

No.G.19011/02/2015-SDE
Government of India
Ministry of Skill Development and Entrepreneurship

New Delhi-110 0001
September 30, 2016

ORDER

Subject: Delegation of Financial Power to the Heads of the Department (HODs) 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 HODs 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 the field level Institutes / Offices, the Competent Authority has approved revised delegation of financial power in respect of such HODs as per details given in the **Annexure to this Order**.

2. Exercise of delegated financial power by HODs shall be subject to the following conditions:
 - (i) Observance of Canon of Financial Propriety and other guidelines contained in GFR -2005, FR&SR etc. as amended from time to time;
 - (ii) Observance of Guidelines issued by CVC / Ministry of Finance / Ministry of Law, Ministry of Urban Development, Ministry of Health & Family Welfare, DoP&T and such other authority as applicable;
 - (iii) Transparency in procurement of goods and services including Tenders;
 - (iv) Availability of Budget for the purpose.
3. The 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 approval of the Secretary, MSDE vide his Dy No.1502 dated 27-09-2016.



(SONU BHATIA)

Under Secretary to the Government of India

Tel: 011-23450836

1. All Directors / HODs of Central Institutes / Offices under MSDE
2. AS&FA, MSDE / IFD
3. CCA, MSDE / PAO, MSDE
4. Sr Adviser / All Joint Secretaries / EA in MSDE
5. DDG (AT) / DDG (T), MSDE
6. PS to MOS (I/C), SDE
7. PS to Secretary, MSDE
8. All DS / Directors in MSDE
9. Guard File.

Delegation of Financial Power to HODs of all Field Institutes (Central Institutes such as ATIs/ FTIs/ AHI/CTIs/ RVTIs/ATI-EPIs etc.) / Offices under the Ministry of Skill Development and Entrepreneurship, Government of India.

Sl. No.	Item of Expenditure	Level of Delegation
1.	Bicycle	Full Power
2.	Charges of remittance of treasure	Full Power
3.	Conveyance hire	Full Power subject to limit prescribed by the M/o Finance in this regard.
4.	Electric, gas and water charges	Full Power
5.	Fixtures and furniture, purchase and repairs (i) Against Condemnation (ii) For New Institute / Offices	(iii) Rs. 5.00 lakhs per annum (iv) Rs.10.00 lakhs per case
6.	Freight and demurrage/wharfage charges (i) Freight charges (ii) Demurrage/wharfage charges	Full Power Full Power
7.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells	Full Power
8.	Land	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.
10.	Motor Vehicles: (i) Purchase (ii) Replacement (iii) Maintenance, upkeep and repairs.	NIL Full Power subject to limit prescribed by the M/o Finance in this regard. Full Power
11.	Municipal rates and taxes	Full Power



12.	Petty works and repairs: (i) Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations.	Rs.5.00 lakhs in each case
	(ii) Ordinary repairs to Government buildings	Rs.2.50 lakhs in each case
	(iii) Repairs and alterations to hired and requisitioned buildings.	Rs. 4.00 lakhs (non-recurring) Rs.1.00 lakh recurring
13.	Postal and Telegraphs charges: (i) Charges for the issue of letters, telegrams etc.	Full Power
	(ii) Commission on money orders.	Full Power
14.	Printing and Binding.	Full Power for printing/binding in Govt Press Rs.1.00 lakh in each case for private press.
15.	Publications: (i) Official Publications	Full Power if the work is done through Govt Press. Upto Rs.10.00 lakhs per annum if the work is done through Private Press subject to exigencies of the work
	(ii) Non-official Publications	Full Power if the work is done through Govt Press. Upto Rs.5.00 lakhs per annum if the work is done through Private Press subject to exigencies of the work
16.	Rent- (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.1.00 lakh per month.
	b) Where the accommodation is used partly as office and partly as residence.	As per CPWD Rate subject to ceiling of Rs.1.00 lakh per month and guidelines given under DFPR.
	(ii) For residential and other purposes.	As per guidelines given under DFPR.



17.	Repairs to and removal of machinery (where the expenditure is not of a capital nature).	Full Power
18.	Rewards, fees, bonus, etc. (other than fees or honoraria granted to Government 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.
19.	Special charges relating to particular Departments.	
(i)	Sitting Fee	Upto Rs.2000/-
(ii)	Course Fee for Training Conducted in India	Upto Rs. 25,000/- for Govt approved training Institute in India
(iii)	Payment to examiners / paper setters per examination	Upto Rs.1.00 lakh per examination
(iv)	Payment to Guest Faculty / Faculty on Contract	Upto Rs. 9.00 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)	House Keeping including Cleaning and Sanitation	Up to a ceiling of Rs.2.00 lakhs per month.
(vi)	Security Services	Up to a ceiling of Rs.1.00 lakhs per month.
(vii)	Manpower Services	Up to a ceiling of Rs.1.00 lakhs per month
(viii)	Transport Services for students / trainees including staff car	Up to a ceiling of Rs 1.50 lakhs per month.
20.	Staff paid from contingencies	Full Power
21.	(A) Purchases of stationery stores mentioned in the list under Appendix to the Compilation of the General Financial Rules,	Up to Rs.6.00 lakhs per annum.
	(B) Local purchase of petty stationery stores.	Up to Rs.20000/- per month
	(C) Local purchase of rubber stamps and office seals.	Full Power
22.	Stores: (i) Stores required for works.	Rs.15.00 lakhs in each case
	(ii) Other stores i.e., stores required for the working of an establishment, instruments, equipment and apparatus.	Rs.15.00 lakhs in each case



23.	Supply of uniforms, badges and other articles of clothing, etc., and washing allowance.	Full Power as per guidelines of DOP&T and M/o Finance
24.	Telephone 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.
25.	Tents and camp furniture.	As per DFPR
26 (a)	(i) All office equipment including typewriters, electronic typewriters, dedicated word processors, intercom equipment, calculators, electronic stencil cutters, Dictaphones, tape recorders, photo copiers copying machines, franking machines, addressographs, filing and indexing systems, etc., excluding computers of all kinds.	Full Power
26 (b)	(ii) Computers (including personal Computers).	Rs.10.00 lakhs as per annum in accordance with procurement guidelines given under GFR-2005
	Hire and maintenance of computers of all kinds	Full Power
27	For payment on account of treatment under CGHS / CS (MA) Rules	Rs.2.00 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 a ceiling of Rs.2.00 lakhs per annum per Institute.
29.	Miscellaneous Expenditure (i) Recurring (ii) Non-Recurring	(i) Rs.1.00 lakh per annum (ii) Rs.1.00 lakh per annum.
