

DEPARTMENT OF TECHNICAL EDUCATION
DELEGATION OF POWERS TO VARIOUS OFFICERS

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
(1)	(2)	(3)	(4)

DIRECTOR OF TECHNICAL EDUCATION

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| 1 | To appoint, promote and transfer Non – Gazetted Officers and to appoint, promote and transfer to lowest Gazetted post in each service in sanctioned posts and also to posts of Rs.750-1450 in the Technical Education State Service subject to P.S.C. Recruitment rules and other rules in force. | No Change |
| 2 | To sanction all kinds of leave except study leave, leave for study purpose, Hospital leave, leave to take up other employment, leave without allowances exceeding 120 days and special disability leave to officers both Gazetted and Non-gazetted for which the Director of Technical Education is the appointing authority. In all other cases, to sanction such leave where no substitutes are required and also to make additional charge arrangements in all cases and sanction charge allowance under Rule 53 (b) (ii) and (iii) of K.S.R. To detach officers from one office and fix another office as their headquarters as a working arrangement not exceeding six months depending of exigencies of service. | No Change |

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3	To sanction vacation duty to officers of the Technical Education Department.	No Change	
4	To sanction payment of belated increment in respect of all officers whom he is competent to appoint.	No Change	
5	To create part-time posts of Sweepers paid from contingencies as per rules.	No Change	
6	To accord administrative sanction to convene works costing upto 3.0 lakhs subject to budget provision and on estimates prepared by the Chief Engineer.	To accord administrative sanction to works costing upto Rs.5.0 lakhs subject to budget provision and on estimates prepared by the Chief Engineer.	Enhancement of existing power.
7	To Convene and issue sanction to conferences of Departmental officers, Boards of Studies, Conferences in regard to admission and to sanction payment of T.A. including the officers of private Institutions.	No Change	
8	To depute officers of the Department to attend Conferences convened in the state and sanction T.A. for the purpose	No Change	
9	To sanction purchase of furniture from P.W.D. Workshops or any other Government Agency subject to budget provision and observance of store purchase Rules.	No Change	
10	To sanction purchase of books and journals, maps, charts, and other educational appliances subject to budget provision on the basis of quotation and to effect advance payment	No Change	

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11	To sanction advertisement charges upto Rs.1,000/- in each case subject to the budget provision and also to the condition that rates are approved by the Director of Public Relations.	No Change	
12	To award annual contract of conveyance of materials from Railway Station etc. to the Institutions under the Directorate of Technical Education subject to the condition that the contracts should be awarded after inviting quotation and to the lowest tenderer.	No Change	
13 (a)	To sanction disposal of unserviceable articles whose book value does not exceed Rs.5,000/- in each case as per rules.	To sanction disposal of unserviceable articles whose book value does not exceed Rs.20,000/- in each case as per rules.	Enhancement of Existing power
(b)	To sanction disposal of surplus store whose book value does not exceed Rs.1,000/- in each case.	No Change	
14	To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts not exceeding Rs.2,000/- in each case subject to a limit of Rs. 10,000/- per annum and subject to the rules in K.F.C.	No Change	
15	Disposal of condemned and dismantled buildings under the control of the Director of Technical Education when the book value does not exceed Rs. 25,000/- in each case and also to dispose of unnecessary and fallen or dead trees standing in the premises of the	No Change	

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	office/Institutions subject to rules in P.W.D. Code.		
16	To sanction auction sale of usufructs of trees and lease for cultivation of premises of his office or sub offices/ institution.	No Change	
17	To sanction subject to provision under K.F.C. investigations of arrear claims by the A.G. to all officers and under contingencies which are not more than 5 years old. Note:- Time barred claims under Article 65 K.F.C are excluded.	No Change	
18	To sanction subject to budget provision maintenance and petty constructions and repair upto Rs.5,000/- in each case on a proper estimate.	To sanction subject to budget provision maintenance and petty construction and repair works upto Rs.20,000/- without reference to P.W.D.	Enhancement of existing power.
19	To incur non-recurring contingent expenditure upto Rs.1,000/- in each case subject to budget provision and subject to rules under K.F.C.	No Change	
20	To sanction local purchase of stationery in urgent and unforeseen cases upto the limit of Rs.200/- at a time subject to an annual limit of Rs. 1000/-.	To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 1,000/- at a time and subject to a maximum of Rs.5,000/-	Enhancement of existing power
21	To sanction shifting of an office/ institution from one building to another and hiring of private buildings the rent of which does not exceed Rs.300/-p.m. Subject to conditions laid down in G.O.(P) 400/58, dated 31-3-1958.	To sanction shifting of an office/institutions from one building to another and hiring of private buildings the rent of which does not exceed Rs.2.000/- per month subject to P.W.D. Certificate	Enhancement of existing power
22	To sanction distribution of	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	budget allotment under several items of expenditure subject to the rules in the Budget Manual.		
23	To sanction printing of forms, circulars, pamphlet, application forms, prospectus, syllabus etc. in Government Press. Note:- Printing of new forms and registers should have the approval of Government.	No Change	
24	To sanction destruction of old records as per rules.	No Change	
25	To incur all expenditure in connection with the conduct of Public Examinations in the department subject to the rates which may be approved by Government.	No Change	
26	To Sanction refund of Revenue as contained in the Book of Financial Powers vide Rule 41 to 43 K.F.C	No Change	
27	To sanction all cases of temporary withdrawals from the Provident Fund Deposits in normal cases and in cases requiring special sanction and non-refundable withdrawals from Provident Fund deposits subjects to the other conditions and limitations under the rules of the funds G.P.F.	No Change	
28	To award scholarships subject to budget provision according to rules approved by Government.	No Change	
29	To sanction educational tours of students of institutions under the D.T.E. subject to availability of budget provision and subject to rules formed by Government for the purpose.	No Change	
30	To sanction pay salaries and grants to Engineering Colleges and Polytechnics under the Grant-in-aid code approved by	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Government and salaries to the staff of the institutions as per rules framed by Government for the purpose.		
31	To accept or reject certificates issued by the Board of Education in other states for admission of candidates of educational institutions in this state under the Technical Education Department but not to public service.	No Change	
32	To cancel qualification certificates for tampering with entries in the certificates or for other reasons .	No Change	
33	To approve tour programme of Heads of institutions and other Gazetted officers in the Institutions in his own office and countersign their T.A. Bill.	No Change	
34	To accept endowment and prizes and approve rules therefore in respect of the institutions subject to rules in K.F.C. and K.T.C.	No Change	
35	To sanction the opening of new centres and cancellation of existing centres	No Change	
36	To appoint chief Examiners, Examiners as paper setters for the several public examinations under the Technical Education Department.	No Change	
37	To order reduction in emoluments upto 25% to persons appointed as Examiners, Chief Superintendents and Scrutiny Officers for irregularities in connection with the examinations.	No Change	
38	To sanction advance against examination contingent charges upto Rs.10,000/- at one time subject to provision in	No Change	

