

F.01/05/338/UTCS(ADMN.)/2025

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. 22301287; Fax 22308556, E-mail dutcs@nic.in

No.F.1/05/338/UTCS-Admn./2025/ 7107-7112 Dated: 09/12/25

ORDER

The Director of Training is pleased to delegate the following administrative powers to the Joint Director, Dte. of Training (UTCS), with immediate effect till further orders:

Sl. No.	Nature of Administrative Power	Powers delegated to Joint Director(Trg.)	Extent of powers of HoD/ Director (Trg.)
1	Sanction of Earned Leave/ Half Pay Leave/ Child Care Leave in respect of all the employees (other than HOO/ADs/Accounts Head)	up to 30 days (at one time)	180 days (at one time)
2	Sanction of Paternity Leave to a male employee and Maternity Leave to female employees as per Rules	Full Power	Full Power
3	Grant of Annual Increment in r/o Gazetted/ non-gazetted officers/officials.	Full Power	Full Power
4	Weekly Transaction of Business Rules (TBR) Report	Full Power	Full Power
5	All the Weekly/Monthly/ Half Yearly/ Yearly reports pertaining to this Directorate that do not require the signature of the Head of Department.	Full Power	Full Power

Prashant Goyal

(PRASHANT GOYAL)
 ADDL. CHIEF SECRETARY/DIRECTOR (TRG.)

No.F.1/05/338/UTCS-Admn./2025/ 7107 - 7112

Dated: 09/12/25

Copy forwarded for information to: -

1. P.A.O., PAO No.-XXIV, Vishwas Nagar Institutional Area, Shahdara, Delhi-110032

2. DDO, Dte. of Training, (UTCS).
3. P.S. to Special Secretary (Finance), Finance Department (Policy Division), GNCT of Delhi, 4th Level, 'A' Wing, Delhi Secretariat, New Delhi.
4. Asstt. Director (Trg.-I/II/III/IV/V & VI), Dte. of Training, (UTCS).
5. Branch In-charge (Care Taking/Accounts/Library), Dte. of Training, (UTCS).
6. Guard File

Neha Shankar

**(NEHA SHANKAR)
ADMINISTRATIVE OFFICER**

Government of National Capital Territory of Delhi
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No.F.1/05/338/UTCS-Admn./2025/ 7113- 7117

Dated: 09/12/25

ORDER

Consequent upon delegation of Financial Power to Administrative Secretaries and Head of the Department vide Finance Department, GNCT of Delhi O.M. No.FIN-POL.1/2025-Policy-Finance/Comp-246398/1758-1771 dated 02/09/2025 and in exercise of powers conferred under Rule-13 & Rule 18 of Delegation of Financial Powers Rules, 1978, the Chief Secretary/Secretary (Trg.) is pleased to delegate the following financial powers, to the Joint Director, Dte. of Training (UTCS), with immediate effect till further orders:

Sl No.	Name of Power	Financial Powers delegated to Joint Director, Training	Financial Powers delegated to HOD	Financial power delegated to the Administrative Secretary	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	Contingent Expenditure Unspecified Items (Recurring)	Rs.1,00,000/- per annum	Rs. 15,00,000/- per annum	Full Power	-
2.	Hiring of any kind of vehicle	Rs.2,00,000/- per month	Rs. 5,00,000/- per month	Full Power	-
3.	Reimbursement of Conveyance Charges	Rs.2,000/- per month	Rs. 4,000/- per month per person	Full Power	-
4.	Electric, Gas and Water Charges.	Full Power	Full Power	Full Power	-
5.	Fixture and Furniture Purchase/Repair/Hiring/Replacement & condemnation of furniture and fixture for offices other than	Rs.1,00,000/- per annum	Rs. 10,00,000/- per annum	Full Power	Any tender floated will need prior approval of HoD
6.	Motor Vehicles: Maintenance, upkeep and repair of vehicle	Rs. 50,000/- per annum	Full Power	Full Power	-
7.	Postal and Telegraphs Charges	Rs. 50,000/- per annum	Full Power	Full Power	-
8.	Printing and binding. (Private printers /	Rs.1,00,000/- per annum	Rs. 50,00,000/-	Full Power	-

