



Skill India
असतो मा सद्गमय



सत्यमेव जयते



Government of India

Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Regional Directorate of Skill Development & Entrepreneurship

Hehal (Opp. Govt. LT.I)

Ranchi, Jharkhand- 834005

ईमेल / Email: rdsde-jhr-msde@gov.in

भारत सरकार
कौशल विकास एवं उद्यमशीलता मंत्रालय

प्रशिक्षण महानिदेशालय

देशीय निदेशालय कौशल विकास एवं उद्यमशीलता

हेहल(राजकीय आई.टी.आई. के सामने)

राँची, झारखण्ड- 834005

File No. A-19011/2/RDSDE-JHR/2022/P.K. Madavi

Dated- 05.12.2022

OFFICE ORDER

Sub: - Delegation of Financial Powers to Shri P.K Madavi, Deputy Director, as Head of office by Head of Department-reg.

1. In supersession of all earlier orders on the subject, exercise of powers delegated to undersigned as HOD, RDSDE, Jharkhand, Shri P.K Madavi, Deputy Director, RDSDE, Jharkhand is here by declared as Head of Office of RDSDE, Jharkhand. He will exercise all the financial powers as vested in these General Financial rules etc.as Head of office in respect of RDSDE, Jharkhand.
2. Under the provision of Rules 13 (3) of the Delegation of Financial Powers Rule 1978 the power vested with undersigned as Head of Department of RDSDE, Jharkhand are re-delegated to Shri P.K Madavi, Deputy Director, RDSDE, Jharkhand to the extent as per Annexure-1 (5 pages) attached in addition to the powers of Head of Office.
3. Powers are also delegated to place the indents on GeM for rate running contract items wherever so required as per availability of items on GeM as per Govt. procedure laid down in this regard after obtaining financial sanction from the undersigned in respect of item, which exceed the delegated powers, referred in the attached Annexure.

Where items are not available on Gem, the purchase will invariably be made in accordance with the Instructions/ orders issued from to time by Ministry of Finance.

4. The above powers will be exercised subject to the conditions mentioned under Rule 13 (4) of Delegation Financial Powers Rule 1978 and within the sanctioned Budget Estimates and after observing the producer laid down in the DFPR Rule 1978 latest GFRS, GeM pamphlet for guidance of the indenting departments, CVO guidelines and other instruction/ orders issued by the Government from time to time.

This is also subject to ban applicable, if any.

Shri P.K Madavi, Deputy Director, RDSDE, Jharkhand will not be entitled to any extra remuneration for this work.

Encl- Annexure-I

(N.R. Aravindan)
Regional Director
RDSDE, Jharkhand

Copy to: -

1. Shri P.K Madavi, Deputy Director, RDSDE, Jharkhand for information.
2. The Deputy Director Director General (T)DGT, New Delhi.
3. RD, RDSDE, West Bengal.
4. The Deputy Secretary (Admin), DGT, New Delhi.
5. The Principal Account Officer, PAO, MSDE, Room No. 32B, B-wing 3rd Floor, Rafi Marg, Shram Shakti Bhawan, New Delhi.
6. Budget Division, MSDE New Delhi.
7. PAO, MSDE, New Delhi.
8. THE DDO, RDSDE, Jharkhand
9. The Account Section/ Store/ Purchase/ Security Officer, RDSDE, Jharkhand.
10. Spare Copies.