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	the budget.		
39	To sanction holidays and vacation to the institutions under him keeping in mind the minimum number of working days the institutions are to work in an academic year.	No Change	
40	To condone the shortage of attendance of students upto 15% on the recommendation of the Heads of Institutions with a remittance of Rs.10/- in each case.	No Change	
41	To shift the existing telephone.	No Change	
42	To sanction repairs to motor vehicles in the department and to arrange for the payment of bills not exceeding Rs.2,000/- in each case subject to rules.	No Change	
43	To sanction all cases of medical expenses subjects to the conditions and limitations under the Government Servants Medical benefit rules.	No Change	
44	To appoint staff charged to Examination contingencies at the rates approved by Government.	No Change	
45	To place departmental buildings declared unsafe by the P.W.D. at the disposal of that department for being demolished .		
46	To place land required for construction of building etc. at the disposal of the P.W.D.	No Change	
47	To accord administrative sanction for purchase of equipments and laboratory accessories of non-recurring items not exceeding	To accord administrative sanction for purchase of equipments and laboratory accessories of non-recurring items	Enhancement of existing power

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	Rs.30,000/- at a time subject to budget provision.	not exceeding Rs.2,00,000/- at a time subject to budget provision.	
48	To accord administrative sanction for recurring supplies required for the normal running of the Department subject to budget provision.	No Change	
49	To appoint Warden, Asst. Warden, Resident Tutor in the hostels attached to Engineering Colleges and Polytechnics.	No Change	
50	To sanction printing or reprinting priced Government Publications. NOTE:- The rules regarding pricing of Government Publications in Art.32 K.F.C. Vol.I should be followed.	No Change	
51	To draw advance upto Rs.5,000/- for each item for meeting the expenditure in any institution in his department relating to purchase and erection of machinery etc.	No Change	
52	To purchase subject to administrative sanction the equipments upto Rs.3,00,000/- as per rules in the Store Purchase Manual .	No Change	
53		To accord administrative sanction for purchase of furniture costing upto Rs.1 lakh.	New power
54	He may exercise all the powers of the subordinate officers in the department <u>JOINT DIRECTOR</u>	No Change	
1	To inspect institutions both Government and private under the Department of Technical Education as directed by the D.T.E. on the basis of general or specific orders.	No Change	
2	To sanction disposal of unserviceable articles whose	To sanction disposal of	Enhancement

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	book value does not exceed Rs.3000/- in each case and their disposal subject to annual limit of Rs.50,000/- per rules.	unserviceable articles whose book value does not exceed Rs.10,000/- subject to annual limit of Rs.1 lakh as per rules.	of existing power
3	To sanction subject to budget provision maintenance and petty construction and repair works upto Rs.5,000/- in each case on a proper estimate.	No Change	
4	To sanction printing of forms, circulars, pamphlets, application forms , prospectus, syllabi etc. in Government presses. NOTE: Printing of new forms and registers should have the approval of Government.	No Change	
5	Nil	To sanction subject to provision, maintenance and petty construction and repair works upto Rs.10,000/- in each case on a proper estimate.	Proposed for new power.
6	Nil	To sanction appointments, promotion and transfers of the non-gazetted officers to the sanctioned posts in the Department excluding the ministerial staff and last grade staff subject to Public Service Commission recruitment rules and orders in force from time to time	Proposed for new power.
7	Nil	To function as a Chairman of Public Examinations in the absence of the D.T.E.	Proposed for new power
8	Nil	To approve the tour programme and journey sanction of all the subordinate inspecting officers and to receive reports of academic inspection, stock verification, monitoring and Man Power Assessment.	Proposed for new power.

