

**Existing Delegation of Powers as per G O (Rt) No
13/89/G.Edn dated 16.2.1989**

Administrative and financial Powers delegated to the Director Vocational Higher Secondary Education.

- (1) Works: To accord Administrative Sanction for original Work costing up to Rs.2 lakhs subject to budget provision and an estimate prepared by the Chief Engineer.
- (2) Conference: (a) To convince and issue sanction to convene conference of the departmental officers, Board of studies, conference in regard to admission and to sanction payment of T.A, including the officers from private institution.

(b) To deput the officers from the department to attend conference convent in the state and sanction T.A for the purpose.
- (3) Purchase of Furniture : To sanction purchase of furniture from P.W.D
Work shop or any other Government agency subject to budget provision and observance of of stores purchase rules.
- (4) Purchase of books: To sanction purchase of book journals, maps, charts and other educational appliance, up to – 500 in the each case subject to budget provision on the basis of quotation and tenders to effect advance payment.
- (5) Advertisement Charges : To sanction advertisement charge up to Rs. 1000 in each case subject to budget provision and also subject to the condition that the rates

Amendments proposed in the delegation of powers

Administrative and financial Powers delegated to the director Vocational Higher Secondary Education.

- (1) Works: To accord Administrative Sanction for original Work costing up to Rs.10 lakhs subject to budget provision and an estimate prepared by the Chief Engineer.
- (2)Conference: (a) To convince and issue sanction to convene conference of the departmental officers, Board of studies, conference in regard to admission and to sanction payment of T.A, including the officers from private institution.

(b) To deput the officers from the department to attend conference convent in the state and sanction T.A for the purpose.
- (3)Purchase of Furniture : To sanction purchase of furniture from P.W.D
Work shop or any other Government agency subject to budget provision and observance of of stores purchase rules.
- (4)Purchase of books: To sanction purchase of book journals, maps, charts and other educational appliance, up to – 50000 in the each case subject to budget provision on the basis of quotation and tenders to effect advance payment.
- (5)Advertisement Charges : To sanction advertisement charge up to Rs. 10000 in each case subject to budget provision and also subject to the condition that the rates are approved by the Director of Public Relations.

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(6) Disposal universable articles :

- (a) To sanction disposal of universable articles whose book value does not exceed Rs. 5000 –in each case as per rules
- (b) To sanction disposal of surplus store whose book value does not exceed Rs. 1000 –in each case.

(7) Write off the irrecoverable arrears : To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts not exceeding Rs. 2000 –each case subject to a limit of R s. 10000- per annum and subject to rules in K.F.C

(8) Investigation of arrear claims: To sanction subject to provisions under K.F.C investigation of arrear claims by the A. G to all officers and under contingencies which are not more than 5 years old excluding time barred claims.

(9) Maintenance and Repairs: To sanction subject to budget provision, maintenance and petty construction and repair works up to Rs. 5000 – without reference to P.W.D

(10) Contingent Expenditure: To incur non –recurring contingent expenditure up to Rs. 1000 – in each case subject to budget provision and subject rules under K.F.C.

(11) Local Purchase: To sanction local purchase of stationary in urgent and unforeseen cases up to a limit of Rs. 1000 – at a limit and subject to annual limit of Rs.10000/- (Same power to the Director of Technical Education).

(6)Disposal universable articles :

- (d) To sanction disposal of universable articles whose book value does not exceed Rs. 30000 –in each case as per rules
- (e) To sanction disposal of surplus store whose book value does not exceed Rs. 10000 –in each case.

(7)Write off the irrecoverable arrears : To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts not exceeding Rs. 10000 –each case subject to a limit of R s. 50000- per annum and subject to rules in K.F.C

(8)Investigation of arrear claims: To sanction subject to provisions under K.F.C investigation of arrear claims by the A. G to all officers and under contingencies which are not more than 5 years old excluding time barred claims.

