

DIRECTORATE OF TECHNICAL EDUCATION HARYANA PANCHKULA

Office Order No.: 9(32)/131 / Admn.

Dated: 21-03-18

In supersession of all previous orders in the matter of administrative and financial powers and provision in note-5 of 19.1 of FR Rules Volume-1, the following officers are hereby authorized to exercise the powers to the extent mentioned against each:

FINANCIAL POWERS (Rule 19.6 of Punjab Financial Rules, Vol. - I)

Rule/Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are re-delegated
Sr. No. 1 of Rule 19.6 PFR Vol. I, To sanction non-recurring expenditure, not otherwise provided for in this rule	Upto Rs. 1,00,000/- in each case	i) Additional Director (Admn.) ii) Director (In case of Directorate Office) iii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 5,000/- in each case Upto Rs. 50,000/- in each case Upto Rs. 1,00,000/- in each case (TTP)
2 Sr. No. 2 of Rule 19.6 PFR Vol. I, To sanction recurring expenditure, not otherwise provided for in this rule	Upto Rs. 50,000/- in each case	i) Additional Director (Admin.) ii) Director (In case of Directorate Office) iii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 5,000/- in each case Upto Rs. 30,000/- in each case Upto Rs. 50,000/- in each case (Consumable)
3 Sr. No. 5 of Rule 19.6 PFR Vol. I, To sanction purchase and repairs of fixtures and furniture	Full powers	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 5,000/- in each case Upto Rs. 1,00,000/- in each case
4 Sr. No. 6 of Rule 19.6 PFR Vol. I, To sanction payment of Freight, demurrage and wharfage charges	Upto Rs. 5,000/- in each case	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 5,000/- in each case Upto Rs. 5,000/- in each case
5 Sr. No. 9 of Rule 19.6 PFR Vol. I, To sanction the Legal Charges for defence of Government employees in criminal proceedings instituted against them while discharging their official duties	Full powers subject to the condition that the actual cost of the defence shall be reimbursed with the concurrence of Law and Legislative Department (for employees of Group 'C' and 'D' service)	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Full powers subject to the condition that the actual cost of the defence shall be reimbursed with the concurrence of Law and Legislative Department (for employees of Group 'C' and 'D' service)
6 Sr. No. 12 of Rule 19.6 PFR Vol. I, To grant Compensation to Government employees under Workmen's Compensation Act	Full powers subject to the advice of Legal Remembrance being obtained first	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Full powers subject to the advice of Legal Remembrance being obtained first Full powers subject to the advice of Legal Remembrance being obtained first being obtained first
7 Sr. No. 17 of Rule 19.6 PFR Vol. I, To sanction expenditure for Purchase of books, periodicals and newspapers (only three in numbers) required for official use only.	Full powers	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Full powers subject to ceiling of Rs. 5,000/- per title Full powers subject to ceiling of Rs. 5000/- per title subject to a ceiling of Rs. 2 lakhs in one year
8 Sr. No. 19 of Rule 19.6 PFR Vol. I, To sanction expenditure on direct purchase of stores from the local market after exhausting all the approved sources of supply mentioned in Appendix 17	Upto Rs. 75,000/- for any one item during a financial year in respect of each Head of offices under his control	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 10,000/- for any one item Upto Rs. 75,000/- for any one item during a financial year in respect of institute

Sr. No.	Rule/Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are re-delegated
	of the Punjab Financial rules, Volume II and the rate contract arranged by the Director, Supplies and Disposals, Haryana, if available			
9	Sr. No. 20 of Rule 19.6 PFR Vol. I, To sanction expenditure on direct purchases of stores from the local market in emergent circumstances, when it is not possible to exhaust the approved sources of supply	Upto Rs. 20,000/- in each case	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 10,000/- in each case Upto Rs. 20,000/- in each case
10	Sr. No. 21 of Rule 19.6 PFR Vol. I, To sanction expenditure on purchase of typewriters, fax machine, dedicated intercom equipments, electronics stencil cutter, Dictaphones, copying machine, duplicator, duplicating machine, franking machine, addressographs, filing and indexing system, etc. for themselves and offices subordinate to them	Full powers subject to the scale fixed by the Government and conditions in the Printing and Stationery Manual and to the provisions that replacement of machines is done after consideration by the Board and that condemnation process is completed within 60 days of the receipt the request for condemnation otherwise the department will presume that the request has been accepted by the Board. After the rate contract has been finalized and circulated by the Controller, Printing and Stationery, the purchases will be effected direct by the department itself.	i) Additional Director (Admin.) (In case of Directorate Office) ii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 10,000/- in each case Full powers
11	Sr. No. 22 of Rule 19.6 PFR Vol. I, To sanction expenditure on repairs of government vehicle(s)	Full powers	i) Additional Director (Admin.) ii) Director (In case of Directorate Office) iii) Principal of Govt. Polytechnic (In case of their institute)	Upto Rs. 5000/- in each case Upto Rs. 30,000/- in each case Upto Rs. 30,000/- in each case