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9	The Joint Director may also exercise all the powers of the Deputy Director under the specific orders of D.T.E.	No Change	

CONTROLLER OF TECHNICAL EXAMINATIONS

1	To sanction journeys within the State in respect of the Deputy Controller of Technical Examinations and to countersign his T.A. Bills.	No Change	
2	To sanction payment of remuneration and T.A. to the Examiners, arising in connection with the various public Examinations (Technical) at the rate approved by Government and sanctioned by competent authority.	No Change	
3	To sanction, subject to budget provision, advances against Examinations contingent charges, upto Rs.15,000/- (Rs. Fifteen thousand only) at a time.	No Change	
4	Nil	To function as Chairman of the Board of Technical Examinations.	To function as Chairman of the Board of Technical Examinations.
5	Nil	To convene or issue sanction to convene conferences of Departmental Officers in connection with the Examination and sanction payment of T.A. to the members of staff attending the conference .	To convene or issue sanction to convene conferences of Departmental Officers in connection with the Examination and sanction payment of T.A. to the members of staff attending the conference.
6	Nil	To appoint question paper setters for the Technical Examinations conducted by this Department in accordance with the Principles laid down by the Board of Technical	To appoint question paper setters for the Technical Examinations conducted by this Department in accordance with the Principles laid

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
		Examinations	down by the Board of Technical Examinations.
7	Nil	To function as appellate authority in respect of original orders imposing penalties on Chief Superintendents, Deputy Chief Superintendents, Assistant Chief Superintendents/ Additional Examiners/ Assistant Examiners, Tabulators and Supervisors and other persons engaged for the Examination work for irregularities in connection with the Examinations and to order reduction of emolument upto 100% and to debar the concerned Examiners from Examination duties and to recommend to the concerned Head of Departments to pursue further disciplinary action, if necessary.	To function as appellate authority in respect of original orders imposing penalties on Chief Superintendents/ Assistant Superintendents, Deputy Chief Superintendents, Chief/ Additional Examiners, Assistant Examiners, Tabulators and Supervisors and other persons engaged for the Examination work for irregularities in connection with the Examinations and to order reduction of emoluments upto 100% and to debar the concerned Examiners from Examination duties and to recommend to the concerned Heads of Departments to pursue further disciplinary action, if necessary.

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8	Nil	To be appellate authority in respect of original orders imposing penalty on all Government employees engaged on Examination duty by the Deputy Controller of Technical Examination.	To be appellate authority in respect of original orders imposing penalty on all Government employees engaged on Examination duty by the Deputy Controller of Technical Examinations.
9	Nil	To be appellate authority in respect of original orders imposing penalty on candidates for malpractice's committed by them in all Examinations conducted by the Department.	To be appellate authority in respect of original orders imposing penalty on candidates for malpractice's committed by them in all Examinations conducted by the Department.
10	Nil	To initiate disciplinary proceedings and dispose of appeals as per Kerala Civil Services (Classification, Control and appeal) rules in respect of all employees of this Department.	To initiate disciplinary proceedings and dispose of appeals as per Kerala Civil Services (Classification, Control and appeal) rules in respect of all employees of this Department.
11	Nil	To make changes of languages and exemptions from study of regional language to candidates appearing for Examinations in exceptional cases.	To make changes of languages and exemption from study of regional language to candidates appearing for Examinations in exceptional cases.
12	Nil	To make changes under special circumstances in the date of public examinations already notified in Govt. Gazette.	To make changes under special circumstances in the date of public examinations already notified in Govt. Gazette.

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13	Nil	To sanction correction of the date of birth of persons in respect of all genuine cases, if the certificate is issued by the controller.	To sanction correction of the date of birth of persons in respect of all genuine cases, if the certificate is issued by the controller.
14	Nil	To sanction write off of irrecoverable arrears of revenue subject to a limit of Rs.2,000/- in a year.	To sanction write off of irrecoverable arrears of revenue subject to a limit of Rs.2,000/- in a year.
15	Nil	To accept or reject certificates issued by the Board of Technical Education or other agencies or other States for admission of candidates for Examinations in this state.	To accept or reject certificates issued by the Board of Technical Education or other agencies or other states for admission of candidates for Examinations in this state.
16	Nil	To exercise all powers of the Deputy Controller of Technical Examinations.	To exercise all powers of the Deputy Controller of Technical Examinations.

DEPUTY CONTROLLER OF TECHNICAL EXAMINATIONS

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| 1 | To appoint based on approved norms temporary staff charged to contingencies, for public examination (Technical) purposes and to sanction payment of remuneration to them at the rates fixed by Government | No Change |
| 2 | To countersign T.A. Bills of the officers under him and also the non-officials, engaged in connection with the public Examinations (Technical). | No Change |
| 3 | To hire, subject to Budget provision motor vehicles of other Govt. Departments or from the K.S.R.T.C. or private agencies in connection with Public Examinations (Technical) | No Change |

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	<p>and to meet the expenses from contingencies, subject to the condition that the hiring of motor vehicles from private agencies should be, after inviting quotations and observing the other formalities under the rules.</p>		
4	<p>To countersign contingent bills of the various Public Examinations (Technical) Centres.</p>	No Change	
5	<p>To appoint paper setters, Examiners, Chief Superintendents, Invigilators and other staff for the conduct of public Examinations (Technical) as per the norms fixed by Government.</p>	No Change	
6	<p>To sanction subject to budget provision advances against Examination contingent charges, upto Rs.10,000/- (Rupees Ten Thousand only) at a time.</p>	No Change	
7	<p>To sanction, subject to Budget provision local purchase of stationery articles, in urgent and unforeseen circumstances such as non-availability of the article with the controller of stationery upto a limit of Rs.1,000/- (Rupees one thousand only) in each case observing Stores Purchase Rules.</p>	No Change	
8	<p>To incur non-recurring contingent expenditure upto Rs.500/- (Rupees Five hundred only) in each case, subject to budget provision and subject to rules in Appendix IV of K.F.C. volume-II.</p>	No Change	
9	<p>To sanction, subject to budget provision printing of application forms, prospectus, forms, registers etc. required in</p>	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	<p>connection with the Public Examination (Technical) subject to the condition that the printing should be got done in the Government presses . While ordering the printing of forms etc. with the Superintendent of Govt. presses care should be taken to see that sufficient number of copies are got in the first print itself. For printing of new forms and Registers, prior approval of Government should be obtained.</p>		
10	<p>To sanction journeys within the state in connection with Public Examinations (Technical) in respect of all employees working under him.</p>	No Change	
11	<p>To sanction advertisement charges upto Rs. 500/- (Rupees Five hundred only) in each case subject to budget provision and also subject to the condition that the rates are approved by the Director of Public Relations.</p>	No Change	
12	<p>To sanction as per rules, disposal of unserviceable articles the book value of which does not exceed Rs.500/- (Rupees Five hundred only) in each case, subject to an annual limit of Rs. 10,000/- (Rupees ten thousand only).</p>	No Change	
13	Nil	To function as Chairman, Board of Technical Examinations, in the absence of the Controller	To function as Chairman, Board of Technical Examinations, in the absence of the Controller .
14	Nil	To take disciplinary action against candidates for malpractice committed in all Examinations conducted by this	To take disciplinary action against candidates for malpractice committed in all Examinations

