

**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/ 7646-55

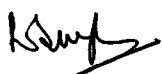
Dated: 10/12/18

**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<br>o. | Name of Power   | Powers of Head of<br>Department as per<br>FD's OM dt.<br>12.03.2015                    | Power of the HoD<br>delegated to Joint<br>Director (Admn.)        | Remarks   |
|-----------|---|--|---|---|
| 1         | 2   | 3  | 4   | 5   |
| 1.        | <b>Contingent Expenditure:</b><br>Unspecified Items<br>(Non-Recurring)              | Rs. 1,00,000/- (Rupees One Lakh only) per annum in each case.<br>(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.<br>(FD's OM S.No. 2 (b))         | Rs. 1,000/- (One Thousand only) per month per person              |   |
| 3.        | <b>Fixture and Furniture:</b><br>Repairs  | Full Powers<br>(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<br>(FD's OM S.No. 6 (a))  | Full Power  |   |
| 5.        | Legal Charges:<br>Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires. | Full Powers<br>(FD's OM S.No. 8 (a))   | Full Powers   | Subject to guiding principles and rates as laid down by Law Department GNCTD. |
| 6.        | <b>Motor Vehicles:</b><br>Maintenance, upkeep and repair of vehicles.               | Full Powers<br>(FD's OM S.No. 9 (c))   | Full Powers   | Subject to Administrative Approval of Secretary TTE.                          |



|     |  |  |  |  |
|-----|--|--|--|--|
| 7.  | (a) Printing and Binding (Private Printers/Press)  | Rs. 7,00,000/- (Rupees Seven Lakh only) per annum, if the job is executed locally.<br>(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<br>(FD's OM S.No. 13 (b))  | Full Powers  |  |
|     | (c) Printing of Visiting Cards for self and officers of the Department   | Full Powers<br>(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<br>(FD's OM S.No. 14 (b))  | Full Powers  |  |
| 9.  | Repairs/periodical Servicing/AMC of Machinery and equipments   | Full Powers<br>(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<br>(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<br>(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)<br>(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;<br>(b) No previous advance is outstanding, and<br>(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<br>(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<br>(FD's OM S.No. 27 (c))  | Full Powers  |  |

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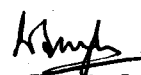
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| 14. | Payment of publicity charges at DAVP rates or on rates approved by Govt. of NCT of Delhi | Full Powers (FD's OM S.No. 34)   | Full Powers   |   |
| 15. | (a) Grant of special pay to Cashier (Cash Handling Allowance)                            | 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 (Admn.) will be with Head of Department. Sanction In respect of AIS Officers vests with FD. |

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 (Admn.) 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 (Admn.) 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

**Copy for information to:**

- (i) Pr. Secretary (Finance), Finance Department, GNCTD, Delhi Secretariat, New Delhi
- (ii) PS to Commissioner-cum-Secretary, TTE, Muni Maya Ram Marg, Pitampura, Delhi.
- ✓ (iii) Joint Director (Admn.), TTE, Muni Maya Ram Marg, Pitampura, Delhi.
- (iv) Controller of Accounts, Principal Accounts Office, GNCTD, A Block, Vikas Bhawan, I.P. Estate, Delhi.
- (v) Joint Director (Tech./Plg.), TTE, Muni Maya Ram Marg, Pitampura, Delhi.
- (vi) All Branch Incharges of TTE (HQ), Muni Maya Ram Marg, Pitampura, Delhi.
- (vii) All Head of Institutes/Principals under DTTE.
- (viii) PAO concerned through Head of Office.
- (ix) Controller, BTE, Muni Maya Ram Marg, Pitampura, Delhi.
- (x) System Analyst, TTE for uploading on Department's website.



(Devinder Singh)  
Secretary-cum-Director