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भारत सरकार / GOVERNMENT OF INDIA  
कौशल विकास एवं उद्यमिता मंत्रालय / Ministry of Skill Development and Entrepreneurship  
प्रशिक्षण महानिदेशालय / DIRECTORATE GENERAL OF TRAINING  
कौशल विकास एवं उद्यमिता क्षेत्रीय निदेशालय  
REGIONAL DIRECTORATE OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP  
कर्नाटक राज्य / KARNATAKA STATE  
एफटीआई कैंपस, यशवंतपुर, बेंगलूर / FTI Campus, Yeswanthapur, Bengaluru

No.RDSDE-KAR/A-11019/01/2019/Estt/1443

Date:- 16 Nov 2022

OFFICE ORDER


In exercising the power conferred upon the undersigned vide Rule (14) of DFPR 1978 and under power vested with the undersigned as "Head of Department", **Shri. V BABU, Dy Director** is hereby declared as **Head of Office (HOO) of NSTI, NSTI(W), RDSDE Office, in addition to his existing duties as Principal, NSTI(W), Bengaluru**

Under Rule 13(3) of Delegation of Financial Power Rules (DFPRs) 1978, Financial Power vested with the undersigned as Head of Department as per DGT Order F. No. G-17012/1/2019 – O/o DD(Budget) Govt of India, MSDE, dt 01.07.2019, is re-delegated to Shri. V BABU, Dy Director to the extent mentioned in the Annexure "A" to this Office Order.

-The above power shall be executed subject to the conditions mentioned under Rule 13(4) of the Delegation of Financial Power Rule 1978 and within the sanctioned budget estimates and after observing the procedure laid down in the DFPR Rules 1978, GFR 1963, DGS&D /GEM pamphlet for the guidance of indenting departments and other instructions / orders as issued by the Government from time to time. This is also subject to ban-orders applicable if any.

This Order will be effective from the date of issue and valid till issue of further order in this regard.

Encl: Annexure "A"

  
(BN SRIDHAR)  
Regional Director  
RDSDE, Karnataka

To  
Shri V BABU, Dy. Director  
Principal, NSTI(W), Bengaluru

Copy to

- 1) The Director (Admn.), DGT, MSDE, ITI Pusa Complex, New Delhi-110 012
- 2) The Director (CFI), DGT, MSDE, ITI Pusa Complex, New Delhi-110 012
- 3) The PAO, MSDE, CTI Campus, Chennai
- 4) The AO/DDO/Purchase Officer /Stores Officer/Training Incharge/SO/Hostel Officer, NSTI, Bengaluru
- 5) Accounts Section/ Purchase section/Stores/Training Section/Dispensary, NSTI, Bengaluru
- 6) All Sections, NSTI, Bengaluru
- 7) NSTI(W), Bengaluru
- 8) Notice Board, NSTI & NSTI(W), Bengaluru



