

Government of NCT of Delhi
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
Muni Maya Ram Marg, Pitampura, Delhi-110088

No.F.122/97-98/AMP/TEAG/DDTE/VOL.III/583-92

Dated: 30/06/2017

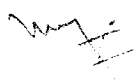
ORDER

I am directed to convey the approval of Secretary, Training and Technical Education to delegate financial powers to Principals/HOOs of Polytechnics (Institute of Technology's) to utilize the collection of Pupil's Fund of diploma & degree courses during the academic years under various activities mentioned below.

The Head of Office/Principal shall exercise these powers subject to the conditions 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.

REVISED PUPIL FUND PROPOSAL/POLICY

Items proposed to be Awarded in the form of following.	Existing Provision	Enhancement Approved
Blazer /Medal [Students Union Members/ BTE Topper amongst all disciplines for each Polytechnic / Best Sports Person/ Best All-Rounder/Any other achiever of significance of highest order]	Rs.1200/-	Rs.2500/-
Tracks Suit / Medal [Second Topper amongst all disciplines in the BTE Exam for each Polytechnic / Best Athlete/ Second Best Sports Person/second highest achiever of significance]	Rs.800/-	Rs.1800/-
Trophy/ Medal/ Book/ Other Materials [Academic first position holder in each Discipline/First Prize in individual Sports Event/Extra-Curricular activities/ skill competition/tech. fest etc.	Rs.200/-	Rs.350/-
Trophy/Medal/Book/Other Materials [Second Prize in BTE Exam in each discipline/ individual Sports Event/ Extra Curricular Activity/skill Competition/Tech. fest etc.	Rs.150/-	Rs.250/-
Trophy/Medal/Book/Other Materials [Winner of Team Events(No. of team event should not exceed four)]	Rs.250/-	Rs.400/-
Trophy/Medal/Book/Other Materials [Runner-up of Team Events (No. of team event should not exceed four)]	Rs.200/-	Rs.300/-
Food/ Drink Fruits (Refreshment during Sports Days/Annual day/skill competition/Independence day/Republic day /any other function etc.	Rs.25/-	Rs. 50 /- for all the students as well as for jury experts, teachers and staff etc.


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 Director, TTE

The financial power of the Principal's of each Institute of technology/Polytechnic under Pupil Fund is enhanced from Rs. 40,000/- to Rs. 1,00,000/- per head per annum as per following table:

Activity /Head	Existing Provision	Enhancement Approved per annum
<p>1. Co-Curricular Activity: Examination, Magazine, Internet, Academic Stationery & Raw Material for examination/admission purpose, printing of Syllabus, Study Material etc. and Expert Lectures as per prescribed rates of part time guest faculty @ one lecture per branch per week by experts from Industry/Academia/Departments as certified by academic council of the institute consisting of Principal and HOD/Branch in-charges/senior faculties of the institute.</p>	Rs. 40000/-	Rs.1,00,000/-
<p>2. Training & Placement Related Activity: Training fees, Educational Tour, Campus Interview, Industry- Institute-Interface, Project Fee, Skill training to the students/ training based on NSQF levels/training from Sector Skill Council (SSC)/ any other agency with the approval of Competent Authority/ training under MOU, Purchase of hospitality items for campus interview/training and placement cell. Certification Fee, Placement Brochure, Technical Festival, entrepreneurship development program, start up, stand up initiatives, Subscription to National/ International/ on-line Journals, Networking with leading Institute, Project exhibition/ Research related activities by students at various platform/institute etc.</p>	Rs. 40000/-	Rs.1,00,000/
<p>3. Extra - Curricular Activity: Sports, Games, Equipment for Sports and Games, Hobby Club, Cultural Activities, participation in national/international/state level competitions/skill Olympics/ skill competition/ Tech. fest/NCC/NSS/PTM/Organising National/ International Conference for presentation of papers by students, their Project/ Research work and faculty etc.</p>	Rs. 40000/-	Rs.1,00,000/
<p>4. Annual Gathering: Arrangement of Convocation, Annual Day, Republic Day, Fresher's Party, Independence Day, Founder's Day, Orientation day, Alumini meet etc.</p>	Rs. 40000/-	Rs.1,00,000/
<p>5. Students Welfare: Health Care, Scholarship to needy students, Emergency Medical Aid, Sponsorship to students for presenting Papers/Representing the Institutions etc.</p>	Rs. 40000/-	Rs.1,00,000/
<p>6. Institutional Development/ Electronic Surveillance: Measures including electronic surveillance to have appropriate methods for prevention of harassment of Female students and to eradicate the possibility of ragging in the campus/ any other measures for Institutional Development in students interest etc.</p>	Rs. 40000/-	Rs.1,00,000/

7. Up – keeping/Development of Basic Facility/ Infrastructure Development:

Provision/facilitation and to provide Financial Assistance for the canteen facility in campus and /or Mother Dairy Booth in the campus. Development and upkeep of canteen/lawn/ hostel/library, wi-fi facility in institute & hostel, General maintenance and upkeep etc. .

