

भारत सरकार/ Government of India

कौशल विकास और उद्यमशीलता मंत्रालय / Ministry of Skill Development and Entrepreneurship

प्रशिक्षण महानिदेशालय / Directorate General of Training

क्षेत्रीय कौशल विकास और उद्यमशीलता निदेशालय जम्मू और कश्मीर

Regional Directorate of Skill Development and Entrepreneurship J&K

भोर(चट्टा सड़क), रीन महल के पास, भोर केम्प, पो./ ओ. -भौर शिविर, जम्मू -181 101

Bhour (Chatha Road), Near Reen Palace, P/O Bhour Camp, Jammu -181 101(UT of J&K)

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RDSDE/JK/A-32011/ 1/2019/ESTT/

Dated: 31.08.2023

OFFICE ORDER

In supersession to all earlier orders and in exercise of financial power vested as Head of Department vide Rule(14) of delegation of financial powers 1978 as amended from time to time, the following administrative and financial powers are hereby delegated to Shri V. Babu, Joint Director for performing the duties and responsibilities of the Head of Office of RDSDE/NSTI(W), Jammu and Extension centre NSTI, Srinagar & Leh.. This is effective from the date of issue and is valid till issue of further orders in this regard.

S. No.	Item of Expenditure	HOD Powers	Powers delegated by HOD to Head of Office RDSDE/NSTI(W), Jammu and Extension centre NSTI, Srinagar & Leh
1.	Bicycle	Full Power	Full Power
2.	Charges for remittance of treasure	Full Power	Full Power
3.	Conveyance Hire	Full Power subject to limit prescribed by the M/o Finance in this regard	Full Power subject to limit prescribed by the M/o Finance in this regard
4.	Electric, gas and water charges	Full Power	Full Power
5.	Fixtures and furniture, purchase and repairs: (i) Against condemnation (ii) For New Institute/Offices	(i) Rs. 10.00 lakhs per annum (ii) Rs. 15.00 lakhs per case	(i) Rs. 5.00 lakhs per annum (ii) Rs. 5.00 lakhs per annum case
6.	Freight & Demurrage/wharfage charges (i) Freight charges (ii) Demurrage/Wharfage charges	Full Power Full Power	Full Power Full Power
7.	Hire of Office furniture, electric fans, heaters, coolers, clocks and call bells	Full Power	Full Power
8.	Land	NIL	NIL



9.	Legal Charges: (i) Fees to the Barristers, Advocates, Pleaders, Arbitrators and Umpires	Full Power subject to guidelines of the M/o Law	Full Power subject to guidelines of the M/o Law
	(ii) Other Legal Charges	Full Power subject to guidelines of the M/o Law	Full Power subject to guidelines of the M/o Law
	(iii) Reimbursement of legal expenses incurred by Government servants in cases arising out of their official duties	As per order of DOP&T, M/o Finance/M/o Law as case may be.	As per order of DOP&T, M/o Finance/M/o Law as case may be.
10.	Motor Vehicles:		
	(i) Purchase	NIL	NIL
	(ii) Replacement	NIL	NIL
	(iii) Maintenance, upkeep & repairs	Full Power	Full Power
	(iv) Hiring	Rs. 10.00 lakh per year	NIL
11.	Municipal rates and taxes	Full Power	Full Power
12.	(i) Work through CPWD/other Govt. Agencies	Rs. 10.00 lakhs in each case	Rs. 5.00 lakhs in each case
	(ii) Work through Private agencies/contractors as per GFR 2017	Rs. 5.00 lakhs in each case	NIL
13.	Postal and Telegraphs charges:	Full Power	Full Power
	(i) Charges for the issue of letter, telegrams etc		
	(ii) Commission on money orders	Full Power	Full Power
14.	Printing and Binding	(i) Full Power for printing/binding in Govt Press. (ii) Rs. 20,000/- per annum for private press or as prescribed in annexure to Schedule V of DFPR	(i) Full Power for printing/binding in Govt Press. (ii) Rs. 10,000/- per annum for private press or as prescribed in annexure to Schedule V of DFPR.
15.	Publications:		
	(i) Official Publications	Full Power subject to compliance of conditions as prescribed in annexure to Schedule V of DFPR	Full Power subject to compliance of conditions as prescribed in annexure to Schedule V of DFPR
	(ii) Non-Official Publications	Full Power subject to compliance of conditions as prescribed in annexure to Schedule V of DFPR	Full Power subject to compliance of conditions as prescribed in annexure to Schedule V of DFPR
16.	Rent:		
	(i) Ordinary office accommodation	As per CPWD Rate subject to ceiling of Rs. 2.5 lakh per month	Nil
	(ii) Where the accommodation is entirely utilized for the	subject to compliance	

