



Government of NCT of Delhi  
**DEPARTMENT OF TRAINING & TECHNICAL EDUCATION**

MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088.

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(Academic Branch).



No. F.7(19)//Trg- Acad /Caution Money –Pupil Fund/2014-15/616/1747

Dated: 23-11-2017

**ORDER**

I am directed to convey the approval of the Secretary, TTE to delegate financial powers to Principals/HOOs of Industrial Training Institutes to utilize the collection of Pupil's Fund of certificate courses during the academic years under various activities mentioned below:-

1. The financial power of the Principal's/H.O.O's. of each Industrial Training Institute under Pupil Fund is enhanced from Rs.10, 000/- to Rs. 25,000/- or 12.5 % of total annual collection from Pupil Fund Per Activity per Annum as per the table given below :-

Activity /Head	Existing Provision	Enhancement approved per annum
<b>1. Co-Curricular Activity:</b> 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, Vice Principal, Group Instructor and Craft Instructor of the Concerned Trade of the institute.	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund.  (Whichever is higher)

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Activity /Head	Existing Provision	Enhancement approved per annum
<p><b>2. <u>Training &amp; Placement Related Activity:</u></b>  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 &amp; faculties at various platform/institute etc.</p> <p>Facilitating training and placement cell and principal of the institute for making necessary arrangements for student's job interview and liaison with the dignitaries of the industry/foreign delegates, visitor for technical collaboration/MOU/training institution/Alumni/DGT, MSDE inspection/ Joint Inspection Committee/ JAC/ Visit of Delhi Government officials/ visit of Departmental Committees etc.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund.  (Whichever is higher)
<p><b>3. <u>Extra - Curricular Activity:</u></b>  Sports, Games, Equipment for Sports and Games, Hobby Club including horticulture activities like plantation, eco clubs and related equipments, Cultural Activities, Participation in national/international/state level competitions/Skill Olympics/ skill competition/ Tech. fest/NCC/NSS / PTM/Organising National/International Conference/workshop etc for presentation of papers by students, their Project/ Research work and faculty etc., exhibition of Models etc.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund  (Whichever is higher)
<p><b>4. <u>Annual Gathering:</u></b>  Arrangement of Convocation, Annual Day, Republic Day, Fresher's Party, Independence Day, Founder's Day, Orientation day, Alumni meet, Awards &amp; Prize distribution ceremony (proposed provisions for various items are suggested in Para 5), World youth Skill Day, Women's Day etc.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund  (Whichever is higher)

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Activity /Head	Existing Provision	Enhancement approved per annum
<p><b>5. Students Welfare:</b> Health Care, Scholarship to needy students, Emergency Medical Aid, Sponsorship to students for presenting Papers/Representing the Institutions in competition, Fees, Books, Uniforms, Bus/Railway Passes, etc to the needy students on the recommendation of the Academic Council of the Institute.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund  (Whichever is higher)
<p><b>6. Institutional Development/ Electronic Surveillance:-</b> Measures including electronic surveillance to have appropriate control and monitoring of institutes for overall benefit of students and for prevention of harassment of Female students and to eradicate the possibility of ragging in the campus. Measures for Institutional Development in student's interest like, Public Addressing System, etc..</p> <p>In case of dire need of improvement in existing facilities beyond limit, Principals/H.O.O. may send the proposals for approval of Head of Department, TTE. These cases may include</p> <p>i. Improvement in Labs/workshops, ii. Procurement of tool-kits, NIMI Books, Safety Gadgets &amp; equipments.</p>	Rs. 10000/-	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund  (Whichever is higher)
<p><b>7. Up – keeping/Development of Basic Facility/ Infrastructure Development:</b> Provision/facilitation and to improve the canteen facility in campus and /or Mother Dairy or similar such booths for providing healthy foods for students in the campus. Development and upkeep of canteen/lawn/ hostel/library, wi-fi facility in institute, General maintenance and up-keeping of R.O. system, Water purifier, water coolers etc.</p> <p>In case of emergency during examination etc. purchase/ procurement of Students Furniture, Petty Repair of furniture/lab equipments and its calibration</p>	New Activity	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund  (Whichever is higher)
<p><b>8. Miscellaneous Expenditure on Unspecified Items other than above said Activities/ Heads:</b> Item for student's welfare/ institution development accreditation for quality assurance like NBA/NAAC/ISO/National/International Certification of the Institution etc. Institutional Publicity before admissions and publicity of events like alumni meet, inaugurations, etc. Any other activity with the approval of Competent Authority for student welfare/ institutional development.</p>	New Activity	Rs. 25,000/- Or 12.5% of total annual collection from Pupil Fund  (Whichever is higher)
<p><b>Maximum limit for expenditure under Pupil's Fund Accounts in a year shall not exceed the total deposit in Pupil's Funds by the students in an academic year.</b></p>		