Sl. No	Item of Expenditure	HOD Powers delegated by DGT	Power delegated by HOD to Head of Office
1	Bi-cycle	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	Electricity, Gas & Water Charges	Full Power	Full Power
5	<b>Fixture &amp; Furniture, Purchase &amp; Repairs:</b>		
	(i) Against Condemnation	Rs.10.00 lakhs per annum	Rs 1.00 lakh per annum
	(ii) For New Institute/Offices	Rs. 15.00 lakhs per case	Nil
6	<b>Freight &amp; demurrage/wharfage charges:</b>		
	(i) Freight charges	Full Power	Full Power
	(ii) Demurrage/wharfage charges		
7	Hire of office furniture, electric fans, heaters, collers, clocks and call bells	Full Power	Full Power
8	Land	Nil	Nil
9	<b>Legal Charges:</b>		
	(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		
	(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 the case may be	As per Order of DOP&T, M/o Finance/M/o Law as the case may be
10	<b>Motor Vehicles:</b>		
	(i) Purchase	Nil	Nil
	(ii) Replacement	Nil	Nil
	(iii) Maintenance, upkeep and repair	Full Power	Rs.10,000/- on each occasion from Authorised service Fuel: Full power
11	Municipal rates and Taxes	Full Power	Full Power
12	(i) Work through CPWD/Other Govt. Agencies	Up to Rs.10.00/- lakh in each case	Up to Rs.1.00/- lakh in each case
	(ii) Work through private Agencies/ Contractors as per GFR 2017	Rs.5.00/- lakhs in each case	Up to Rs.50000/- in each case
13	<b>Postal &amp; Telegraph Charges:</b>		
	(i) Charges for issue of letters, telegraphs etc	Full Power	Full Power
	(ii) Commission on money order	Full Power	Full Power
14	Printing & Binding	<ul style="list-style-type: none"> <li>Full power for printing/binding in Govt. press</li> <li>Rs.20,000/- per annum for private press or as prescribed in annexure to Schedule V of DFPR</li> </ul>	Full power for printing/binding in Govt. press <ul style="list-style-type: none"> <li>Rs.20,000/- per annum for private press or as prescribed in annexure to Schedule V of DFPR</li> </ul>

Sl. No	Item of Expenditure	HOD Powers delegated by DGT	Power delegated by HOD to Head of Office,
15	<b>Publications:</b> (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	<b>Rent:</b> (i) Ordinary office accommodation: a) Where the accommodation is entirely utilized for the office/ Hostel and other academic and training facilities	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	Nil
	b) Where the accommodation 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	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 fees 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, DOPT &T and the M/o Law as the case may be
19	<b>Special charges relating in particular Department:</b>		
(i)	Sitting Fee	Up to Rs. 2,000/-	Up to Rs. 2,000/-
(ii)	Course fee for Training Conducted in India	Up to Rs. 50,000/- for Govt. approved training Institute in India	Nil
(iii)	Payment to examiners/paper setters per examination	Upto Rs. 1.00 lakh per examination	Upto Rs. 1.00 lakh per examination
(iii) a	(iiia) For examination/RI Claims/Invigilators	Full Powers	Full Powers
(iv)	Payment to Guest Faculty/Faculty on contract	Upto Rs.10.00 lakhs per annum subject to general guidelines in this regards	Upto Rs.10.00 lakhs per annum subject to general guidelines in this regards

Sl. No	Item of Expenditure	HOD Powers delegated by DGT	Power delegated by HOD to Head of Office
<b>Out sourcing of Services for smooth discharge of academic/training &amp; administrative functioning of Institute</b>			
(v)	Hiring of Housing keeping including cleaning and Sanitation	Upto a ceiling of Rs.5.00 lakhs per month subject to compliance of Govt instruction issued from time to time	Upto a ceiling of Rs.5.00 lakhs per month subject to compliance of Govt instruction issued from time to time
(vi)	Hiring of Security Services	Upto a ceiling of Rs.5.00 lakhs per month subject to compliance of Govt instruction issued from time to time	Upto a ceiling of Rs.5.00 lakhs per month subject to compliance of Govt instruction issued from time to time
(vii)	Hiring of support staff	Upto a ceiling of Rs.5.00 lakhs per month subject to compliance of Govt instruction issued from time to time	Upto a ceiling of Rs.5.00 lakhs per month subject to compliance of Govt instruction issued from time to time
(viii)	Hiring of contractual services/ professionals	Upto a ceiling of Rs.1.00 lakh per month subject to compliance of Govt instruction issued from time to time	Upto a ceiling of Rs.1.00 lakh per month subject to compliance of Govt instruction issued from time to time
(ix)	Transport services for students/trainees including staff car	Upto a ceiling of Rs.1.50 lakhs per month subject to compliance of Govt instruction issued from time to time	Upto a ceiling of Rs.1.50 lakhs per month subject to compliance of Govt instruction issued from time to time
20	Staff paid from contingencies	Full Power	Rs. 1.00 lakhs per annum
21	a) Purchases 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 compliance of Govt instruction issued from time to time	Upto Rs.10.00 lakhs per annum subject to compliance of Govt instruction issued from time to time
	b) Local purchase of petty stationary stores	Upto Rs. 30,000/- per month	Upto Rs.25,000/- per month
	c) Local purchase of rubber stamps and office seals	Full power	Full power
22	<b>Stores:</b> Sanction of stores (Machinery and equipment required for training Institute shall also include procurement of Computers for Computer Labs)	Rs.15.00 lakhs in each case	Rs. 5.00 Lakhs in each case
23	Supply of uniform, badges and other articles of clothing etc. and 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	Telephone Charges	Full Powers- 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 Powers- 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 (Except for Self)
25	Tents and camp furniture	As per DFPR	As per DFPR