	office/Hostel and other academic and training facilities (iii) Where the accommodations is used partly as office and partly as residence	of conditions as prescribed in annexure to Schedule V of DFPR As per CPWD Rate subject to ceiling of Rs. 2.5 lakh per month subject to compliance of conditions as prescribed in annexure to Schedule V of DFPR and guidelines given under DFPR.	Nil
	(ii) For residential and other purposes	As per guidelines given under DFPR	Nil
17.	Repairs to and removal of machinery (where the expenditure is not of a capital nature)	Full Powers subject to compliance of Govt instruction issued from time to time.	Full Power
18.	Rewards, fees, bonus etc (other than fess or honoraria granted to Govt servants under the Service Rules	As per order of the M/o Finance, DOP&T and the M/o Law as the case may be	As per order of the M/o Finance, DOP&T and the M/o Law as the case may be
19.	Special charges relating in particular Departments: Sitting Fee	Upto Rs. 2000/-	Nil
	(ii) Course Fee for Training Conducted in India	Upto Rs. 50,000/- for Govt approved training Institute in India	Upto Rs. 25,000/- for Govt approved training institute in India.
	(iii) Payment to examiners/paper setters for examination	Upto Rs. 1.00 lakh per examination	Upto Rs. 50,000/- per examination
	(iv) Payment to Guest Faculty/Faculty on Contract	Upto Rs. 10.00 Lakh per annum subject to general guidelines in this regard.	Upto Rs. 10.00 Lakh per annum subject to general guidelines in this regard.
	Outsourcing of Services for smooth discharge of academic/training and administrative functioning of the Institute		
	(v) House Keeping including Cleaning and Sanitation	Upto a ceiling of Rs. 5.00 lakhs per month subject to Govt instructions issued from time to time	Upto a ceiling of Rs. 2.00 lakh per month
	(vi) Hiring of Security Services	Upto a ceiling of Rs. 5.00 lakhs per month subject to Govt instructions issued from time to time	Upto a ceiling of Rs. 2.00 lakh per month



	(vii) Hiring of support staff	Upto a ceiling of Rs. 5.00 lakhs per month for each service subject to Govt instructions issued from time to time	Upto a ceiling of Rs. 2.00 lakh per month
	(viii) Hiring of contractual services/professionals	Upto a ceiling of Rs. 1.00 lakhs per month for each service subject to Govt instructions issued from time to time	Rs. 50,000/- per month
	(IX) Transport Services for students/trainees including staff car	Upto a ceiling of Rs. 1.50 lakhs per month subject to Govt instructions issued from time to time.	Upto a ceiling of Rs. 50,000 per month
20.	Staff paid from contingencies	Full power	Rs. 1.00 lakh per annum
21.	(i) Purchase of stationery stores mentioned in the list under Appendix to the Compilation of General Financial Rules.	Upto Rs. 10.00 lakhs per annum, subject to Govt instructions issued from time to time.	Upto Rs. 5.00 lakh per annum
	(ii) Local purchase of petty stationery stores	Upto Rs. 30,000/- per month, subject to Govt instructions issued from time to time.	Upto Rs. 15,000/- per month
	(iii) Local Purchase of rubber stamps and office seals.	Full Power	Full Power
22.	Sanction of stores (Machinery and equipment required for training Institute)	Rs. 15.00 lakh in each case	Rs. 5.00 lakh in each case
23.	Supply of uniforms, badges and other articles of clothing etc and washing allowance	Full Power as per guidelines of DOP&T and M/o Finance	Full Power as per guidelines of DOP&T and M/o Finance
24.	Telephone charges	Full power In respect of reimbursement of individual officer, the limit would be as per entitlement as indicated in the order issued by the M/o Finance	Full power In respect of reimbursement of individual officer, the limit would be as per entitlement as indicated in the order issued by the M/o Finance
25.	Tents and camp furniture	As per DFPR	As per DFPR