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		Department.	conducted by this Department.
15	Nil	To take disciplinary action against all the persons engaged for the conduct of Examination and to order reduction in their emolument upto 50%	To take disciplinary action against all the persons engaged for the conduct of Examination and to order reduction in their emolument upto 50%.
16	Nil	To modify the Examination results if the mistakes are due to bonafide clerical error in the case of Examination conducted by this Department.	To modify the Examination results if the mistakes are due to bonafide clerical error in the case of Examination conducted by this Department.
17	Nil	To pass orders on the scrutiny and revaluation of valued answer scripts in respect of all Examinations conducted by the Department and to modify the Results if necessary.	To pass orders on the scrutiny and revaluation of valued answer scripts in respect of all Examinations conducted by the Department and to modify the Results if necessary.
18	NIL	To permit candidates for examination to change over from one language of study to another and grant exemption from study of regional languages in special cases in respect of examinations conducted by the department.	To permit candidates for examination to change over from one language of study to another and grant exemption from study of regional languages in special cases in respect of examinations conducted by the department.
19	NIL	To pass orders on the request for cancellation of candidature and to cancel candidature in	To pass orders on the request for cancellation of candidature and to

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20	NIL	<p>the case of irregular admissions to examinations.</p> <p>To order correction of entries including entries of date of birth in the records of all the institutions under the Technical Education Department including cases of clerical error.</p>	<p>cancel candidature in the case of irregular admissions to examinations.</p> <p>To order correction of entries including entries of date of birth in the records of all the institutions under the Technical Education Department including cases of clerical error</p>
21	NIL	To appoint tabulators for the tabulation work relating to Public Examinations conducted by the Department at rates prescribed by Government.	To appoint tabulators for the tabulation work relating to Public Examinations conducted by the Department at rates prescribed by Government.
22	NIL	To cancel or suspend qualification certificates issued in respect of all Examinations for tampering with entries in certificates or for other reasons.	To cancel or suspend qualification certificates issued in respect of all Examinations for tampering with entries in certificates or for other reasons.
23	NIL	To sanction the opening of new Centres and cancellation of existing centres of Examination and centres for Centralised valuation conducted by the Department.	To sanction the opening of new Centres and cancellation of existing centres of Examination and centres for Centralised valuation conducted by the Department.
24	NIL	To sanction the purchase of stores and examinations materials not exceeding Rs.20,000/- at a time subject to budget	To sanction the purchase of stores and examination materials not exceeding Rs.20,000/- at a time

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		provision and Stores Purchase Rules .	subject to budget provision and Stores Purchase Rules .
25	NIL	To sanction destruction of old records of the examination as per rules.	To sanction destruction of old records of the examination as per rules.
26	NIL	To sanction purchase of furniture from any Govt. Agency or from any Private Agency subject to budget provision and Store Purchase Rules.	To sanction purchase of furniture from any Govt. Agency or from any private Agency subject to budget provision and Store Purchase Rules.
27	NIL	To sign “for Controller of Technical Examinations, Kerala” in all fair copies of letters and orders of the Controller being addressed to Accountant General, Government and other Institutions.	To sign “for Controller of Technical Examinations, Kerala” in all fair copies of letters and orders of the Controller being addressed to Accountant General, Government and other Institutions.
28	NIL	To issue Certificates and Mark lists under his signature in respect of all Examinations conducted by the Department.	To issue Certificates and Mark lists under his signature in respect of all Examinations conducted by the Department.
29	NIL	To pass orders on the issue of duplicate Certificate and to sign all such duplicate Certificates.	To pass orders on the issue of duplicate Certificate and to sign all such duplicate Certificates
30	NIL	To Officiate as Convener to the Board of Technical Examination, Kerala.	To Officiate as Convener to the Board of Technical Examination, Kerala.
31	NIL	To supervise all arrangements for the proper conduct of all Examinations in consultation with the	To supervise all arrangements for the proper conduct of all Examinations in consultation with the

