

No: WSC/178/FIN/2022-23/1353

Date: 06/07/22

OFFICE MEMORANDUM

Sub: Delegation of financial power to the officials of WSC and signing of financial instruments/cheques for different expenditures of World Skill Center.

(1) In pursuance of the provision of the companies act 2013 and in exercising the power as Director of the Companies, Chairman, OSDA has approved the following delegation of financial power with different officials of World Skill Center. The details are mentioned below:

SN	Type of Power	Board of Directors	Chief Executive Officer	Principal	Deputy Principal	Director/s
A.	Purchase of Stocks/Stores/ Stationeries					
Non-recurring						
A1	Purchase of Furniture/Computers/ Laptops/Printers/electronic items and other stock and stores items	-----	Full Power	Full Power.	-----	-----
Recurring						
A2	Printing & purchase of training / teaching / learning materials / IEC materials.	-----	Full Power	Rs.50000 to Rs. 1 Lakh	Rs.25000 to Rs.50000	Up to - 25000/-
A3	Purchase of office stationeries & computer stationeries	-----	Full Power	Rs.50000 to Rs. 1 Lakh	Rs.25000 to Rs.50000	Up to -25000/-
A4	Monthly Recurring payments like Security/Gardening/Catering/Hostel/Transport	-----	-----	Full Power	Rs.1 Lakh to Rs.3 Lakh	Upto Rs. 1 Lakh for each case
B.	Construction Work					
	To convey					

B1	administrative approval of estimates of construction/ repairs and interior designing.	Full Power	-----	-----	-----	-----
C.	Hiring of Services					
C1	Engagement of firms for Consultancy/Auditor/Service Provider/Security/ and all other agency etc.	Full Power	Rs 10 Lakhs to Rs.1 Crore	Up to Rs.10 Lakhs	-----	-----
C2	Hiring of Individual Consultant/Legal Adviser/ Expert/Research Person etc.	-----	Full Power	Upto Rs. 5 Lakhs	-----	-----
D.	Sanction of Advances					
D1	Sanction of advances for tour/workshop/Meeting & Training etc.	-----	Full Power	Full Power	-----	-----
E.	Approval for Sanction of Salaries and other Statutory Dues					
SN	Type of Power	Board of Directors	Chief Executive Officer	Principal	Deputy Principal	Directors
E1	Salaries of Staffs (For Regular Staffs)	-----	Full Power	Full Power	Full Power	-----
E2	Salaries of Staffs (For Other Staffs)		Full Power	Full Power	-----	-----
E3	To sanction other statutory dues like TDS, NPS EPF etc	-----	Full Power	Full Power	Full Power	-----
F.	Sanction of Miscellaneous Expenditures					
F1	Telephone / Internet /Electricity & Water bill payment	-----	-----	-----	Full Power	Full power
F2	AMC of Lifts/ HVAC/ Computers/copier /Fax/AC/Furniture etc.	Full Power	Rs.500000 to Rs. 50 Lakhs	Rs.50000 and up to Rs.500000/-	Rs.20000 and Upto Rs.50,000/-	Up to 20,000/-
F3	Sanction of expenditure on training/workshop/exposur	-----	Full Power	More than	Rs.50,000/-	Up to

	e/Mobilization/campaign/e vents etc.			Rs.1 Lakh till Rs.5 Lakh per batch	to Rs.100,000 /- batch	`50000/- per batch
F4	Sanction of payment towards hiring of monthly vehicles(All vehicles)	-----	Full Power	Full Power	Upto Rs.1 Lakh PM	Up to `50,000/- Per PM
F5	Payment towards Advertisement/Publication expenses.	-----	Full Power	Full Power	Upto Rs.1 Lakh PM	Up to `50,000/- Per PM
F6	Sanction of contingent and miscellaneous expenses.	-----	Full Power	Full Power	More than 20,000 to Rs.50,000	Up to `20,000/-
F7	Other non-statutory dues related payment	-----	Full Power	Full Power	Up to Rs.1 Lakh	Up to `50,000/-
F8	Any other expenditure not categorized above		Full Power	Full Power	-----	-----

2) Signing of Financial Instruments/Cheques:

The following power is delegated to the officials for signing the financial instruments/cheques etc. The financial instrument shall be sent to the bank for release of amounts after the approval of expenditure by the competent authority as mentioned at (1) above.

The financial instruments shall be signed jointly by

- CEO, WSC and Principal, WSC where the amount is equal to or more than Rs.10,00,000/- in each transaction and by
- Principal, WSC and GM Finance, OSDA -cum-Head of Finance, WSC where the amount is less than Rs.10,00,000/- in each transaction.

