

F.No. G-17012/1/2019-O/o DD (Budget)
Government of India
Ministry of Skill Development & Entrepreneurship

Shram Shakti Bhavan, New Delhi.
Dated: 01-07-2019

Order

Subject:- Delegation of Financial Power of DG (Training) and the Head of the Department (HoD's) of all Field Institutes (Central Institutes)/ Offices under the Ministry of Skill Development and Entrepreneurship (MSDE).

In supersession of all earlier orders on the subject, the undersigned is directed to say that all Directors / Deputy Secretary Level Officers working as the Heads of the field Institutes (Central Institutes) / Offices under MSDE shall be treated as HoD's in terms of Rule 13 of the Delegation of Financial Power Rules, 1978, FR & SR and such other rules as applicable. Keeping in view the functional need of DG (Training) and Directors of the field level Institutes / Offices, the Competent Authority has approved revised delegation of financial power in respect of DG (Training) and HoD's as per details given in the Annexure to this Order.

2. Exercise of Delegated financial power by HoD's shall be subject to the following conditions:

(i) Observance of Codal provisions and other guidelines contained in GFR-2017, FR & SR etc. and DFPR 1978 as amended from time to time;

(ii) Observance of Instructions issued by Ministry of Finance / Ministry of Law/ Ministry of Urban Development/ Ministry of Health & Family Welfare/ DoP&T/ CVC and such other authority as applicable;

(iii) The exercise of the delegated powers for procurement of Goods and Services will be done in accordance with GFR 2017, Manual on Policies and Procedures for Purchase of Goods and Manual of Policies and Procedures of Employment of Consultants issued by Ministry of Finance;

(iv) The above delegation is subject to the availability of funds in the budget as well as guidelines laid down in the DFPRs and in instructions issued from time to time, on the subject, by the M/o Finance.

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(v) The powers should be exercised in consultation with the Internal Finance Wing (IFW) of DGT.

3. The DG (Training) and HoD concerned shall personally ensure due diligence in exercise of the delegated power in respect of his / her Institute / Office as per limit prescribed in this order. Any proposal exceeding the financial limits prescribed in this order may be sent to MSDE with full justification.

4. This order shall come into force from the date of issue.

5. This issues with the concurrence of AS & FA vide diary no. 1087 dated 17/06/2019 and approval of Secretary, MSDE vide FTS no. 19811 dated 27/06/2019.

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Under Secretary to the Government of India.

To,

1. DG/Bureau Head, DGT, MSDE, Kaushal Bhavan, Karol Bagh.
2. All Officers and Sections in DGT, MSDE.
3. The Principal cum Pay and Accounts Office, MSDE.
4. The Pay and Accounts Office, MSDE, NSTI Chennai Campus, Chennai.
5. The Pay and Accounts Office, MSDE, NSTI Mumbai Campus, Mumbai.
6. Chief Controller of Accounts, MSDE, Shastri Bhavan.
7. Integrated Finance Division, MSDE.
8. PPS to Secretary, MSDE.
9. PPS to AS & FA, MSDE.
10. PS to JS (Admn.), MSDE.
11. PS to JS (RA), MSDE.

Delegation of Financial power to DG(Trg) & HoDs of all Central Field Institutes/RDATs under the Ministry of Skill Development & Entrepreneurship, Government of India.

Sl. No.	Item of Expenditure	Delegation of HoD's	Delegation of DG
1.	Bicycle	Full Power	Full Power
2.	Charges of 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 lakhs per case	(i) Rs.20.00 lakhs per annum per Institute/office (ii) Rs.30.00 lakhs per case
6.	Freight and 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 (ii) Other Legal charges (iii) Reimbursement of legal expenses incurred by Government servants in cases arising out of their official duties.	Full Power subject to guidelines of the M/o Law Full Power subject to guidelines of the M/o Law As per Order of DOP&T, M/o Finance / M/o Law as the case may be	Full Power subject to guidelines of the M/o Law Full Power subject to guidelines of the M/o Law As per Order of DOP&T, M/o Finance / M/o Law as the case may be

10.	Motor Vehicles;		
	(i) Purchase	NIL	NIL
	(ii) Replacement	NIL	NIL
	(iii) Maintenance, upkeep and repairs	Full Power	Full Power
	(iv) Hiring	Rs. 1.00 lakh per year	Rs. 20.00 lakh per year/Institute
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.20.00 lakhs in each case
	(ii) Work through Private agencies/contractors as per GFR 2017	Rs.1.00 lakhs in each case	Rs.10.00 lakhs in each case
13.	Postal and Telegraphs charges:		
	(i) Charges for the issue of letters, telegrams etc.	Full Power	Full Power
	(ii) Commission on money orders	Full Power	Full Power
14.	Printing and Binding	<ul style="list-style-type: none"> • Full Power for printing / binding in Govt. Press • Rs.20,000/- per annum for private press or as prescribed in annexure to Schedule V of DFPR 	<ul style="list-style-type: none"> • Full Power for printing / binding in Govt. Press • Rs.1.00 lakh 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	As per CPWD Rate subject to ceiling of Rs.5.00 lakh per month
	(ii) Where the accommodation is entirely utilized for the office/ Hostel and other academic and training facilities	subject to compliance of conditions as prescribed in annexure to Schedule	per Institute subject to compliance of conditions as prescribed in annexure to Schedule V of DFPR