Facilitating training and placement cell and principal of the institute for making necessary arrangements for student's job interview and liasoning with the dignitaries of the industry/foreign delegates, visitor for technical collaboration/MOU/training institution/Alumini/ academic council inspection/ Joint Inspection Committee/ JAC/ Visit of Delhi Government officials/ visit of Departmental Committees etc.

In case of emergency during examination etc. purchase/ procurement of Students Furniture, Petty Repair of furniture/lab equipments and its calibration

Rs.1,00,000/

8. Miscellaneous Expenditure on Unspecified Items other than above said

Activities/ Heads:

Item for students welfare/ institution development/NBA/NAAC/ISO/National /International Certification for the Institution etc.

Any other activity with the approval of Competent Authority for student welfare/ institutional development.

Rs.1,00,000/

NOTE: Expenditure for working Lunch for officials involved in Training & Placement Activities Special Lecture, Expert Lecture, Seminar, Workshop, Conference, Principal's meeting with the delegations from the industry/ academia/ aluminise/NGO etc. and other events related to students under the Pupil Fund shall not exceed Rs. 150/- per head subject to a maximum amount of Rs. 3,000/- per event/occasion and refreshment shall not exceed Rs. 50/- per head.

The Head of Offices/Principals of Polytechnics/Institutes of Technology shall exercise these powers to utilize the collection of Pupil Fund under various activities for degree and diploma courses as approved in proportionate to the total intake of the students of that Institute subject to:

1. Availability of funds under the Pupil's Fund during the financial year in which expenditure proposed.
2. Completion of all codal formalities as per recent GFR Guidelines/GFR- 2017.
3. Pupil fund proposal should be scrutinized by miscellaneous fund committee constituted at institute level consisting of Principal, HOD/Branch in-charges, senior faculty, AAO, student advisor of the institute.
4. Local purchase committee of the institute must collect and submit the quotations regarding items mentioned in the proposal.
5. Comparative statement should also be attached.
6. Certificate as per requirement of applicable rules of GFR- 2017 be placed in the file.
7. Codal formality completion certificate be placed in the file.


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8. Pupil fund availability of budget should be clearly mentioned in the file along with total deposit in pupil fund, total deposit in current year and total expenditure in present year.
9. Proposal must be examined by AAO of the institute as per latest financial guidelines and Pupil fund account is to be maintained by AAO of the institute.
10. Last year file should be attached with the proposal.
11. Observance of instructions issued from FD/CVC/DTTE/IT from time to time.
12. Expenditure/Procurement may be as per the actual requirement.
13. E-tendering methods may be adopted for the procurement as per the guidelines for estimated cost.
14. Expenditure on unspecified items shall be within the financial Limits fixed as per the O.M. No. F.8/3/2010-AC/Usfa/41-44/ dt. 12/3/15, issued by the Finance Department and/or revised from time to time.
15. The principal of the institute should ensure that total expenditure under pupil fund should not exceed more than total deposit by students in a year under normal circumstances.

The Break-up of expenditure out of non govt Fund/Pupil Fund account collected through student fees will be as follows.

Activity /Head	Break up of expenditure out of non-govt. fund/Pupil Fund account will be @ 12.5% of total deposit in a year by students in each head for all Diploma/ B.Voc./Degree level courses running in Govt Institutes of Technology / Polytechnics under DTTE
<p>1. <u>Co-Curricular Activity:</u> Examination, Magazine, Internet, Academic Stationery & Raw Material for examination/ admission purpose, printing of Syllabus, Study Material etc. and Expert Lectures as per prescribed rates of part time guest faculty @ one lecture per branch per week by experts from Industry/Academia/Departments as certified by academic council of the institute consisting of Principal and HOD/Branch in-charges/senior faculties of the institute.</p>	<p>(e.g. 1.Rs. 100/- in r/o Diploma courses 2.Rs. 1000/- in r/o of B.Voc course) 3. The ratio of deposit is @ 12.5% of total deposit in a year by students in each head for all Diploma/ B.Voc./Degree level courses running in Govt. Institutes of Technology / Polytechnics</p>
<p>2. <u>Training & Placement Related Activity:</u> Training fees, Educational Tour, Campus Interview, Industry- Institute-Interface, Project Fee, Skill training to the students/ training based on NSQF levels/training from Sector Skill Council (SSC)/ any other agency with the approval of Competent Authority/ training under MOU, Purchase of hospitality items for campus interview/training and placement cell. Certification Fee, Placement Brochure, Technical Festival, entrepreneurship development program, start up, stand up initiatives, Subscription to National/ International/ on-line Journals, Networking with leading Institute Project exhibition/ Research related activities by students at various platform/institute etc.</p>	<p>(e.g. 1. Rs. 100/- in r/o Diploma courses 2. Rs. 1000/- in r/o of B.Voc course) 3. The ratio of deposit is @ 12.5% of total deposit in a year by students in each head for all Diploma/ B.Voc./Degree level courses running in Govt. Institutes of Technology / Polytechnics</p>


