

Government of National Capital Territory of Delhi
DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)
Institutional Area Vishwas Nagar, Behind Karkardooma Courts, Shahdara, Delhi-110032.
Ph. 20822464, 20822463; Fax 20822470, e-mail dutcs@nic.in

F.No.F.1/4/30/2013/UTCS/ (Admn.)/Part-II/1976-1981

May 25, 2026

ORDER

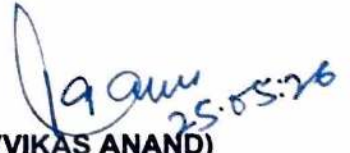
In supersession of all previous orders, I, the undersigned in the capacity of Head of the Department, declare Sh. Kishore Kumar Datta, Joint Director, as '**Head of Office**' for Directorate of Training (UTCS) under Rule 14 of Delegation of Financial Powers Rules - 1978 till further orders.

Further, the following Financial and Administrative Powers are hereby delegated to the Head of Office in r/o officials/officers of this Directorate: -

1. Sanction of Earned Leave/Half Pay Leave/Commuted Leave/Child Care Leave in respect of all the non-Gazetted employees. (up to 89 days at a time)
2. Sanction of Paternity Leave/Maternity Leave as per Rules Leave in respect of all the non-Gazetted employees.
3. Grant of Annual Increment in r/o Gazetted/non-Gazetted employees of this Directorate.
4. Sanction of Electricity/Water Charges Bills in respect of Directorate of Training (UTCS).
5. Sanction of reimbursement of Newspaper Bills, Telephone (Landline), Mobile Bills in respect of the eligible officers of this Directorate.
6. Sanction of Medical Claims (upto Rs.1,00,000/- for the treatment taken from DGEHS empaneled hospitals/institutions) and LTC/TA/DA claims in respect of Gazetted /Non-Gazetted officers/officials of Directorate of Training (UTCS).
7. Sanction of reimbursement of Children Education Allowance in respect of all the employees of Directorate of Training (UTCS).
8. All the weekly/monthly/Half Yearly Transaction of Business Rules (TBR) Report.

These orders are in addition to his already assigned duties.

No extra remuneration shall be paid to the officer for the same.


(VIKAS ANAND)
DIRECTOR (TRAINING)

F.No.F.1/4/30/2013/UTCS/ (Admn.)/Part-II/1976-1981

May 25, 2026

Copy forwarded for information to:-

1. OSD to Chief Secretary / In-charge Principal Secretary (Trg.), Delhi Sectt. Delhi.
2. Joint Director, Directorate of Training (UTCS)
3. All the Dy. Director(s)/Assistant Director(s), Directorate of Training (UTCS)
4. All the Branch In-charges (Trg I, II, III, IV, V & VI), Directorate of Training (UTCS) Pay & Accounts Officer, PAO-XXIV, Vishwas Nagar, Delhi.
5. AAO / DDO, Accounts Branch, Directorate of Training (UTCS).
6. P.S. to Director (Trg.), Dte. of Training (UTCS).
7. Guard file.


ADMINISTRATIVE OFFICER