

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/ 2/09-21/6

Dated: 15/06/26

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, I, the undersigned, in the capacity of Head of the Department, is pleased to delegate the following Financial Powers, to the Head of Office, Dte. of Training (UTCS), with immediate effect till further orders: -

Sl No.	Name of Power	Financial Powers delegated to Head of Office	Remarks
(1)	(2)	(3)	(4)
1.	<u>Contingent Expenditure</u> Unspecified Items (Recurring)	Rs.1,00,000/- per annum	-
2.	Payment of any kind of hired vehicle	Rs.2,00,000/- per month	Any tender floated will need prior approval of HoD
3.	Reimbursement of Conveyance Charges	Rs.2,000/- per month per person	-
4.	<u>Fixture and Furniture</u> - Purchase/Repair/Hiring/ Replacement & condemnation of furniture and fixture for offices other than	Rs.1,00,000/- per annum	Any tender floated will need prior approval of HoD
5.	<u>Motor Vehicles:</u>	Rs. 50,000/- per annum	-



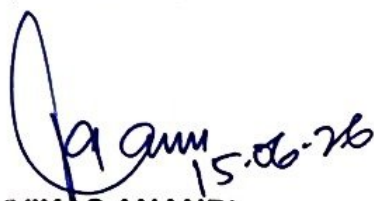
	Maintenance, up keep and repair of vehicle		
6.	<u>Postal and Telegraphs Charges</u> Charges for issue of letters, telegrams etc.	Rs. 50,000/- per annum	-
7.	Printing and binding. (Private printers / Press)	Rs.1,00,000/- per annum	-
8.	Publications: Purchase of non-official publications includes books, newspapers, other periodical publications, etc.	Rs.5,00,000/- per annum	-
9.	Repairs/Periodical Services/ AMC of machinery and equipment.	Rs.2,00,000/- per annum	Any tender floated will need prior approval of HOD
10.	Purchase of stationary stores	Rs.10,00,000/- per annum	-do-
11.	<u>Tent and Camp Furniture: -</u> Hiring of a Tent	Rs. 5,00,000/- per annum	-
12.	Telephone Charges: (As may be fixed by Government from time to time) Office Telephone	Full Power	-
13.	Sanction of GPF withdrawal to Govt. Servant	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.

(Signature)

14.	Payment of remuneration to part-time teachers/ Guest speakers etc.	5,00,000/- per months	At pre-approved rates only
15.	Washing & dry cleaning of linen.	Full Power	-
16.	Outsourcing of Kitchen services including supply of dietary articles.	Nil	Approval for Tender will be given by the HOD, thereafter, the Head of Office will have the full power to incur monthly expenditure.
17.	Reimbursement of Briefcase/Office Bag/Ladies Purse (As per guidelines of GNCT of Delhi)	Full Power	-

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

- i) Finance Department, GNCT of Delhi O.M. dated 02/09/2025 may be referred for any items, if not mentioned above in this order.
- ii) That the expenditure does not exceed the budget allocation.
- iii) 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.
- iv) 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.
- v) If expenditure on any item is in deviation of normal expenditure pattern in past, the same shall be brought to notice of the undersigned in advance.
- vi) Release of funds shall be as per norms, scales, levels and patterns as prescribed by the GFR/FRSR/Extant Rules/Circulars and Manuals.


(VIKAS ANAND)
DIRECTOR (TRG.)