ADMINISTRATIVE & SERVICE MATTERS

Sr. No.	Rule / Instruction	Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are delegated	Remarks
1	Health Deptt. letter No. 2/24/13-1HB-III dt 19.09.2016	Sanction of Medical Reimbursement / Medical Advance upto the extent HOD is competent and also forwarding of such cases to Administrative Department where Administrative Departments sanction is required.	Above Rs. 3,00,000/- to Rs. 7,00,000/-	Director	Above Rs. 3,00,000/- to Rs. 7,00,000/- Class I, II, III & IV employees of Department.	After Verification from Account Officer subject to availability of funds
2	Health Deptt. Letter No.2/307/2005-1HB-III dt 31.1.2006	For chronic diseases, change of option from fixed Medical Allowance to Medical Reimbursement.	Full powers	i) Director ii) Principal of Govt. Polytechnic - in case of Class II & III staff of Polytechnics	Full powers in case of Class I, II, III & IV employees of Directorate.	Subject to conditions laid down in Health Deptt. Letter No.2/307/2005-1HB-III dt 31.1.2006
3	CS Letter No. 22/28/2003-3G.S.III dt 30.1.2004	Caste Certificate, Income Certificate, Haryana Resident Certificate / Domicile	Full powers	Director	Full powers	
4	Rule 29 HCS	To grant annual	Full powers	Director	Full powers	After Verification

Sr. No.	Rule / Instruction	Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are delegated	Remarks
	(pay) Rules, 2016	increment to the Principals of Govt. Polytechnics				from Account Officer (AO)
5	Rule 46 (12) HCS Leave Rules, 2016	Grant of child Care leave to the employee of Technical Education Department.	Full powers (Class II & III) of field staff and (Class II, III & IV) of Directorate	Additional Director (Admn.)- in case of Class II field & Directorate Staff, Principal of Govt. Polytechnic - in case of Class II & III staff of Polytechnics	Upto 120 days Upto 120 days in case of Class III Upto 60 days in case of Class II	
6	Rule 45 HCS Leave Rules, 2016	Child Adoption Leave	Full powers	i) Director- in case of Class I, II of field Staff and Class I, II, III & IV of Directorate Staff ii) Principal- in case of Class I, II, III & IV staff of Polytechnic	i) Full powers ii) Full powers	
7	Not 38/22/08 4TE 24.4.2008	Grant of Pension to retirees of Aided Polytechnics	Full powers	Director	Full powers	
8		Forwarding of Application of House Allotment / Change of house of Govt. employees/ for short term training	Full powers	Additional Director (Admn.)	Full powers	After verification from: DDO
9		Payment of POL Bills	Full powers	Director	Full powers	After verification from Account Officer of the Department and availability of funds.
	HCS ACP, Rules, 2016	To grant ACPs to the Class III & IV employees	Full powers	Additional Director (Admn.)- In case of Class III & IV employees of Directorate office and Govt. Polytechnics	Full powers	
11	HCS (Pay) Rules, 2016	Fixation of Pay on promotion / ACP / selection grade of Class-I, II, III and IV employees of the Department	Full powers	Additional Director (Admn.) - In case of Class I, II & III of Polytechnics & Class I, II, III & IV of Directorate office.	Full powers	After Verification from Account Officer.
12	HCS Leave Rules, 2016	To sanction leave encashment in case of retirees Govt. employees	Full powers	Additional Director (Admn.) In case of Class I & II employees of Department	Full powers	
13		To issue No Due Certificate to retiring employees	Full powers	Additional Director (Admn.)	Full powers	
14	Chapter VIII HCS (GPF) Rules, 2016	To sanction withdrawals out of GPF Account (under chapter VIII of HCS (GPF) Rules, 2016	Full powers	i) Additional Director (Admn.) - in case of Directorate ii) Principal- in case of Class I, II, III & IV staff of Polytechnic.	i) Full powers ii) Full powers	