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32	NIL	Principals of Polytechnics, Superintendents of Junior Technical Schools and Head of other Technical Institution and to inspect such arrangements. To condone delay in the remittance of Examination fee and in the submission of application for Examinations in deserving cases.	Principals of Polytechnics, Superintendents of Junior Technical Schools and Head of other Technical Institutions and to inspect such arrangements. To condone delay in the remittance of Examination fee and in the submission of application for Examinations in deserving cases.
33	NIL	To pass and make payment of remuneration bills of the Examiners according to the rates fixed by Government from time to time.	To pass and make payment of remuneration bills of the Examiners according to the rates fixed by Government from time to time.
34	NIL	To sanction casual leave to the Technical Assistant and other Gazetted officers and non-gazetted officers under him.	To sanction casual leave to the Technical Assistant and other Gazetted officers and non-gazetted officers under him.
35	NIL	To conduct surprise Inspection of the Examination centres and Verification of records connected with the Examination.	To conduct surprise Inspection of the Examination centres and Verification of records connected with the Examination.
36	NIL	To sanction purchase of books required for the Examination section.	To sanction purchase of books required for the Examination section.
37	NIL	To issue journey sanction to all officers conducting journey in connection with the Examination.	To issue journey sanction to all officers conducting journey in connection with the Examination

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<u>TECHNICAL ASSISTANT:</u>			
1	NIL	To control the work in the office generally and to be in direct charge of the arrangements for the conduct of all Examinations.	To control the work in the office generally and to be in direct charge of the arrangements for the conduct of all Examinations.
2	NIL	To sanction Casual leave to all the non-Gazetted officers in the Examinations section.	To sanction Casual leave to all the non-Gazetted officers in the Examinations section.
3	NIL	To issue extracts of Marks as per rules.	
4	NIL	To take steps for the scrutiny and recording of marks of valued answer scripts of the Examination.	To take steps for the scrutiny and recording of marks of valued answer scripts of the Examination.
5	NIL	To forward indent for printed forms and stationery connected with the conduct of all Examinations and for the use of the office of the Controller of Technical Examinations.	To forward indent for printed forms and stationery connected with the conduct of all Examinations and for the use of the office of the Controller of Technical Examinations.
6	NIL	To assist the Deputy Controller for preparation of lists of paper setters/ Scrutiny Officers/ Chief/ Assistant Examiners, Chief/ Deputy Chief Superintendents, Asst. Superintendents, Tabulators, Supervisors and all other staff engaged for the examination work.	To assist the Deputy Controller for preparation of lists of paper setters/ Scrutiny Officers/ Chief/ Assistant Examiners, Chief/ Deputy Chief Superintendents, Assistant Superintendents, Tabulators, Supervisors and all other staff engaged for the examination

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7	Nil	To control all the vehicles in the Examination Section.	work. To control all the vehicles in the Examination Section.
8	Nil	To arrange the printing, packing and forwarding of question papers to various centres of examinations and collection of answer books of all Examinations from various Centres.	To arrange the printing, packing and forwarding of question papers to various centres of examinations and collection of answer books of all Examinations from various Centres.
9	Nil	To arrange the valuation of the answer papers and be in charge of tabulation of marks.	To arrange the valuation of the answer papers and be in charge of tabulation of marks.
10	Nil	To arrange for the meeting of Board of Examinations in consultation with the Deputy Controller and Controller.	To arrange for the meeting of Board of Examinations in consultation with the Deputy Controller and Controller.
11	Nil	To assist the Deputy Controller in all technical and official matters in connection with the conduct of all examinations.	To assist the Deputy Controller in all technical and official matters in connection with the conduct of all examinations.

DEPUTY DIRECTOR

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| 1 | To inspect institutions both Government and private under the Department of Technical Education as directed by the Director of Technical Education by general or specific orders. | No Change |
| 2 | To approve draft letters, orders, based on the orders passed by the Director of Technical Education to other Heads of | No Change |

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Departments and Offices and to Government and to sign for Director of Technical Education. Fair copies of such letters/orders.		
3	To authenticate and communicate fair copies of all sanctions accorded by Director of Technical Education to the Accountant General and communicate copies of such orders to Heads of Institutions.	No Change	
4	To function as Chairman of Public Examinations in the absence of the Director of Technical Education.	Delete	Joint Director is being assigned this power.
5	To review inspection reports sent by the special officer for commerce Education, Stock verification officer, Inspector of Industrial Schools, Inspector of Commercial Schools and Development officer.	To review inspection reports send by Vocational Training Organiser, Inspector of Industrial Schools and Development Officer.	Change in existing power.
6	To approve tour programmes of special officer for Commerce Education, Stock Verification Officer, Inspector of Industrial Schools, Inspector of Commercial Schools and Development officer and countersign their T.A. Bills.	To approve the tour programme of V.T.O. Inspector of Industrial Schools and Development Officer.	Change in existing power .
7	With regard to the J.T.S., Tailoring and Garment making Training Centres and Industrial Schools, the following powers will be exercised	No Change	
	(i) To take disciplinary action on candidates for the malpractice committed in the Examination.	No Change	
	(ii) To transfer students from one institutions to another.	No Change	This being allotted to Controller of Technical Examinations.
	(iii) To countersign contingent bills of the various public Examination Centres.	Delete	