	Press)		per annum.		
9.	Publications: Purchase of non-official publications includes books, newspapers, other periodical publications, etc.	Rs.5,00,000/- per annum	Full Power	Full Power	-
10.	Repairs/Periodical Services/AMC of machinery and equipment.	Rs.2,00,000/- per annum	Full Power	Full Power	Any tender floated will need prior approval of HOD
11.	Purchase of stationery stores	Rs.20,00,000/- per annum	Rs. 50,00,000/- per annum	Full Power	-do-
12.	Tent and Camp Furniture: Hiring of a Tent	Rs. 5,00,000/- per annum	Full Power	Full Power	-
13.	Telephone Charges: (As may be fixed by Government from time to time) Office Telephone	Full Power	Full Power	Full Power	-
14.	Sanction of GPF withdrawal to Govt. Servant	Full Power except in respect of Secretaries and Head of Departments belonging to All India Service Officers	Full Power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	Full Power except in respect of Secretaries and Head of Departments belonging to All India Service Officers	The power to sanction GPF withdrawal to All India Service Officers vests with FD.
15.	Payment of remuneration to part-time teachers/ Guest speakers etc.	5,00,000/- per months	Full Power	Full Power	At pre-approved rates only
16.	Washing & dry cleaning of linen.	Full Power	Full Power	Full Power	-
17.	Outsourcing of Kitchen services including supply of dietary articles.	Nil	Full Power	Full Power	Approval for Tender will be given by the HOD, thereafter, the Joint Director will have the full power to incur monthly expenditure.

18.	Engagement of Security & Sanitation Services	Nil	Nil	Full Power	After getting Administrative approval & Expenditure Sanction of Security and Sanitation Services, recurring payment will be made at the level of Joint Director
19.	Engagement of Class IV Staff, including MTS & Drivers and Nursing Orderlies on outsourced basis through private agencies and extension of contract thereof against the sanctioned vacant posts.	Nil	Nil	Full Power	After getting Administrative approval & Expenditure Sanction of Security and Sanitation Services, recurring payment will be made at the level of Joint Director
20.	Reimbursement of Mobile Bills (monthly) (As per guidelines of GNCT of Delhi)	Full Power	Full Power	-	-
21.	Reimbursement of Newspaper Bills of employees (As per guidelines of GNCT of Delhi)	Full Power	Full Power	-	-
22.	Reimbursement of Briefcase/Office Bag/Ladies Purse (As per guidelines of GNCT of Delhi)	Full Power	Full Power	-	-
23.	All TA/DA Claims of Gazetted Officers/non-gazetted officials.	Full Power	Full Power	-	-
24.	Reimbursement of Medical claims in r/o Gazetted officers /Non-Gazetted officials (for the treatment taken from DGEHS empanelled hospitals/institutions).	Rs.1,00,000/- each case	Full Power	-	-
25.	All the LTC Claims and E.L. encashment with LTC in respect of	Full Power	Full Power	-	-

	Gazetted /non-gazetted officers /officials. (as per DoPT/GNCT of Delhi guidelines)				
26.	Reimbursement of Children Education Allowance	Full Power	Full Power	-	-

The Financial Powers mentioned herein, will be exercised by the Competent Authority subject to the following conditions: -

- Finance Department, GNCT of Delhi O.M. dated 02/09/2025 may be referred for any items, if not mentioned above in this order.
- That the expenditure does not exceed the budget allocation.
- That the expenditure incurred for the purpose for which funds have been provided and the codal formalities are followed as per the FR/SR/GFR/CVC guidelines/ instructions/rules and procedures issued by the Government from time to time.
- For all purpose works/projects/schemes/goods/services will be defined as per Manual for procurement of Goods and Services of Govt. of India, CPWD Manual and other instruction of GNCT of Delhi.
- If expenditure on any item is in deviation of normal expenditure pattern in past, the same shall be brought to notice of Secretary(Trg.) in advance.
- Release of funds shall be as per norms, scales, levels and patterns as prescribed by the GFR/FRSR/Extant Rules/Circulars and Manuals.

Digitally signed by
Rajeev Verma

(RAJEEV VERMA) 2025
CHIEF SECRETARY/SECRETARY(Trg.)
11.09.04

No.F.1/05/338/UTCS-Admn./2025/ 2113- 2117

Dated: 09/12/25

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