR)  
DIRECTOR, DTTE

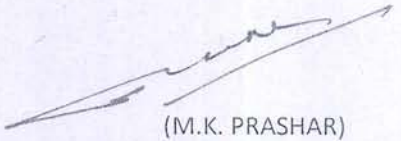
Contd

No.F.1(2)/DTTE/AC/DFPR/2015-16/ 7340-77

Dated: 12/10/15

Copy to:-

1. Pr. Secretary (Finance), Finance Department, Gov t. of NCT of Delhi, Delhi Sachivalaya, New Delhi.
2. Secretary, DTTE, Muni Maya Ram Marg, Pitam Pura, Delhi.
3. Special Director, DTTE, Muni Maya Ram Marg, Pitam Pura, Delhi.
4. Addl. Director, DTTE, Muni Maya Ram Marg, Pitam Pura, Delhi.
5. Controller of Accounts, Principal Accounts Office, Govt. of NCT of Delhi, Vikas Bhawan, ITO, New Delhi
6. All Branch In Charges in Directorate/Head Qtrs.
7. PAO concerned through Head of the institute / Principals.
8. Controller, BTE.
9. Asstt. Programmer, Computer Cell, DTTE with the request to upload the same on the website of the department.
10. Guard File.



(M.K. PRASHAR)  
DY.CONTROLLER OF ACCOUNTS