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	(iv) To sanction admission to pupils migrating from other States.	No Change	
	(v). To inspect the above Institutions.	No Change	
8	To sanction purchase of furniture, accessories and equipment and other stores subject to budget provision and Store Purchase Rules for amount not exceeding Rs.30,000/- at a time.	No Change	
9	To sanction purchase of furniture from P.W.D. Workshops or any other Government Agency subject to budget provision as per Store Purchase Rules.	No Change	
10	To sanction advertisement charges upto Rs.500/- in each case subject to budget provision and also subject to the condition that the rates are approved by the D.P.R.	No Change	
11	To sanction disposal of unserviceable articles the value of which does not exceed Rs.1,000/- in each case subject to an annual limit of Rs. 25,000/-	No Change	
12	To dispose of Craft articles produced in schools by auction.	No Change	
13	To sanction auction sale of standing trees when absolutely necessary and fallen and dead trees in the grounds under his control.	No Change	
14	To sanction auction sale of usufructs of trees and lease of premises of the schools.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
15	To sanction maintenance, petty construction and repair for execution upto Rs.1,000/- in each case on proper estimate	No Change	
16	To incur non-recurring contingent expenditure upto Rs.500/- in each case subject to budget provision	No Change	
17	To sanction journey on duty of officers in J.T. Schools and Industrial Schools and Commercial Schools.	No Change	
18	With regard to Industrial Schools, Commercial Schools, Tailoring and Garment Making Training Centres, the following powers will be exercised.	No Change	
	1. To draw grant in aid bills of Industrial and Tailoring Schools.	No Change	
	2. To pass and countersign T.A. Bills of non-officials arising in connection with examinations of industrials and Tailoring Schools.	Delete	Dy. Controller of Examinations being given this power.
	3. To pass orders in the Scrutiny of valued answer scripts when difference is noted.	Delete	Dy. Controller of Examinations being given this power.
	4. To modify the examination results of the mistakes are due to bonafide errors.	Delete	Dy. Controller of Examinations being given this power.
	5. To pass orders on the issue of duplicate certificates in doubtful cases.	Delete	Dy. Controller of Examinations being given this power.
	6. To draw advance against sanctions for examination	Delete	Dy. Controller of Examinations

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	contingent charges upto 75% of the amount is competent to incur.		being given this power.
19	To accord recognition to Institutions conducting courses for KGT Examination in Commerce, Industrial subject and Engg. Subjects, subject to rules.	No Change	
20	The following powers will be exercised in regard to J.T.S		
	1. To sanction investigation of arrear claim in respect of those who he is competent to appoint which are not time barred claims.	Delete	D.D is not appointing authority
	2. To sanction increments and belated increments and their payment to those whom he is competent to appoint.	Delete	D.D is not appointing authority
	3. To sanction pre-audit of claims relating to grant-in-aid bills.	No Change	
	4. To issue administrative sanction for purchase of materials upto Rs.10,000/- at a time.	No Change	
	5. To sanction educational tours of students subject to availability of funds and the rules framed by Government.	No Change	
	6. To countersign all the bills in connection with the Direct payment to the staff of Private Engineering Colleges and Polytechnics	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	7. To draw scholarship bills to the various categories of students.	No Change	
	8. To pass and countersign grant-in-aid bills.	No Change	
	9. To review the audit reports conducted by the audit parties and inspection reports sent by the Stock Verification Officer.	No Change	
	10. To award contracts of materials from Railway station etc. to the Institution and vice-versa under the Department of Technical Education subject to condition that the contracts should be awarded after inviting quotations and to the lowest tenderer.		
21	To sanction purchase of books and journals, maps, charts and other educational appliances subject to budget provision on the basis of quotation and to effect advance payment wherever necessary. The advance payment should be in accordance with the rules in K.F.C.	No Change	
22	To prepare list of Chief Examiners, Examiners and paper setters for the several public examinations under the Technical Education Department excepting those of polytechnics and to appoint them.	Delete	Already delegated to Dy. Controller of Technical Examinations
23	To sanction advance against examination contingent charges upto Rs.10,000/- at one time subject to provisions in the budget	No Change	
24	To accord administrative sanction for purchase of equipment and laboratory accessories of non-recurring item not exceeding Rs.15,000/- at a time subject to budget provision and subject to Stores	To accord administrative sanction for purchase of equipment and laboratory accessories of non-recurring items not exceeding	Enhancement of existing power

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Purchase Rules.	Rs.30,000/- at a time for J.T.S and Polytechnics subject to budget provision and subject to Stores Purchase Rules	
25	NIL	To sanction disposal of unserviceable articles the value of which does not exceed Rs.5,000/- in each case subject to the annual limit of Rs.50,000/-	Proposed for new power.
26	NIL	To issue administrative sanction for purchase of materials upto Rs. 20,000/- at a time for J.T.S and Polytechnics.	Proposed for new power

ADMINISTRATIVE OFFICER

1	To sanction appointments, promotions and transfers of the non-gazetted officers to the sanctioned posts in the Department subject to public service recruitment rules and the orders in force from time to time.	To sanction appointments and transfers of the non-gazetted ministerial staffs and the last grade staff to sanctioned posts in the department subject to public service recruitment rules and the orders in force from time to time .	Joint Director has been assigned the powers in regard to teaching and workshop staff (non-gazetted).
2	To sanction leave other than study leave and special disability leave to those who he is competent to appoint and casual leave to non-gazetted ministerial officers.	No Change	
3	To sanction increments and belated increments to those who he is competent to appoint	No Change	
4	To organise sections in the Directorate of Technical Education and to administer the office as per provisions in the Manual of Office Procedure .	No Change	
5	To approve draft letters/orders based on the orders passed by	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Director of Technical Education to other Heads of Department and office and to Government on all matters except those relating to important and technical matters and to sign for D.T.E fair copies of such letters/orders		
6	To authenticate and communicate fair copies of all sanctions accorded by the Director of Technical Education to the Accountant General and communicate fair copies of such orders to Heads of subordinate institutions	No Change	
7	To dispose of all routine papers based on standing orders.	No Change	
8	To draw Establishment pay bills and T.A. Bills of the entire non-gazetted establishment including the Last Grade Servants and the contingent bills of the officer of the Director of Technical Education subject to the contingent bills being countersigned by the D.T.E.	No Change	
9	To countersign T.A. Bills, contingent bills of superintendents of J.T. Schools and school of arts and the Chief Lecturer and Superintendents, Diploma Course in Type writing and Shorthand.	No Change	
10	To sanction temporary withdrawals from P.F. Deposits by N.G.O of the department subject to the rules and regulations governing the fund in cases.	No Change	
11	To sanction purchase of stationery articles for the use of the office of the D.T.E In urgent and unforeseen cases when the articles are not available in the stationery stores upto the limit of Rs.50/- at a time subject to maximum of Rs.500/-	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
12	To sanction non-recurring contingent expenditure upto Rs.100/- in each case provided there is budget provision and subject to the general rules in K.F.C	No Change	
13	To sanction investigation of arrear claims excepting time-barred claims in respect of all those when he is competent to appoint which are not more than 5 years.	No Change	
14	To forward application for admission to P.F. from the non-gazetted members of staff of the office of the Director of Technical Education and countersign application for admission to state P.F.	No Change	
15	To draw bill for claims relating to purchase of stores for the office of the D.T.E.	No Change	
16	To sanction destruction of old records as per rules in the office of the D.T.E.	No Change	
17	To conduct inspection of the subordinate offices inclusive of O&M inspection	No Change	
18	To sanction auction of standing trees when absolutely necessary usufructs of trees and fallen and dead trees in the premises in the office of the Director of Technical Education	No Change	
<u>ACCOUNTS OFFICERS</u>			
1	To conduct and supervise the audit of the subordinate institutions and to forward audit reports	No Change	
2	To obtain and scrutinise the D.C.B. statements of the different institution under the D.T.E.	No Change	
3	To attend to the reconciliation of departmental accounts with the figures booked in the A.G.'s office.	Delete	This is now delegated to Financial Assistant.

