

भारतसरकार/Government of India  
कौशलविकासऔरउद्यमितामंत्रालय/Ministry of Skill Development & Entrepreneurship  
प्रशिक्षण महानिदेशालय/Directorate General of Training  
राष्ट्रीय कौशल प्रशिक्षण संस्थान/National Skill Training Institute,  
गिलमार्ग, लुधियाना/Gill Road, Ludhiana-141003

संख्या:A-36019/1/2023-O/o NSTI LUDHIANA/E-57934/501

Dated:- 10 JUL 2024

**कार्यालय आदेश**

Subject: **Delegation of Financial Powers to Head of Office by Head of Department.**

1. In exercise of powers conferred under rule 12(4) of the Delegation of Financial Power Rules 2024 vested with the Regional Director, RDSDE Punjab as Head of Department, the Undersigned declares Shri Subhash Chandra, Joint Director, NSTI Ludhiana as Head of Office in respect of NSTI Ludhiana/RDSDE Punjab. He will exercise all the financial powers as vested in General Financial Rules etc. as Head of Office in respect of NSTI Ludhiana/RDSDE Punjab.
2. Under the provisions of Rule 12 (3) of the Delegation of Financial Power Rules 2024, the powers vested with undersigned as Head of Department, RDSDE Punjab/NSTI Ludhiana are re-delegated to Shri Subhash Chandra to the extent as per annexure attached in addition to the powers of Head of Office.
3. Powers are also delegated to place the indents on DGS&D/GeM for rate running contract its wherever so required as per availability of items on DGS&D/GeM as per procedure laid down in this regard by the department of Supply/Directorate General of Supplies & Disposals after obtaining financial sanction from the undersigned in respect of items which exceed the delegated powers referred in the attached Annexure. In case where the DGS&D has rote/running contract for any item, the purchase will invariably be made against the said contract in accordance with the instructions/orders issued from time to time.
4. The above powers will be exercised subject to the conditions mentioned under Rule 12(5) of DFPR 2024 and within the sanctioned Budget Estimates and after observing the procedure laid down in the DFPR 2024 latest GFRs, DGS&D Pamphlet for the guidance of indenting departments, CVO guidelines and other instructions/orders issued by the Government from time to time. This is also subject to ban applicable, if any.  
Shri Subhash Chandra, Joint Director, NSTI Ludhiana will not be entitled to any extra remuneration for the above work.

Encl: **As above.**

  
(लेफ्टि कर्नल विशाल अरोड़ा)  
क्षेत्रीय निदेशक/विभागाप्रमुख,  
एन.एस.टी.आई.लुधियाना/आर.डी.एस.डी.ई. पंजाब

Distribution:-

1. Shri Subhash Chandra, Joint Director, NSTI Ludhiana.
2. The DDG, DGT, New Delhi.
3. The Director (CFI), DGT, New Delhi
4. Sh.B.K.Mathur, Deputy Secretary to Govt. of India, DGT, New Delhi.
5. The PAO, MSDE, New Delhi
6. The DDO, NSTI Ludhiana
7. Notice Board/Website (RDSDE Punjab/NSTI Ludhiana.)
8. RDSDE Punjab/Purchase/Training/Accounts/PA/Store.