(N.R. Aravindan)
Regional Director
RDSDE, Jharkhand

**Power Delegated by HOD to the HOO, RDSDE,
Jharkhand.**

Sl. No.	Item of Expenditure	HOD Power	HOD Power delegated by HOD to HOO RDSDE, Jharkhand
1.	Bicycle	Full power	Full power
2.	Charge for remittance for 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.	Electric gas and water charges	Full power	Full power
5.	Fixtures and furniture, purchase and repairs (I) against condemnation	Rs 10.00 lakhs per annum	Rs 5.00 lakhs per annum
	(ii) for new institute /office	Rs 15.00 lakhs per case	Rs 10.00 lakhs per case
6.	Freight & Demurrage/wharfage charges	Full power	Full power
	(i) freight charges (ii) Demurrage/wharfage charges	Full power	Full power
7.	Hire office furniture electric fans, heaters, coolers, clocks and call bells	Full power	Full power
8.	Land	Nil	Nil
9.	9. Legal charges (I) Fees to 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	Full power subject to guidelines of the M/o Law	Full power subject to guidelines of the M/o Law
	(iii) Reimbursement of Legal Expenses in incurred by Government servant In cases arising out of their official duties	As per order of DOP&T,M/o Finance / M/o Law as case may be	As per order of DOP&T,M/o Finance / M/o Law as case may be
10.	Motor Vehicles	Nil	Nil
	(i) Purchase		
	(ii) Replacement	Nil	Nil
	(iii) Maintenance, upkeep & repairs	Full power	Full power
	(iv) Hiring	Rs. 1.00 lakh per year	Rs. 50,000/- per annum subject to celling limit of Rs. 10,000/- per each case

Power Delegated by HOD to the HOO, RDSDE, Jharkhand.

SLN o.	Item of Expenditure	HOD Power	HOD Power delegated by HOD to HOO RDSDE, Jharkhand
11.	Municipal rates and taxes	Full power	Full power
12.	(I) Work through CPWD / other Govt. Agencies	Rs. 10.00 lakhs in each case.	Rs. 5.00 lakhs in each case
	(II) Work through private agencies/ constructors as per GFR 2017	Rs. 5.00 lakhs in each case	Rs. 5.00 lakhs in each case
13.	Postal and Telegraphs 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"> • Full power for printing / binding in Govt. press • Rs 20000/per annum for private press or as prescribed in annexure to schedule V of DFPR 	<ul style="list-style-type: none"> • Full power for printing / binding in Govt. press • Rs 20000/per annum for private press or as prescribed in annexure to schedule V of DFPR
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
16.	Rent: (i) Ordinary office accommodation	As per CPWD rate subject to ceiling of 2.5 lakhs per month subject to compliance of conditions as prescribed in annexure to schedule V of DFPR	Nil
	(ii) 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 lakhs per month subject to compliance of conditions as prescribed in annexure to schedule V of DFPR and guidelines given under DFPR	Nil
	(iii) Where the accommodation is used partly as office and partly and residence	As per CPWD Rate subject to ceiling of Rs 2.5 lakhs 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 purposes	As per guidelines given under DFPR	Nil


Power Delegated by HOD to the HOO, RDSDE, Jharkhand.

Sl.No.	Item of Expenditure	HOD Power	HOD Power delegated by HOD to HOO RDSDE, Jharkhand
17.	Repair to and removals 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, DOP&T and the M/o Law as the case	As per order of the M/o Finance, DOP&T and the M/o Law as the case may be
19.	Special charges relating in particular Departments: (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 lakh 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 regards	Up to Rs 5.0 lakh per annum subject to general guidelines in this regards
Outsourcing of Services for smooth discharge of academic / training and administrative functioning of the institute			
	(v) Hiring of House keeping including Cleaning and Sanitation	Up to a ceiling of Rs 5.00 lakh per month subject to Govt. instructions issued from time to time	Up to a ceiling of Rs 3.00 lakh per month subject to Govt. instructions issued from time to time
	(vi) Hiring of Security Services	Up to a ceiling of Rs 5.00 lakh per month subject to Govt. instructions issued from time to time	Up to a ceiling of Rs 5.00 lakh per month subject to Govt. instructions issued from time to time
	(vii) Hiring of support staff	Up to a ceiling of Rs 5.00 lakh per month subject to Govt. instructions issued from time to time	Up to a ceiling of Rs 5.00 lakh per month subject to Govt. instructions issued from time to time
	(viii) Hiring of contractual service /professionals	Up to a ceiling of Rs 1.00 lakh per month subject to Govt. instructions issued from time to time	Rs 1.00 lakh per month for each services to Govt. instructions issued from time to time
	(ix) Transport Services for students /trainees including staff car	Up to a ceiling of Rs 1.50 lakh per month subject to Govt. instructions issued from time to time	Up to a ceiling of Rs 50,000/- per month subject to Govt. instructions issued from time to time

Power Delegated by HOD to the HOO, RDSDE, Jharkhand.