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26.	(i) All office equipment including typewriters, electronic typewriters, dedicated word processors, intercom equipment, calculators, electronic stencil cutter, Dictaphones, tape recorders, photo copiers copying machine, franking machines, addressographs, filing and indexing systems, etc., excluding computers of all kinds. (ii) Computers (including personal computers)	Full Power Rs. 10.00 lakhs as per annum in accordance with procurement guidelines given under latest GFR-2017	Full Power Rs. 5.00 lakhs as per annum in accordance with procurement guidelines given under latest GFR.
	Hire and maintenance of computers of all kinds	Full Power	Full Power
27.	For payment on account of treatment under CGHS/CS(MA) Rules	Rs. 5.00 lakhs as per OM No. S.12020/4/97-CGHS(P) dated: 27.12.2006 or as modified from time to time.	Rs. 2.00 lakhs as per OM No. S.12020/4/97-CGHS(P) dated: 27.12.2006 or as modified from time to time.
Other Miscellaneous Expenditure			
28.	Hospitality for Official Meeting/Conferences/Seminars etc (i) Tea/Snacks (ii) High Tea (iii) Lunch/Dinner	(i) Rs. 100/- (ii) Rs. 200/- (iii) Rs. 500/- Rate per person subject to ceiling of Rs. 5.00 lakhs per annum per Institute	(i) Rs. 50/- (ii) Rs. 100/- (iii) Rs. 200/- Rate per person subject to ceiling of Rs. 50,000/- per annum per Institute
29.	Miscellaneous Expenditure (i) Recurring (ii) Non-recurring	(i) Rs. 2.5 lakh per annum (ii) Rs. 2.5 lakh per annum	(i) Rs. 1.00 lakh per annum (ii) Rs. 1.00 lakh per annum
30.	Air journey of non-entitled officers for attending important meeting	NIL	NIL
31.	Release to States/UTs under Plan Scheme	NIL	NIL
32.	Advertisement/Publicity through DAVP/other Govt. Agencies	Rs. 1.00 lakh per occasion/case	Rs. 50,000/- per occasion/case

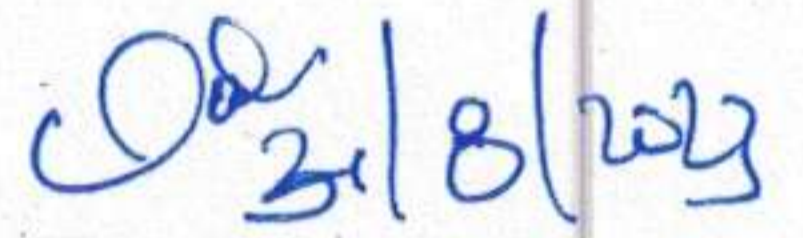
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2. Further, HOO shall sign all financial and administrative sanction letters in respect of all proposals which have already been approved by the HOD.
3. Besides HOO shall act as the chairman of the Local Purchase Committee for procurement of goods and services and also in respect of Tenders.
4. He shall discharge such other duties as may be assigned to him by the Director of the Institute from time to time.
5. This issues in supersession of all earlier orders in this regard.


(Ravi Chilukoti)
Regional Director/HOD

Copy to:-

1. The Sr. Accounts Officer, PAO, MSDE, DGT, New Delhi-110001
2. DDG(AT), DGT, MSDE, New Delhi
3. Shri V. Babu, Joint Director, RDSDE, J&K.
4. The DDO, RDSDE, Jammu
5. Accounts Section, RDSDE, Jammu.


(Ravi Chilukoti)
Regional Director/HOD