 MANOJ KUMAR
 Director, TTE

3. Extra - Curricular Activity:

Sports, Games, Equipment for Sports and Games, Hobby Club, Cultural Activities, participation in national/international/state level competitions/skill Olympics/ skill competition/ Tech. fest/NCC/NSS/PTM/Organising National/ International Conference for presentation of papers by students, their Project/ Research work and faculty etc.

4. Annual Gathering:

Arrangement of Convocation, Annual Day, Republic Day, Fresher's Party, Independence Day, Founder's Day, Orientation day, Alumni meet etc.

5. Students Welfare:

Health Care, Scholarship to needy students, Emergency Medical Aid, Sponsorship to students for presenting Papers/Representing the Institutions etc.

6. Institutional Development/ Electronic Surveillance:

Measures including electronic surveillance to have appropriate methods for prevention of harassment of Female students and to eradicate the possibility of ragging in the campus/ any other measures for Institutional Development in students interest etc.

7. Up – keeping/Development of Basic Facility/ Infrastructure Development:

Provision/facilitation and to provide Financial Assistance for the canteen facility in campus and /or Mother Dairy Booth in the campus. Development and upkeep of canteen/lawn/ hostel/library, wi-fi facility in institute & hostel, General maintenance and upkeep etc. .

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In case of emergency during examination etc. purchase/ procurement of Students Furniture, Petty Repair of furniture/lab equipments and its calibration

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8. Miscellaneous Expenditure on Unspecified Items other than above said Activities/ Heads:

Item for students welfare/ institution development/NBA/NAAC/ISO/National /International Certification for the Institution etc.

Any other activity with the approval of Competent Authority for student welfare/ institutional development.

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Competent Authority for administrative approval and expenditure sanction

Director, Training & Technical Education Department shall be the Competent Authority for administrative approval and expenditure sanction in respect of expenditure over Rs one lakh for all the above heads.

This order will be applicable to all Government institutes of Technology/Polytechnics running diploma/B.Voc etc. courses and supersede all previous orders related to pupil fund. This order shall come into effect w.e.f. 1.7.2017.

This issues with prior approval of the Secretary, TTE vide U.O. No. 218, DTTE (HQ) dated 23.6.17.


(MANOJ KUMAR)
DIRECTOR (DTTE)
MANOJ KUMAR
Director, TTE

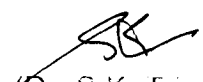
To

1. Principal, Ambedkar Institute of Technology, Shakarpur, Delhi - 92.
2. Principal, Aryabhatt Institute of Technology, G.T. Karnal Road, Delhi - 33.
3. Principal, Govind Ballabh Pant Institute of Technology, Okhla, N.D - 20.
4. Principal, Guru Nanak Dev Institute of Technology, Sec.- 15, Rohini, Delhi - 89
5. Principal, Integrated Institute of Technology, Sec. - 9, Dwarka, New Delhi.
6. Principal, Kasturba Institute of Technology, Pitam pura, Delhi - 88.
7. Principal, Meera Bai Institute of Technology, Maharani Bagh, New Delhi - 65.
8. Principal, Pusa Institute of Technology, Pusa, New Delhi - 12.
9. Principal, Bhai Parmanand Institue of Business studies, Shakarpur, Delhi - 92.
10. Principal, Rajokari Institute of Technology, Rajokari, Delhi - 38

No.F 122/97-98/AMP/TEAG/DDTE/VOL.III/583-92
Copy to:

Dated: 30/06/2017

1. Pr. Secretary (Fin.), Finance Department, GNCT of Delhi, Delhi Sachivalaya Delhi
2. Secretary, DTTE, Muni Maya Ram Marg, Pitam Pura, Delhi.
3. 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 Qtr., Delhi.
7. Concerned Pay & Accounts Office through Head of the Institute/Principals.
8. Controller, BTE.
9. Asstt. Programmer,DTTE with the request to upload the same on the website of DTTE.
10. Guard File.


(Dr. S.K. Trivedi)
DD (TE/SD)