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
4	Preparation of budget estimates relating to the department	Delete	This is now delegated to Financial Assistant.
5	Scrutiny of the distribution of budget allotment to subordinate offices.	Delete	This is now delegated to Financial Assistant.
6	To watch the progress of the departmental revenue and expenditure and to report to head of department irregularities or deviation.	Delete	This is now delegated to Financial Assistant.
7	To assess grants in respect of private Technical Institutions.	No Change	
8	To deal with proposals relating to the re-appropriation, re-allotment, supplementary grants and surrender of savings.	Delete	This is now delegated to Financial Assistant.
9	Verification of claims for pension and gratuity.	Delete	This is now delegated to Financial Assistant.
10	To conduct surprise inspection of accounts registers and cash balances in subordinates offices and in the head office.	No Change	
11	To scrutinise bills in respects of concession and scholarships to students.	No Change	
12	To arrange for the proper maintenance of accounts relating to loans sanctioned and/or disbursed by the department and to watch the prompt recovery of such loans.	Delete	This is now delegated to Financial Assistant.
13	To test audit the accounts of the institutions in respect of grant-in-aid.	No Change.	
14	Review of audit objection	No Change	
15	Scrutiny of cases involving-	Delete	This is now delegated to Financial Assistant.
	a) refund of revenue	Delete	This is now delegated to Financial Assistant
			This is now

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	b) abandonment of revenue	Delete	delegated to Financial Assistant
	c) enhancement of revenue	Delete	This is now delegated to Financial Assistant
	d) write off	Delete	This is now delegated to Financial Assistant
16	To scrutinise office bills and also proposals relating to purchase and works	Delete	This is now delegated to Financial Assistant
17	To advise the head of the Department on all matters relating to finance and accounts and application of fee rules, hostel rules and code rules.	Delete	This is now delegated to Financial Assistant
18	To watch the progress of expenditure under plan schemes.	Delete	This is now delegated to Financial Assistant.
19	To correspond with subordinate officer on all accounts and finance matters.	Delete	This is now delegated to Financial Assistant.
20	To sanction C/L to the staff working under him.	Delete	This is now delegated to Financial Assistant
21 a)	To draw Establishment pay bills, T.A. Bills, P.F. Bills, contingent bills and grant-in-aid bill of the Industrial Schools, Tailoring and Garment Making Training Centres and Tailoring Trade Schools.	Delete	This is now delegated to Superintendents of Junior Technical Schools, Principals of Polytechnics and Women's Polytechnics.
	b) To countersign T.A. Bill and contingent bills of the officers (Gazetted and Non-gazetted) of the JTS, School of Arts, Diploma Course in Typewriting and Shorthand, School of Painting, Mavelikara and other Industrial and Tailoring and Garment Making Training Centres and other Institutions of the category.	No Change	
	* The delegation of powers to		