POWERS DELEGATED BY HOD TO HOO

S. No.	Item of Expenditure	HOD Powers	HOD Powers delegated by HOD to HOO RDSDE Punjab/ NSTI Ludhiana
1.	Bicycle	Full Power	Full Power
2.	Charges for remittance of Treasure	Full Power	Full Power
3.	Conveyance Hire	Full Powers subject to limit prescribed by the M/o Finance in this regard	Full Powers subject to limit prescribed by the M/o Finance in this regard
4.	Electricity, Gas & Water Charges	Full Power	Full Power
5.	Fixture & Furniture, Purchase & Repair		
	(i) Against condemnation	Rs.10.00 Lakh per annum	Rs.5.00 Lakh per annum
	(ii) For new Institute/Officers	Rs.15.00 lakh per annum	Rs. 5.00 Lakh per annum
6.	Freight & Demurrage/wharfage charges		
	(i) Freight Charges	Full Power	Full Power
	(ii) Demurrage/wharfage charges	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) Fee to Barristers, Advocates, Pleaders, Arbitrators and Umpires	Full Power subject to guidelines of M/o Law	Full Power subject to guidelines of M/o Law
	(ii) Other Legal Charges	Full Power subject to guidelines of M/o Law	Full Power subject to guidelines of M/o Law
	(iii) Reimbursement of Legal Expenses incurred by Government Servants in cases arising out of their official duties	As per orders of DOPT, M/o Finance/ M/o Law, as the case may be.	As per orders of DOPT, M/o Finance/ M/o Law, as the case may be.
10.	Motor Vehicles :		
	(i) Purchase	Nil	Nil
	(ii) Replacement	Full Powers subject to limit prescribed by the M/o Finance in this regard	Nil
	(iii) Maintenance, upkeep & repairs	Full Power	Full Power
	(iv) Hiring	Rs.1.0 Lakh in each case	Rs.50,000/- in each case
11.	Municipal rates and taxes	Full Powers	Full Powers
12.	(i) Work through CPWD/other Govt. Agencies	Rs.10.00 Lakh in each case	Rs.5.00 Lakh in each case
	(ii) Work through private agencies/contractors as per GFR 2017	Rs.5.00 Lakh in each case	Rs. 2.5 Lakhs in each case
13.	Postal & Telegraph 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"> <li>• Full Powers for printing/binding in Gov.Press</li> <li>• Rs.20,000/- per annum for private press or as prescribed in annexure to schedule V of DFPR</li> </ul>	<ul style="list-style-type: none"> <li>• Full Powers for printing/binding in Gov.Press</li> <li>• Rs.10,000/- per annum for private press or as prescribed in annexure to schedule V of DFPR</li> </ul>
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



S. No.	Item of Expenditure	HOD Powers	HOD Powers delegated by HOD to HOO RDSDE Punjab/ NSTI Ludhiana
16.	Rent: (i) Ordinary office accommodation (ii) Where the accommodation is entirely utilized for the office/hostel and other academic and training facilities (iii) 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
	(iv) For residential and other purpose	As per guidelines given under DFPR	NIL
17.	Repairs to and removal of machinery (where the expenditure is not of a capital nature)	Full Power subject to compliance of Govt. Instructions issued from time to time	Full Power subject to compliance of Govt. Instructions issued from time to time
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, DOPT and the M/o Law, as the case may be.	As per order of the M/o Finance, DOPT and the M/o Law, as the case may be.
19.	Special charges relating in particular Department (i) Sitting Fee	Up to Rs.2000/-	NIL
	(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 for examination	Up to Rs.1.00 lakhs per examination	Up to Rs.1.00 lakh per examination
	(iv) Payment to Guest Faculty/faculty on Contract	Up to Rs.10.00 Lakh per annum subject to general guidelines in this regard	Up to Rs.10.00 Lakh per annum subject to general guidelines in this regard
<b>Outsourcing of services for smooth discharge of academic/training and administrative functioning of the Institute</b>			
	(v) House keeping including cleaning and sanitation	Up to ceiling of Rs. 5.00 lakhs per month subject to Govt. Instructions issued from time to time	Up to ceiling Rs. 3.00 lakhs per month subject to Govt. Instructions issued from time to time
	(vi) Hiring of Security Services	Up to ceiling of Rs. 5.00 lakhs per month subject to Govt. Instructions issued from time to time	Up to ceiling Rs. 2.00 lakhs per month subject to Govt. Instructions issued from time to time
	(vii) Hiring of support staff	Up to ceiling of Rs. 5.00 lakhs per month subject to Govt. Instructions issued from time to time	Up to ceiling Rs. 3.00 lakhs per month subject to Govt. Instructions issued from time to time
	(viii) Hiring of contractual; services/professionals	Up to ceiling of Rs. 1.00 lakhs per month subject to Govt. Instructions issued from time to time	Rs. 50,000/- per month subject to Govt. Instructions issued from time to time
	(ix) Transport services for students/trainees including staff car	Up to ceiling of Rs. 1.50 lakhs per month subject to Govt. Instructions issued from time to time	Up to ceiling Rs. 50,000/- per month subject to Govt. Instructions issued from time to time
20.	Staff paid from contingencies	Full Power	Full Power
21.	(A) Purchase of stationery stores mentioned in the list under Appendix to the compilation of General Financial Rules	Up to Rs. 10.00 lakhs per month subject to Govt. Instructions issued from time to time	Up to ceiling Rs. 5.00 lakhs per month subject to Govt. Instructions issued from time to time
	(B) Local purchase of petty Stationery stores	Up to Rs. 30,000 per month subject to Govt. Instructions issued from time to time	Up to ceiling Rs. 20,000/- per month subject to Govt. Instructions issued from time to time