3) All the expenditures for world skill center are to be approved following the financial guidelines of Government of Odisha only and the delegation is approved to expedite the physical and financial activities of world skill center.

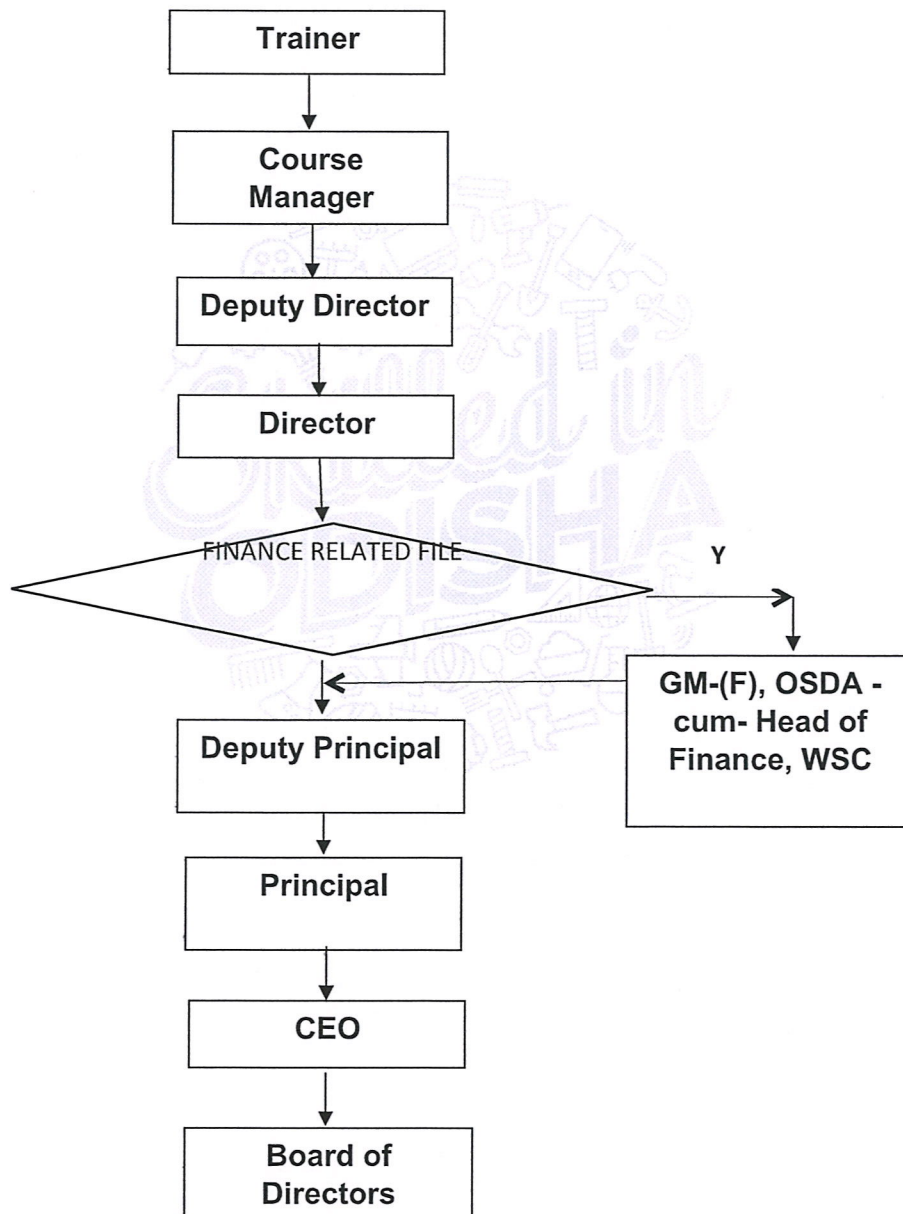
This order shall come into force with immediate effect.


 Chief Executive Officer, WSC

No: WSC/178/FIN/2022-23/1354
OFFICE ORDER

Date: 06/07/22

In order to streamline the file movement system of World Skill Center, Hon'ble Chairman, OSDA and Director, WSC has approved the file movement procedure for all general office files of World Skill Center as below:



(Signature)

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Any files having financial implication shall be routed through finance section for obtaining information about the budget head, availability of funds, head of accounts and after approval of files from competent authority, files shall be expediently moved to release payment.

This shall come into force with immediate effect.



Chief Executive Officer, WSC

