

प्रशिक्षण और तकनीकी शिक्षा विभाग  
मुनि माया राम जैन मार्ग, पीतमपुरा  
नई दिल्ली - 110034  
(योजना शाखा)

Dept. of Training & Technical Education

Muni Maya Ram Jain Marg, Pitampura

New Delhi - 110034

(Planning Branch)

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Dated: 21/08/2025

No. F.17(23)/2022-23/PUSA/TRG/PF-I/033701924/609-616

To,

1. Suptdg. Engineer (SW),  
PWD, GNCT of Delhi,  
B-6, NCC Building Safdarjung Enclave,  
New Delhi-110029

2. Executive Engineer, (Civil)  
S.W.B & D.C.M. Division, B-6  
NCC Building Safdarjung Enclave,  
New Delhi-110029

(Through Estate Manager/Principal, ITI Pusa)

Subject: Issuance of Administrative Approval.

Sir,

Administrative Approval of the Competent Authority is hereby conveyed for an amount of Rs. 2,18,27,000 (Two Crore Eighteen Lacs Twenty Seven Thousand) for the work of maintenance of Residential Building PUSA Campus.

S.No.	Description of work		Amount
1.	EOR for residential & day to day maintenance of Residential & Non residential building under Sub Division -II. SWBMD at ITI Campus, Pusa, New Delhi.	SH I: EOR for maintenance of Residential Building	Rs. 2,18,27,000 (Two Crore Eighteen Lacs Twenty Seven Thousand)
Total			Rs. 2,18,27,000


This Administrative Approval has been accorded in exercise of the powers delegated by the Finance Department, Govt. of NCT of Delhi under Head (72) and in consultation with the Account functionaries of the department.

This Administrative Approval is subject to the following conditions:

1. A copy of the estimate is to be sent to the Principal, ITI Pusa, Delhi to monitor the progress made by PWD in the concerned work and report deviation of any items non performance of works by PWD included in the detailed estimate.
2. The monthly financial & physical progress report of the work should be submitted regularly to the Principal, ITI Pusa, Delhi.
3. On the basis of progress report submitted by PWD and Institute, the progress to be reviewed by committee constituted at Institute level.
4. The work may be completed by the PWD within time schedule as given by PWD in the estimate & completion certificates must be furnished to the Principal, ITI Pusa, Delhi and Planning Branch Department of Training & Technical Education, Delhi.
5. The total expenditure will not exceed the budget allocation under the specific sub-head during the financial year.
6. The utilization of contingencies may be done as per OM No.945-966 dated 19.09.2017 issued by Finance Department, GNCTD and action to be taken as per circular dated 03.11.2017 of Finance Department, GNCTD for the items to be obtained on market rate and non-scheduled items and credit of dismantled items may also be taken into account.
7. All codal formalities will be observed as per CPWD Manual by the executive agency along with compliance of guidelines issued by Finance Department from time to time and vide order No.F.8/2/2007-AC/Finance/01295543/FS Fin./1376-1499 dated 14.05.2018 (for DSR) and F.20/08/2019/AC/jsfina/2575-2674 dated 07.08.2019 (for DFPR 2019) and other guidelines issued from CVC/DTTE/FD/IT Department from time to time and avoid duplicacy of works approved in A A & E'S accorded by Competent Authority so far.
8. All the samples shall be passed by concerned official of client Deptt. Sample Register shall be maintained by executive department. However, Technical specification of samples shall be monitored by executive department.
9. The work of Civil and Electrical shall be executed as composite work as far as possible.
10. Any modification/updating/change in work scope will be brought notice to the DTTE (HQ) through Principal, ITI Pusa.
11. ITI administration shall not modify/update/change any work scope without prior approval of DTTE (HQ).

12. No specific brand name and model name shall be mentioned during procurement process of all the items including furniture.
13. The expenditure involved on this account is debit able under 4250 00 201 76 00 72 and name of Scheme is "Renovation and upgradation of ITIs" for the financial year 2025-26. This issue with the prior approval of the Competent Authority.
14. Expenditure shall not exceed tendered amount. If any escalation beyond tendered amount, permission is to be sought.
15. Further, authorization will be subjected to checklist. (Enclosed).

The work has been assigned job no 05/2025-26 at Directorate of Training & Technical Education which should invariable be quoted for all further correspondence

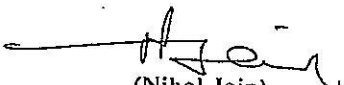
  
(Nihal Jain)  
Assistant Director (Plg.)

No. F.17(23)/2022-23/PUSA/TRG/PF-I/033701924/ 609-616

Dated: 21/8/2025

Copy to:

1. PS to Secy/Director (TTE) for information please.
2. Controller Of Accounts, Principal Account Office, A Block, Vikas Bhawan, I P Estate New Delhi 110002 with request to issue letter of Credit to concerned PWD Division.
3. Deputy Controller of Accounts (HQ), TTE, Pitam Pura Delhi-110088.
4. Sr. Accounts Officer, Directorate of Audit, Govt. of Delhi, Delhi Secretariat, New Delhi.
5. The Principal, ITI Pusa, Delhi with the request to monitor the progress of the concerned work and submit status report on monthly basis to the Administrative Department duly signed by Monitoring Committee of Institute.
- ✓ 6. System Analyst, IT Branch, TTE with request to upload on website under Planning > Capital Renovation Minor work.

  
(Nihal Jain)  
Assistant Director (Plg.)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAM PURA: DELHI-110088  
E-Mail ID: - spin.delhi@yahoo.in & jdttte.delhi@nic.in

F.1 (23)/Misc. Matter/WCSC Admn. / DTTE, Pt. 04. 2021/033-27529/5/9 Dated: 07, November 2023

**CIRCULAR**

With reference to Minutes of Meeting dated 23.10.2023 vide which Director, TTE (HQ) has desired to prepare a common checklist for release of payment to PWD / DTTDC Ltd. and other Govt. agencies in respect of Capital Works and ongoing construction / renovation works in various universities / WCSCs and ITIs under the aegis of DTTE.

The various parameters of the checklist which is to followed during request for release of payments to the agencies i.e. PWD / DTTDC Ltd. and other Govt. agencies are detailed as under:-

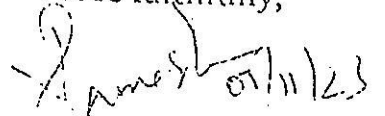
**Various documents of Checklist which are to be submitted:-**

- Copy of Handing / Taken Over list duly verified by Nodal Officer of concerned institutions.
- All Final / Completion Drawings duly verified by Nodal Officer of concerned institutions.
- All Warranty / Guarantee receipts card.
- Extra Item Statement (EIS)
- Substitute Item Statement (SIS)
- Deviation Item Statement (DIS)
- Final Bill with Schedule of Quantity
- Final / Gross amount of work.
- Tender amount.
- Physical Progress in percentage.
- Percentage escalation from tendered amount.
- All installments received with details.
- Justification of delay, if work not completed within time.

Therefore, PWD / DTTDC Ltd. and other Govt. agencies are directed to submit the request for release of installment / payment with all the supporting documents mentioned in above checklist.

This issues with the approval of Competent Authority.

Yours faithfully,



(Dr. Ramesh N.)  
Deputy Director (Plg.)

Contd...