Sl. No.	Rule / Instruction	Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are delegated	Remarks
15	HCS Leave Rules, 2016	Grant of Earned Leave/ Commuted Leave/ Extra Ordinary Leave for staff of Directorate and Field Offices	Full powers (240 days)	i) Director - In case of Class II of Directorate - and Class I & II of Govt. Polytechnics ii) Additional Director (Admn.) in case of Class III and IV of Directorate & Class III employees of Govt. Polytechnics iii) Principals of Govt. Polytechnics in case of Class I & II	i) Full powers ii) Upto 30 days iii) Beyond 120 days to 240 days iv) Upto 60 days	
		Counter signature of TA bills of Gazetted staff of the Directorate and Principals of Govt. Polytechnics.	Full powers	Accounts Officer of Directorate	Class I & II of Directorate Office and Principals of Govt. Polytechnics.	
17	State Govt. Memo No. 44/79/2005-STE, dated 28.12.2005	Forwarding of applications for seeking employment to other Departments/ Government by the employees of the Department.	Full powers	Additional Director (Admn.)	Full powers	
18	State Govt. Memo No. 44/79/2005-STE, dated 28.12.2005	Issue of NOC for grant of Passport	Full powers	i) Additional Director (Admn.) in case of Directorate ii) Principals of Govt. Polytechnics in case of field staff.	i) Full powers ii) Full powers	
19	Rule 26 of HCS (TA) Rules, 2016	To approve tour programme, journeys of Directorate Staff and Principals of Govt. Polytechnic	Full powers	Director	Full powers	
20	Rule 75 of HCS (Leave) Rules, 2016	Sanction of Casual Leave to the Principals and Class II employee of Directorate	Full powers	Director	i) Full powers	
21		Forwarding of proposals to Govt. for extension in service beyond 50/55 years of age in case of Class I & II officers of the Department	Full powers	Director	Full powers	
22		Extension in service beyond 50/55 years of age in case of Class III employees	Full powers	Director	Full powers	
23	FD notification No 2/2/2004-WM(3) Dated 4-11-2016	Sanction of House Building Loan, Vehicle Loan, Computer Loan and Marriage Loan	Full Powers	i) Accounts Officer (DDO) in case of Directorate office. ii) Principals of Govt. Polytechnics in case of field staff.	Full Powers	
24		Permission for acquiring Higher Education through part time/ modular/ weekend mode	Full powers	Director	Full powers	Subject to fulfillment of conditions concerning grant of permission.

Sr. No.	Rule Instruction	Nature of Power	Extent of powers vested in DGTE	Officer to whom the powers are delegated	Extent upto which powers are delegated	Remarks
25	FD, Notification Dated 18-10-2011	Grant of two advance increments in Sen of Higher Qualifications	Full powers	Director	Full powers	

The powers of Drawing & Disbursing Officer shall remain vested in Accounts Officer (Budget Accounts)

Dated: 21-03-18

Endst. No. 1835

/Admn.

Dr. R.S. Bhillon, IAS
Director General, Technical Education
Haryana, Panchkula

Dated: 21-03-18

A copy of the above is forwarded to the Principal Accountant General (A&E), Haryana, Chandigarh for information.

Endst. No. 1835

/Admn.

Joint Director (Admin.)
Director General, Technical Education
Haryana, Panchkula

Dated: 21-03-18

A copy of the above is forwarded to the Treasury Officer, Panchkula, Haryana for information.

Endst. No. 1837-60

/Admn.

Joint Director (Admin.)
Director General, Technical Education
Haryana, Panchkula

Dated: 21-03-18

A copy of the above is forwarded to the following for information & necessary action:

1. PS to PSTE
2. PS to DGTE
3. Director Technical Education, Haryana
4. Additional Director - I & II
5. Joint Directors / Sr. Account Officer / Deputy Directors / Accounts Officers / Superintendents / Section Officer the Directorate Office
6. All Principals of Govt. Polytechnics in the State of Haryana

Endst. No. 1861

/Admn.

Joint Director (Admin.)
Director General, Technical Education
Haryana, Panchkula

Dated: 21-03-18

A copy of above is forwarded to following for information and necessary action:

1. Additional Director (Admn.)

Joint Director (Admin.)
for Director General, Technical Education
Department, Haryana