		V of DFPR	
	(iii)Where the accommodations is used partly as office and partly as residence.	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	As per CPWD Rate subject to ceiling of Rs.5.00 lakh per month/Institute subject to compliance of conditions as prescribed in annexure to Schedule V of DFPR
	(iv)For residential and other purposes	As per guidelines given under DFPR	As per guidelines given under DFPR
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 subject to compliance of Govt instruction issued from time to time.
18.	Rewards, fees, bonus, etc. (other than fees or honoraria granted to Government servants under the Services 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 to particular Departments.		
(i)	Sitting Fee	Up to Rs.2000/-	Up to Rs.5000/-
(ii)	Course Fee for Training Conducted in India	Up to Rs.50,000/- for Govt. approved training Institute in India	Up to Rs.60,000/- for Govt. approved training Institute in India
(iii)	Payment to examiners/paper setters per examination	Upto Rs.1.00 lakh per examination	Upto Rs.10.00 lakh per examination
(iv)	Payment to Guest Faculty / Faculty on Contract	Upto Rs.10.00 lakhs per annum subject to general guidelines in this regard	Upto Rs.15.00 lakhs 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)	Hiring of House Keeping including Cleaning and Sanitation	Up to a ceiling of Rs.5.00 lakhs per month subject to Govt instructions issued from time to time.	Rs.20.00 lakhs per month per Institute / Office subject to Govt instructions issued from time to time.
(vi)	Hiring of Security Services	Up to a ceiling of Rs.5.00 lakhs per month subject to Govt instructions issued from time to time.	Rs.20.00 lakhs per month per Institute / Office subject to Govt instructions issued from time to time.

(vii)	Hiring of support staff	Up to a ceiling of Rs.5.00 lakhs per month for each service subject to Govt. instructions issued from time to time.	Rs.20.00 lakhs per month per Institute / Office for each service subject to Govt. instructions issued from time to time.
(viii)	Hiring of contractual services/ professionals	Up to a ceiling of Rs.1.00 lakhs per month for each service subject to Govt. instructions issued from time to time.	Rs.20.00 lakhs per month for each service subject to Govt. instructions issued from time to time.
(ix)	Transport Services for students / trainees including staff car	Up to a ceiling of Rs.1.50 lakhs per month subject to Govt instructions issued from time to time.	Rs.5.00 lakhs per month per Institute/ Office subject to Govt instructions issued from time to time.
20.	Staff paid from contingencies	Full Power	Full Power
21.	(A) Purchases of stationery mentioned in the list under Appendix to the Compilation of the General Financial Rules,	Up to Rs.10.00 lakhs per annum, subject to Govt instructions issued from time to time.	Rs.20.00 lakhs per month per Institute / Office, subject to Govt instructions issued from time to time.
	(B) Local purchase of petty stationery stores	Up to Rs.30,000/- month, subject to Govt instructions issued from time to time.	Up to Rs.50,000/- month per Institute, subject to Govt instructions issued from time to time.
	(C) 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 lakhs in each case	Rs.50.00 lakhs in each case
23.	Supply of uniforms, badges and other articles of clothing, etc., washing allowance	Full Powers as per guidelines of DOP&T and M/o Finance	Full Powers as per guidelines of DOP&T and M/o Finance
24.	Telephones charges	Full Power. In respect of reimbursement of individual officers, 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 officers, 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

26. (a)	(i) All office equipment including typewriters, electronic typewriters, dedicated word processors, intercom equipment, calculators, electronic stencil cutter, Dictaphones, tape recorders, photo copies copying machines, franking machines, addressographs, filing and indexing systems, etc., excluding computers of all kinds	Full Power	Full Power
26 (b)	(ii) Computers (including personal Computers)	Rs.10.00 lakhs per annum in accordance with procurement guidelines given under GFR-2017	Full power in accordance with procurement guidelines given under GFR-2017
	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.5.00 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 Meetings/ 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.	(i) Rs.100/- (ii) Rs.200/- (iii) Rs.500/- Rate per person subject to ceiling of Rs.10.00 lakhs 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.10.00 lakh per annum (ii) Rs.10 lakh per annum
30.	Air journey of non-entitled officers for attending important meeting	NIL	30 such journeys per annum
31.	Release to States/UTs under plan schemes	NIL	Upto Rs. 1 Crore per case with a ceiling of Rs 10 Crore per annum
32.	Advertisement/publicity through DAVP/other Govt. Agencies	NIL	Upto Rs 2 lakh per case.