Sl. No	Item of Expenditure	HOD Powers delegated by DGT	Power delegated by HOD to Head of Office
26(a)	(i) All office equipment including typewriters, electronic typewriters, dedicated word processors, Intercom equipment, Calculators, Electronic stencil cutter, Dictaphones, Tape recorders, Photo copiers copying machines, Franking machines, addressographs, filing and Indexing systems, etc., excluding computers of all kinds.	Full power	Full power
(b)	(ii) Computers (including personal computers)	Rs.10.00 lakhs as per annum in accordance with procurement guidelines given under latest GFR	Nil
(c)	iii) 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.3.00 lakhs/- as per OM No.S.12020/4/97-CGHS (P) dated 27.12.2006 or as modified from time to time (Except for self)
28	<b>Other Miscellaneous Expenditure:</b>		
	<b>Hospitality for Official meeting/ Conference/Seminars etc.</b>		
	(i) Tea/ Snacks	Rs.100/-	Rs.100/-
	(ii) High Tea	Rs.200/-	Rs.200/-
	(iii) Lunch/Dinner	Rs.500/- Rate per person subject to ceiling of Rs.2.00 lakhs per annum per Institute	Rs.500/- Rate per person subject to ceiling of Rs.2.00 lakhs per annum per Institute
29	<b>Miscellaneous Expenditure:</b>		
	(i) Recurring	Rs.2.5 lakh per annum	Nil
	(ii) Non-Recurring	Rs.2.5 lakh per annum	Nil
30	Air journey of non-entitled officers for attending important meeting	Nil	Nil
31	Release to States/UTs under plan schemes	Nil	Nil
32	Advertisement / Publicity through DAVP / other Govt agencies: Advertisements may be released through publication either through DAVP or to DAVP empanelled Newspapers directly as per DAVP prescribed rate or through any other Government agencies	Rs. 1.0 Lakh per occasion / case	Rs. 1.0 Lakh per occasion / case

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Sl. No	Item of Expenditure	HOD Powers delegated by DGT	Power delegated by HOD to Head of Office
33	Advance of Pay and TA on Transfer of Govt servants	Full Power, when absolutely necessary and adequate	Nil
34	Sanction of Tour advance and final settlement	Full Powers as per Rule	Full Powers as per Rule for Group-B & C
35	Sanction of LTC advance and final settlement	Full Powers as per Rule	Full Powers as per Rule for Group-B & C
36	General Provident Fund Advance & Withdrawal	Full Powers as per Rule	Full Powers as per Rule for Group B & C

Further HOO :

- Will be the overall In-charge in the absence of Regional Director while on Tour, leave, Training etc.
- Shall sign al financial and administrative sanction letters in respect of all proposals upto his delegated powers and also for the proposal which are approved by the HOD
- Shall Discharge such others duties as may be assigned to him by the regional director from time to time
- Will not be entitled for any additional remuneration for carrying out the additional duties.

This issues in supersession of all earlier orders in this regard.

  
Regional Director  
RDSDE Karnataka

To

Shri V Babu, Dy. Director  
Principal, NSTI(W), Bengaluru