Sl.No.	Item of Expenditure	HOD Power	HOD Power delegated by HOD to HOO RDSDE, Jharkhand
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 a ceiling of Rs 10.00 lakh per month subject to Govt. instructions issued from time to time	Up to a ceiling of Rs 5.00 lakh per month subject to Govt. instructions issued from time to time
	(B) Local Purchase of Petty Stationery stores	Up to a ceiling of Rs 30,000/- per month subject to Govt. instructions issued from time to time	Up to a ceiling of Rs 30,000/- per month subject to Govt. instructions issued from time to time
	(c) Local purchase of rubber stamps and office seals	Full Power	Full Power
22.	Sanction of stores (Machinery and equipment required for training institute)	Rs. 15.00 lakhs in each case	Rs. 5.00 lakh in each case
23.	Supply of uniforms, badges and other articles of clothing etc. and washing Allowances	Full power as per guidelines of DOP&T and M/o Finance	Full power as per guidelines of DOP&T and M/o Finance
24.	Telephones charges	Full power in respect of reimbursement of individual officers, the limit would be as per entitlement as indicated by the M/o Finance	Full power in respect of reimbursement of individual officers, the limit would be as per entitlement as indicated by the M/o Finance
25.	Tents and camp furniture	As per DFPR	As per DFPR
26.	a) (i) All office equipment including typewriters, Electronics typewriters, dedicated word processor, intercom equipment, calculators electronic stencil cutter, Dictaphones, tape recorders, photo copier copying machine franking machine, addressographs filling and indexing system etc., Excluding Computers of all kinds.	Full power	Full power
	(ii) Computers (Including personal computers)	Rs. 10.00 lakhs per annum in accordance with procurement guidelines given under latest GFR	Rs. 5.00 lakhs per annum in accordance with procurement guidelines given under latest GFR
	b) Hire and maintenance of computers of all kind	Full power	Full power
27	For payment on account of treatment under C.G.H.S/CS (MA) Rules	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	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
	Other miscellaneous Expenditure		

Sl.No.	Item of Expenditure	HOD Power	HOD Power delegated by HOD to HOO RDSDE, Jharkhand
28.	Hospitality for officials meeting/conferences/Seminars etc. (i) Tea /SNACKS (ii) High Tea (iii)Lunch/Dinner	(i) Rs. 100/- (ii) Rs. 200/- (iii) Rs. 500/- per person subjects to ceiling of Rs. 5.00 lakhs per annum per institute	(i) Rs. 100/- (ii) Rs. 200/- (iii) Rs. 500/- per person subjects to ceiling of Rs. 2.00 lakhs per annum per institute
29	Miscellaneous Expenditure (i) Recurring (ii) Non- Recurring	(i) Rs. 2.5 lakhs per annum (ii) Rs. 2.5 lakhs per annum	(iii) Rs. 1.00 lakhs per annum (iv) Rs. 1.00 lakhs per annum
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.	NIL	NIL
33.	GFR- 222 &223 Advance of pay & TA on transfer of Govt. Servants	Full power	Full power for staff other than self as per rule
34.	GFR-231 (i) sanction of Tour advance	Full power	Full power for staff other than self as per rule
35.	GFR-235 sanction of LTC advance	Full power	Full power for staff other than self as per rule
36.	General Provident Fund Advance	Full power	Full power for staff other than self as per rule


(N.R. Aravindan)
 Regional, Director
 RDSDE, Jharkhand