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22.	Sanctions of stores (Machinery and Equipments required of training Institutes)	Rs. 15.00 lakhs in each case	Rs. 5.00 lakhs in each case
23.	Supply of uniforms, badges and other articles of other clothing etc and washing allowances	Full power as per guidelines of DOP&T and M/o Finance	Full power of as per guidelines of DOP&T and M/o Finance
24.	Telephonic charges	Full power of respect of reimbursement of individual officers, the limit would be as per entitlement as indicated in the order issued by M/o Finance	Full power of respect of reimbursement of individual officers, the limit would be as per entitlement as indicated in the order issued by M/o Finance
25.	Tent and camp furniture	As per DFPR	As per DFPR
26.	(a) (i) All officers equipment including type writers, electronic typewriters, dedicated word processors, Intercom equipment, calculators electronic stencil cutter, Dictaphones, tape records, photo copiers copying machine, franking machine, addressographs, filing and indexing system, etc, excluding computers of all kinds.	Full Power	Full Power
	(iii) Computers (including personal computers)	Rs. 10.00 lakhs per annum in accordance with procurement guidelines given order latest GFR	Rs. 5.00 lakhs per annum in accordance with procurement guidelines given order latest GFR
	(b) Hire and maintains of computer of all kinds	Full Power	Full Power
27.	Other payment on account of treatment under C.G.H.S/CS(MA) Rules	Rs. 5.00 lakhs as per OM No. 5.12020/4/97-c.g.h.s(p) dated 27.12.2006 or modified from time to time	Rs. 5.00 lakhs as per OM No. S.12020/4/97-C.G.H.S (p) dated 27.12.2006 or as modified from time to time other then self
28.	Other Miscellaneous Expenditure		
	Hospitality for officials Meeting/conference/seminars etc. (i) Tea/Snacks (ii) High tea (iii) Lunch/Dinner	(i) Rs.100/- (ii) Rs. 200/- (iii) Rs. 500- per person subject to ceiling of Rs. 5.00 lakhs per annum per Institute	(i) Rs.100/- (ii) Rs.200/- (iii) Rs. 500/- per person subject to ceiling of rs. 2.00 lakhs per annum Institute
29	Miscellaneous Expenditure	(i) Rs. 2.5 lakhs per annum (ii) Rs. 2.5 lakhs per annum	(i) Rs. 1.00 lakhs per annum (ii) Rs. 1.00 lakhs per annum
	(i) Recurring (ii) Non-Recurring		
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	Up to Rs.2.00 Lakh per case	Up to Rs.1.00 Lakh per case

S. No.	Item of Expenditure	HOD Powers	HOD Powers delegated by HOD to HOO RDSDE Punjab/ NSTI Ludhiana
33.	GFP-222 & 223 Advance of pay & TA on transfer of Govt. SERVANTS	Full power	Full power for staff other than self as per rules.
34.	GFR-231 (i) sanction of tour advance	Full Power	Full power for staff other than self as per rules.
35.	GFR-235 sanctions of LTC advance	Full Power	Full power for staff other than self as per rules.
36.	General provident Fund Advance	Full Power	Full power for staff other than self as per rules.

  
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 क्षेत्रीय निदेशक/विभागाप्रमुख,  
 एन.एस.टी.आई. लुधियाना/आर.डी.एस.डी.ई. पंजाब