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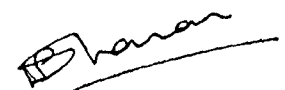
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2. Awards and other activities (to be accommodated in Activity No.4-Annual Gathering):-

Sl. No.	Items approved to be Awarded in the form of following.	Approved
1	Blazer /Medal [Topper amongst all disciplines in the SCVT/NCVT Exams for each Institute / Best Sports Person/ Best All-Rounder/Any other achiever of significance of highest order]	Rs.2500/-
2	Tracks Suit / Medal [Second Topper amongst all disciplines in the SCVT/NCVT Exams for each Institute/ Best Athlete/ Second Best Sports Person/second highest achiever of significance]	Rs.1800/-
3	Trophy/ Medal/ Book/ Other Materials [Academic first position holder in each Discipline (Engg./Non-engg)/First Prize in individual Sports Event/Extra-Curricular activities/ skill competition/tech. fest etc.	Rs.350/-
4	Trophy/Medal/Book/Other Materials [Second Prize in Exam in each discipline (Engg./Non-engg)/ individual Sports Event/ Extra Curricular Activity/skill Competition/Tech. fest etc.	Rs.250/-
5	Trophy/Medal/Book/Other Materials [Winner of Team Events(No. of team event should not exceed four)]	Rs.400/-
6	Trophy/Medal/Book/Other Materials [Runner-up of Team Events (No. of team event should not exceed four)]	Rs.300/-
7	Food/ Drink Fruits (Refreshment during Sports Days/Annual day/skill competition/Independence day/Republic day /any other function etc.	Rs.50/- or as per prescribed rates from time to time for all the students as well as for jury experts, teachers and staff etc.

3. The Head of Offices/Principals of Delhi Govt. Industrial Training Institutes shall exercise these powers to utilize the collection of Pupil Fund under various activities subject to:

- I. Availability of funds under the Pupil's Fund during the financial year in which expenditure proposed.
- II. Completion of all codal formalities as per GFR Guidelines.



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- III. Pupil fund proposal should be scrutinized by Miscellaneous Account Committee to be constituted at institute level consisting of Principal/H.O.O., AAO, G.I. of the institute.
- IV. Local purchase committee of the institute must collect and submit the quotations regarding items mentioned in the proposal.
- V. Comparative statement should also be attached.
- VI. Certificate as per requirement of applicable rules of GFR be placed in the file.
- VII. Codal formality completion certificate be placed in the file.
- VIII. 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.
- IX. 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 separately.
- X. Observance of instructions issued by various authorities like DTTE/FD etc. from time to time.
- XI. Expenditure/Procurement may be done as per the actual requirement.
- XII. E-tendering methods may be adopted for the procurement as per the guidelines for estimated cost, wherever required.
- XIII. 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.
- XIV. Expenditure for working Lunch (in case of meeting/events start in the morning and continue at least till after noon) for officials involved in Training & Placement Activities, Special Lectures, Expert Lectures, Seminar, Workshop, Conference, Principal's meeting with the delegations from the industry/academia/alumni/NGO etc. and other events related to student's welfare under the Pupil Fund shall be as per prescribed rates from time to time.




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4. Competent authority for administrative approval & expenditure sanction over and above the limit .

Director, Training & Technical Education Department shall be the competent authority for administrative approval and expenditure sanction in respect of expenditure over and above the limit proposed in the eight heads of activities.

This order will be applicable to Delhi Government Industrial Training Institutes and supersedes all previous orders related to the Pupil Fund. This order shall come into effect from 01.12.2017. this issues with the prior approval of the Secretary, TTE vide U.O.No. 621 DTTE(HQ), dated 22.11.2017.

  
(Manoj Kumar)  
Director, TTE

To  
The Principals/HOO, All Govt. ITI/BTC, Delhi/New Delhi.


MANOJ KUMAR, IAS  
Director  
Training & Technical Education  
Govt. of NCT of Delhi.  
Muni Maya Ram Marg  
Pitam Pura, Delhi-110088

No. F.7(19)/Trg- Acad /Caution Money –Pupil Fund/2014-15/616/1747

Dated: 23-11-2017

Copy to:-

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 & Account 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. Suman Dhawan)  
Dy. Director (Acad)

Dr. SUMAN DHAWAN  
Deputy Director (Academic)  
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