

15/11/18  
12/10/18

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI - 110088  
(ESTABLISHMENT-IV BRANCH, PH-27322927)**

No.F.3 (16)/2013/ TTE/E-IV/ 7693-97

Dated: 11/12/18

**ORDER**

In partial modification of this office order No.F.3(16)/2013/ TTE/E-IV/3171-77 dated 27/04/2017 regarding delegation of Administrative Powers, the Commissioner-cum-Secretary (TTE) is pleased to authorize the following powers to take administrative decisions/sanctions as per details given below:-

**Administrative/Financial Powers authorized to the Joint Director (TTE)**

1. Powers of H.O.D. relating to sanction of GPF advance.
2. Medical claims in r/o emergency cases.
3. Sanction of leave in r/o Group-'B' officers and for Group-'A' officers upto 90 days.
4. NOC for passport and approval for visit abroad in r/o Group 'B' & Group 'A' officers.
5. Forwarding of application in r/o the ex-cadre staff of ITIs/Institution of Technology (Group-B and below) for deputation post in other Governments/ Departments/ Organisations.
6. Power of HOD relating to sanction of Medical Advance in r/o all employees.
7. LTC and Leave Encashment.

  
(ASHOK DARYANI)  
ADMN. OFFICER(ADMN.)

Dated: 11/12/18

No.F.3 (16)/2013/ TTE/E-IV/ 7693-97

Copy forwarded for information and necessary action to:-

- 1) All Head of Institutions under DTTE.
- 2) All Branch-in-charges, DTTE(HQ).
- 3) P.S. to Secretary(TTE).
- 4) P.A. to Joint Director(TTE).
- 5) Guard File.

  
(ASHOK DARYANI)  
ADMN. OFFICER(ADMN.)

45  
16/12/18

**Govt. of NCT of Delhi**  
**Department of Training & Technical Education**  
**Muni Maya Ram Marg, Pitampura, New Delhi**

F.No. 1(2)/DTTE/AC/DFPR/2015-16/ 7695-55

Date: 16/12/18

**ORDER**

In exercise of powers conferred under Rule 13 of the Delegation of Financial Power Rules 1978, I, Devinder Singh, Secretary-cum-Director, being Head of Department (Training & Technical Education) do hereby authorize Joint Director (Admn.), TTE to exercise the powers to the extent, as mentioned below, conferred upon Head of Department as per Delegation of Financial Powers issued by the Finance Department, GNCT of Delhi vide OM No. F8/3/2010-AC/usfa/41-44 dated 12.03.2015.

2. Joint Director (Admn.), TTE shall exercise these powers as shown in the column No 4 of table below, subject to the condition that the expenditure proposals are examined by the Accounts Functionaries of TTE and duly recommended to be in order.

S.N 6.	Name of Power	Powers of Head of Department as per FD's OM dt. 12.03.2015	Power of the HoD delegated to Joint Director (Admn.)	Remarks
1	2	3	4	5
1.	Contingent Expenditure: Unspecified Items (Non-Recurring)	Rs. 1,00,000/- (Rupees One Lakh only) per annum in each case. (FD's OM S.No. 1 (B))	Rs. 50,000/- (Rupees Fifty Thousand only) per annum in each case.	Subject to prior Administrative Approval to be obtained from Secretary TTE.
2.	Reimbursement of Conveyance Charges	Rs. 1,000/- (One Thousand only) per month per person. (FD's OM S.No. 2 (b))	Rs. 1,000/- (One Thousand only) per month per person	
3.	Fixture and Furniture: Repairs	Full Powers (FD's OM S.No. 4 (b))	Rs. 50,000/- (Rupees Fifty Thousand only) per annum	
4.	Hiring of Office Furniture, Electric Fans, Heaters, Coolers, Clocks and Call-bells.	Full Power (FD's OM S.No. 6 (a))	Full Power	
5.	Legal Charges: Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	Full Powers (FD's OM S.No. 8 (a))	Full Powers	Subject to guiding principles and rates as laid down by Law Department GNCTD.
6.	Motor Vehicles: Maintenance, upkeep and repair of vehicles.	Full Powers (FD's OM S.No. 9 (c))	Full Powers	Subject to Administrative Approval of Secretary TTE.

*BS*

7.	(a) Printing and Binding (Private Printers/Press)	Rs. 7,00,000/- (Rupees Seven Lakh only) per annum, if the job is executed locally. (FD's OM S.No. 13 (a))	Rs. 2,00,000/- (Rupees Two Lakh only) per annum, if job is executed locally.	
	(b) Printing and Binding (Through Govt. Press)	Full Powers (FD's OM S.No. 13 (b))	Full Powers	
	(c) Printing of Visiting Cards for self and officers of the Department	Full Powers (FD's OM S.No. 13 (c))	Full Powers	
8.	Publication: Purchase of Non official publications include books, newspapers, other periodical publications, etc.	Full Powers (FD's OM S.No. 14 (b))	Full Powers	
9.	Repairs/periodical Servicing/AMC of Machinery and equipments	Full Powers (FD's OM S.No. 16 (b))	Full Powers	
10.	(a) Purchase of Stationery Stores	Rs. 10,00,000/- (Rupees Ten Lakh only) per annum (FD's OM S.No. 18 (a))	Rs. 5,00,000/- (Rupees Five Lakh only) per annum	
	(b) Purchase of rubber stamps and office seals	Full Powers (FD's OM S.No. 18 (b))	Full Powers	
11.	Advance drawl of money on abstract bills for meeting contingent expenditure where advance drawl is inevitable	Full Powers (Subject to conditions as mentioned in column No. 5) (FD's OM S.No. 22)	Rs. 50,000/- (Rupees Fifty Thousand only) in each case (Subject to conditions as mentioned in column No. 5.)	(a) Administrative Approval of Secretary TTE is obtained (b) No previous advance is outstanding, and (c) Amount of advance drawl is rendered to PAO concerned within one month from the date of drawl of advance.
12.	Stores: Other stores i.e. stores required for the working of an establishment, instruments, equipments and apparatus	Full Powers (FD's OM S.No. 23 (b))	Full Powers	Subject to prior Administrative Approval of Secretary TTE.
13.	Hire and maintenance of Computer of all kinds.	Full Powers (FD's OM S.No. 27 (c))	Full Powers	