(9)Maintenance and Repairs: To sanction subject to budget provision, maintenance and petty construction and repair works up to Rs. 25000 – without reference to P.W.D

(10) Contingent Expenditure: To incur non –recurring contingent expenditure up to Rs. 10000 – in each case subject to budget provision and subject rules under K.F.C.

(11) Local Purchase: To sanction local purchase of stationary in urgent and unforeseen cases up to a limit of Rs. 10000 –at a limit and subject to annual limit of Rs.50000/- (Same power to the Director of Technical Education).

(12) Shifting of office : To sanction shifting of an office /institution from one building to another and hiring of private buildings , the rent of which does no exceed Rs. 1000/- per month subject to P.W.D Certificate .

(13) Distribution of budget allotment : To sanction distribution of budget allotment under several items of expenditure subject to the rules in the budget manual .

(14) Refund of Revenue : To sanction refund of revenue obtained in the book of financial powers vide Rules 41 to 43 K.F.C .

(15) Withdrawals from General Provident Fund : To sanction all cases of temporary withdrawals from the provident fund deposits in normal cases and in cases of requiring special sanction and non-refundable withdrawals from provident fund deposits subject to the other condition and limitation under the rules of the fond.

(16) Scholarships : To award scholarships subject to budget provision according to rules approved by Government .

(17) Educational Tours : To sanction Educational Tours of the students of the institutional under the Directorate of Vocational Higher Secondary Education subject to budget provision and rules farmed by the Government for the purpose.

(18) Grant – in - aid : To sanction pay salaries and grant to the instution under the garanti - in - aid code approved by the Government and salaries to the staff of the institutions as per rules framed by the Government for the purpose.

(12) Shifting of office : To sanction shifting of an office /institution from one building to another and hiring of private buildings , the rent of which does no exceed Rs. 30000/- per month subject to P.W.D Certificate .

(13)Distribution of budget allotment : To sanction distribution of budget allotment under several items of expenditure subject to the rules in the budget manual .

(14) Refund of Revenue : To sanction refund of revenue obtained in the book of financial powers vide Rules 41 to 43 K.F.C .

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(19) Approval of tour Programme : To approve the tour programmes of the Gazetted officers in the Directorate and in the institutions and countersign their T. A Bills .

(20) Shifting of Telephone : To shift the existing Telephone

(21) Repairs of Motor Vehicles : To sanction repairs of motor vehicles in the department and to arrange for the payment of bills not exceeding Rs.2000/- in each case subject to rules .

(22) Medical Expenses : To sanction all cases of Medical expenses subject to the conditions and limitation under the government servant benefits rules.

Administrative sanction

- a. To accord administrative sanction for purchase of equipment and lab accessories of lab items exceeding Rs. 200000./- at a time subject to bud get provision
- b. To accord Administrative sanction for requiring supplies required for the normal running of the department subject to budget provision.

24. Printing of Government Publications. To sanction printing or reprint of priced government publications

Note

The rules regarding printing of government publication in article 32 KFC Vol. I should be followed.

25. Purchase Sanction. To accord purchase sanction subject to administrative sanction for equipments upto Rs. 3,00,000/- as per rules in the stores purchase manual.

(19) Approval of tour Programme : To approve the tour programmes of the Gazetted officers in the Directorate and in the institutions and countersign their T. A Bills .

(20) Shifting of Telephone : To shift the existing Telephone

(21) Repairs of Motor Vehicles : To sanction repairs of motor vehicles in the department and to arrange for the payment of bills not exceeding Rs.25000/- in each case subject to rules .

(22) Medical Expenses : To sanction all cases of Medical expenses subject to the conditions and limitation under the government servant benefits rules.

Administrative sanction

- a. To accord administrative sanction for purchase of equipment and lab accessories of lab items exceeding Rs. 1500000./- at a time subject to budget provision
- b. To accord Administrative sanction for requiring supplies required for the normal running of the department subject to budget provision.

24. Printing of Government Publications. To sanction printing or reprint of priced government publications

Note

The rules regarding printing of government publication in article 32 KFC Vol. I should be followed.

