

भारत सरकार
कौशल विकास एवं उद्यमशीलता मंत्रालय
प्रशिक्षण महानिदेशालय
क्षेत्रीय निदेशालय कौशल विकास एवं उद्यमशीलता
हेहल, राजकीय(आई.टी.आई. के सामने)
राँची, झारखण्ड-834005.

Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
Regional Directorate of Skill Development & Entrepreneurship
Hehal,(Opp. Govt. ITI)
Ranchi, Jharkhand-834005
Email:rdsde-jhr-msde@gov.in

No. RDSDE/G-17014/1/2020-Accts./

Dated: 19.04.2021

OFFICE ORDER

In exercise of financial powers 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 Sanchay Bapat, Asst. Director for performing the duties and responsibilities of the Head of Office of RDSDE, Ranchi, Jharkhand. This is effective from the date of issue and is valid till issue of further order in this regard.

Sl. No.	Nature of Power	Delegated to Head of Office
1.	Contingent Expenditure	Rs. 2,500/- on each occasion subject to a maximum of Rs. 25,000/- per annum.
2.	Bi-cycle	Full Power.
3.	Electricity, Gas & Water Charges	Full Power.
4.	Fixture & Furniture Repairs	Rs. 25,000/- per annum.
5.	Freight & Demurrage	Full Power.
6.	Hire of Office furniture, Electric Fans, Heaters, Coolers, Clocks & Call bells	Full Power.
7.	Motor Vehicles – (i) Payment of monthly hiring charges and fuel charges as per bill (s) including payment of monthly hiring charges. (ii) Maintenance	Full Power. Rs.25,000/- per annum.
8.	Municipal Rate & Taxes	Full Power.
9.	Petty Work & Repairs	Rs. 5,000/- on each occasion subject to a maximum of Rs. 30,000/- per annum.
10.	Postal & Telegraph Charges	Full Power.
11.	Printing & Binding	Full Power.
12.	Repairs & removal of machinery (where the expenditure is not of capital nature)	Full Power.
13.	Store Purchase: Purchase of Machinery & Tools & Equipment (through GeM)	Rs. 50,000/- on each occasion subject to a maximum of Rs. 5.00 lakhs per annum.
14.	Supply of liveries, badges & other articles of clothing etc. and washing allowance	Full Power.
15.	Maintenance of Computers, Typewriters, Printer & Calculating Machines	Full Power.
16.	Payment of Rents	Full Power rate of which has already been approved by HOD
17.	Sanction of Tour advance	Full power except for self as per Rule.
18.	Sanction of LTC advance	Full power except for self.
19.	Form of security bond to be executed by Govt. Servant handling cash, stores etc.	Full Power.
20.	Release of Securities	Full Power.
21.	General Provident Fund Advance as per rule	Full power except for self.
22.	Local purchase of Stationery	Max. Rs.5,000/- on each occasion subject to a maximum of Rs.30,000/- per annum.
23.	Payment to contractor(s) security, cleaning and manpower services	Full Power for the duration of work order as already approved by the HOD.

24.	i. Procurement of Raw Materials/ Consumables etc. for training purpose (GeM))	Max. Rs.10,000/- in each occasion.
	ii. Procurement of Raw Materials/ Consumables etc. for examination purpose. (GeM)	Full Power.
25.	Payment of installments of caution money in deserving cases. (GeM)	Full Power.
26.	Drawal of money on abstract contingent bills in respect of items required for training	Full Power.
27.	Re-imburement of Medical claim of staff as per CGHS guideline subject to a maximum of Rs. 25,000/- per case.	Full Power.
28.	Professional Charges	Full Power.
29.	Miscellaneous Expenditure: Hospitality Expenditure per head per meeting.	Rs. 50/- for Tea/Coffee and snacks. Rs. 250/- for working lunch for meetings/ seminars/conferences.
30.	Payment of Pay and Allowances for regular staff as admissible	Full Power.
31.	Payment of all other Bills/Dues	Full Power as already approved by the HOD

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.



(B. Ashfaq Ahmed)
Regional Director

Copy to:

1. Shri Sanchay Bapat, Asst. Director, RDSDE, Ranchi, Jharkhand – 834005.
2. The DDG (CFI), DGT, Ministry of Skill Development & Entrepreneurship, 2nd Floor, Employment Exchange Building, Near Pusa ITI, Pusa Complex, New Delhi - 110012.
3. The DDG (AT), DGT, Ministry of Skill Development & Entrepreneurship, 2nd Floor, Employment Exchange Building, Near Pusa ITI, Pusa Complex, New Delhi - 110012.
4. The Director (CFI), DGT, Ministry of Skill Development & Entrepreneurship, 2nd Floor, Employment Exchange Building, Near Pusa ITI, Pusa Complex, New Delhi - 110012.
5. The Director (AT), DGT, Ministry of Skill Development & Entrepreneurship, 2nd Floor, Employment Exchange Building, Near Pusa ITI, Pusa Complex, New Delhi - 110012.
6. The Senior Accounts Officer, PAO, DGT, MSDE, Room No. 334, C-wing, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001.
7. The Regional Director, RDSDE, Ministry of Skill Development & Entrepreneurship, DGT, 1st Floor, E-Wing, CGO Complex, DF-Block, Sector-I, Salt Lake, Kolkata – 700064.
8. The DDO, RDSDE Bihar/NSTI (W), Patna – 800011.
9. The Accounts Section, RDSDE, Ranchi, Jharkhand – 834005.
10. The Accounts Section, NSTI, Jamshedpur – 832109.



(B. Ashfaq Ahmed)
Regional Director