*K. S. S.*

43

14.	Payment of publicity charges at DAVP rates or on rates approved by Govt. of NCT of Delhi	Full Powers (FD's OM S.No. 34)	Full Powers	
15.	(a) Grant of special pay to Cashier (Cash Handling Allowance)	Full Powers (FD's OM S.No. 37 (a))	Full Powers	
	(b) Care Taking Allowance	Full Powers (FD's OM S.No. 37 (b))	Full Powers	
16.	Sanction of GPF withdrawal to Govt. Servants	Full Powers except in respect of Secretaries and Head of Departments (FD's OM S.No. 39(b))	Full Powers except in respect of Secretaries, Head of Departments and JD (Admin.)	The power to sanction GPF withdrawal in respect of JD (Admin.) will be with Head of Department. Sanction in respect of AIS Officers vests with F.A.

3. In addition to above, Joint Director (Admin.) will also exercise full powers for sanction of expenditure on the items as below

S.No.	Item of Expenditure	Powers of Head of Department	Powers delegated to JD (Admin.) TTE	Remarks
1	2	3	4	5
1.	Expenditure on student's welfare activities out of Pupil Fund Account	Full Powers	Full Powers	Subject to fulfilment of guidelines issued in this regard
2.	Expenditure on account of remuneration to the staff deployed for conduct of examination	Full Powers	Full Powers	Subject to norms & rates approved by Competent Authority.

4. All the above delegated financial powers will be exercised by the Joint Director (Admin.) of Training & Technical Education subject to following conditions:

- that the expenditure does not exceed budget allocation;
- that the expenditure is incurred for the purpose for which funds have been provided and the codal formalities including mandatory procurement of goods/service through GeM portal wherever applicable are followed.
- that while exercising these powers, the correctness, propriety and regularity of decisions will be ensured and the powers will be exercised subject to ensuring compliance of CVC guidelines, GFR 2017 and any general or special orders/OMs issued or endorsed to TTE Department by the Finance Department and conditions attached to all OMs under Delegation of Financial Powers issued by the Finance Department.

  
 (Devinder Singh)  
 Secretary-cum-Director

5/10/40  
He

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION**  
**MUNI MAYA RAM MARG: PITAMPURA: DELHI-110034**  
**(ESTABLISHMENT - IV BRANCH)**

No.F. 3(16)/2013/TTE/E-IV 3171-77

Dated: 27-04-17

**ORDER**

In supersession of all previous orders regarding delegation of Administrative Powers, the Director(TTE) is pleased to authorise the following powers to take administrative decisions/sanctions as per details given below:-

I. **Administrative/Financial Powers authorised to the Addl. Director (TTE)**

- 1) Powers of H.O.D. relating to sanction of GPF withdrawal/advance.
- 2) Medical reimbursement/claims in r/o emergency cases.
- 3) Sanction of leave in r/o Group-'B' officers and for Group-'A' officers upto 90 days.
- 4) NOC for passport in r/o all employees (Group B & above).
- 5) Forwarding of application in r/o the ex-cadre staff of ITIs/Institution of Technology in (Group-B and below) for deputation post in other Governments/Departments/Organisations.
- 6) Power of HOD relating to sanction of Medical Advance in r/o all employees of DTTE.

II. **Administrative Powers authorised to A.O.(Admn.)/H.O.O.**

- 1) Personal/Service matters in r/o all Non Gazatted officials belonging to DASS/Steno/IT/Plg. Cadres and Class-(IV) employees.
- 2) Personal claims in r/o Head of the Institutes (Viz. Institutes of Technology/ITIs) under DTTE.
- 3) NOC for passport in r/o Group C & D employees.
- 4) Power of H.O.D. relating to sanction of Telephone Bills/Petrol Bills.

The above authorisation will be valid till further orders.

  
(P.S.DHARIWAL)  
ADMINISTRATIVE OFFICER (ADMN)

Dated: 27-04-17

No.F.3 (16)/2013/TTE/E-IV 3171-77

Copy forwarded for information and necessary action to:-

- 1) All Head of Institutions under DTTE.
- 2) All Branch-in-charges, DTTE (HQ).
- 3) P. S. to Secretary (TTE)/ Director (TTE).
- 4) P.A. to Addl. Director (TTE)/ Dy. Director(TTE).
- 5) Guard File.

  
(P.S.DHARIWAL)  
ADMINISTRATIVE OFFICER (ADMN)