25. Purchase Sanction. To accord purchase sanction subject to administrative sanction for equipments upto Rs. 20,00,000/- as per rules in the stores purchase manual.

26. Advance. To draw advance upto Rs. 5,000/- for each item for meeting the expenditure in any institution in the department relating to purchase and erection of machinay etc.

27. Grand of advance to Non Gazetted Officers for House construction

To grand advance to Non Gazetted Officers, coming under his administrative control for the house construction under rules in KFC.

28. Appointments, Transfers and Promotion. To Appoint, promote and transfer non gazetted officer and to appoint, promote and transfer to the lowest gazetted posts in each Service Commission recruitment rules and other rules and force.

29. Leave. To sanction all kinds of leave, except study leave for study purpose, Hospital Leave, leave to take up other employment leave, to officers both gazetted and non gazetted for which the director is the appointing authority. In all other cases, to sanction such a leave were no substitutes are required and also to make additional charge arrangement in all cases and sanction charge allowance under rules 53 (b) ii and iii or KSR, to detach officers from one office and fix another office as their Haed Quarters working arrangements not exceeding 6 months depending on exigencies of service.

30. Vacation Duty: To sanction vocational duty to the officers of Vocational High Secondary Education Department.

31. Belated Increment: To sanction payment belated increment in respect of all officers whom he is competent to appoint.

26. Advance. To draw advance upto Rs. 50,000/- for each item for meeting the expenditure in any institution in the department relating to purchase and erection of machinay etc.

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30. Vacation Duty: To sanction vocational duty to the officers of Vocational High Secondary Education Department.

31. Belated Increment: To sanction payment belated increment in respect of all officers whom he is competent to appoint.

32. Printing. To sanction printing of forms, circulars, Pamphlets, application forms, prospectus, Syllabus etc. in Govt. Presses except new forms .

33. Distraction of old records: To sanction destruction of old records as per rules.

34. Certificate for admission : To accept or project certificates issued by the board of education on their states for admission of candidates to the Vocational Higher Secondary Course in the state under the Directorate of Vocational Higher Secondary Education.

(35) Holidays and vacation : To sanction holidays and vacation to the Vocational Higher Secondary Courses in the state ,Keeping in mind the minimum number of working days are to work in academic year .

(36) Condonation of attendance : To condone the shortage at attendance upto 15% on the recommendation of the Head master /Superintendent with a remittance of Rs 10

(37) Issue of N.O.C : To issue no objection certificate for getting passports to all subordinate officers subject to general orders of Government in this matter.

(38) Issue of Experience Certificate : To issue experience certificate to all subordinate officers subject to general orders of Government in this matter.

(39) Disciplinary powers : (a) Censure : To impose the penalty of censure on members of the subordinate Serving under him p to the rank of deputy Director and equivalent posts subject to the condition that from the orders passed by the Director a revision will lie with the government .

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(b) Withholding Increment : To impose the penalty of withholding the increment on members of the subordinate service servicing under him subject to the condition that from the orders passed by the Director a revision will lie with the Government .

(c) recovery from pay for the pecuniary loss to government :

To impose on the members of the subordinate service servicing under him the penalty of recovery from pay in whole or part any

(c) Disciplinary action : To initiate disciplinary proceedings and dispose of appeals as per KCS (00&A) Rules 1960 in respect of all employees in the department of which the Director is the appointing authority .

(b) Withholding Increment : To impose the penalty of withholding the increment on members of the subordinate service servicing under him subject to the condition that from the orders passed by the Director a revision will lie with the Government .

(c) recovery from pay for the pecuniary loss to government :

To impose on the members of the subordinate service servicing under him the penalty of recovery from pay in whole or part any

(d) Disciplinary action : To initiate disciplinary proceedings and dispose of appeals as per KCS (00&A) Rules 1960 in respect of all employees in the department of which the Director is the appointing authority .

(e) To initiate disciplinary proceedings if necessary, against the Principals of VHS Schools on VHS matters in consultation with DPI.