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Accounts Officer is subject to the administrative control of the Financial Assistant.		
<u>PRINCIPALS (ENGINEERING COLLEGES)</u>			
1	To sanction all kinds of leave except study leave, special disability leave and leave without allowance exceeding four months to officers both Gazetted (upto and including lecturers) and non-gazetted cadre where substitute arrangements are not required.	No Change	
2	To sanction surrender of leave to all the members of the staff in the College subject to eligibility and as per rules in force.	No Change	
3	To sanction casual leave to all officers of the College.	No Change	
4	To sanction C/L to the members of the staff to attend meeting of duly constituted committees of Govt./Govt. Dept./Universities in Kerala in their capacity as members.	No Change	
5	To sanction vacation duty of officers below the rank of professors. In the case of professors prior sanction of the D.T.E will be obtained.	No Change	
6	To declare holidays on emergency situation for a maximum of 5 days at a time and to compensate such holidays.	No Change	
7	To organise sections in the office various departments and Workshop in consistence with relevant practice and orders.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
8	To sanction distribution of budget allotment to the various department of the College.	No Change	
9	To sanction all cases of temporary withdrawals both in normal case and special cases from G.P.F deposits of the Gazetted and Non-gazetted officers in the College upto a monetary limit of Rs.1,000/- subject to other conditions and limitations of the rules of the Fund.	No Change	
10	To sanction investigation of arrear claims by the A.G in respect of all members and in respect of claims under contingencies which are not more than 3 years old.	No Change	
11	To sanction local purchase of articles required for the day to day working of the laboratory/Workshop subject to a limit of Rs.500/- in each case and subject to maximum limit of Rs.10,000/- per annum and subject to the Store Purchase Rules.	To sanction local purchase of articles required for the day to day working of the institution subject to a limit of Rs.1,000/- at a time to a maximum limit of Rs.20,000/- per annum subject to budget provision and Store Purchase Rules.	
12	To sanction disposal of unserviceable articles the book value of which does not exceed Rs.1,000/- in each case and subject to an annual limit of Rs.10,000/- as per rules.	No change	
13	To publish notice in the Gazette and to correspond direct with the Superintendents of Government Presses regarding all printing work connected with authorised forms and registers for the college subject to the condition that while sanctioning printing.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Care should be taken to see that sufficient copies are got in the first print.		
14	To sanction printing of question papers at private presses subject to the conditions laid shown under the item 42 of appendix 4 of K.F.C. Vol. II.	No Change	
15	To sanction the lease of the usufructs in the institutional control and to give the institution compound on lease for cultivation subject to general orders of Government.	No Change	
16	To sanction all refunds of Revenue including fees or fines realised from the students subject to rules and regulations in this respect, observing rules in K.F.C. & K.T.C.	No Change	
17	To sanction the periodical renewal of uniforms, Belts and Badges to the Peons and other staff to whom supply of such articles has been sanctioned by Government.	No Change	
18	To sanction the endowed scholarship and medals and prizes, the award of which is vested with the Principal.	No Change	
19	To stop temporarily any scholarship/fee concession awarded to a student if his/her progress or conduct is unsatisfactory and report the matter to the D.T.E.	No Change	
20	To sanction educational tour of students and journey of officers to any place in Kerala escorting student competitors from the college in connection with the Athletic Tournaments/Educational tour and to make payment to them of the actual travelling and halting expenses	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	in connection with such journey expenditure being met from the budget provision and Athletic funds of the College respectively.		
21	To sanction journey of all officers under him to any place within the District where the Institution is situated.	No Change	
22	To countersign T.A. Bills of all officers under him subject to the condition that journey sanction is obtained for journey's outside the District.	No Change	
23	To sanction acceptance of work by the staff of the College in Co-operative Societies subject to rules and orders in the matter.	No Change	
24	To purchase articles of furniture and other equipments usually purchased from the Department of Industries and Commerce and materials for the College purchased from other Government Departments observing the Store Purchase Rules subject to budget provision.		
25	To purchase stationery articles locally in urgent and unforeseen cases subject to a limit of Rs.100/- at a time and subject to an annual limit of Rs.500/-	No change.	
26	To accord sanction for conveyance of materials to the Institution subject to observance of rules in this respect.	No Change	
27	To accord administrative sanction of purchase of items required for the institution, upto Rs.10,000/- at a time subject to availability of funds.	To accord administrative sanction for purchase of items required for the Institution upto Rs.50,000/- at a time, subject to Budget	Enhancement of existing powers.

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
28	To accord purchase sanction upto Rs.50,000/- at a time where administrative sanction exists, subject to Store Purchase Rules and Budget provision .	provision. To accord purchase sanction upto Rs.1,00,000/- at a time where all administrative sanction exists, subject to Store Purchase Rules and Budget provision .	Enhancement of existing powers.
29	To sanction non-recurring contingent expenditure upto a maximum of Rs.100/- in each case subject to rules in KFC.	No Change	
30	To correspond direct with the D.P.R. for publishing tender notices etc. in the News papers and to sanction advertisement charges upto Rs.500/- in each case at the rate approved by the D.P.R.	No Change	
31	To sanction Civil works upto Rs.5,000/- connected with the Institution subject to availability of funds.	No Change	
32	To sanction repairs and maintenance of tools, machinery workshop, equipment's and furniture etc. subject to a maximum of Rs.1,000/- at a time and subject to budget provision	To accord purchase sanction upto Rs.1,00,000/- at a time where all administrative sanction exists, subject to Store purchase Rules and Budget provision.	
33	To sanction reimbursement of the cost of medicines to the staff under his control subject to rules regarding the reimbursement.	To accord purchase sanction upto Rs.1,00,000/- at a time where all administrative sanction exists, subject to Store Purchase Rules and Budget provision.	

ADMINISTRATIVE ASSISTANTS (ENGINEERING COLLEGES):

1	To sanction all kinds of leave except study leave special disability leave and Leave without allowance exceeding four months to officers of the non-gazetted cadre when	No Change	
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Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	substitute arrangement is not necessary.		
2	To sanction surrender of leave to all non-gazetted officers subject to rules.	No Change	
3	To sanction casual leave to all Non-gazetted officers.	No Change	
4	To approve draft letters/orders based on the orders passed by the Principal of the college to the higher authorities on all matters except those involving policy question and important academic and financial matters and to sign for Principal in Fair copies of such letters/orders.	No Change	
5	To authenticate and communicate fair copies of all sanctions accorded by the Principal.	No Change	
6	To dispose of all routine papers based on Standing Orders.	No Change	
7	To forward applications for admission and closure of G.P.F. from N.G.O's of the College.	No Change	
8	To draw all establishment bills of the N.G.O.'s including part-time and contingent employees of the College.	No Change	
9	To draw the Establishment T.A. Bills of the non-gazetted officers of the College whose tour and tour diaries have been got approved by the Principal to issue the cash receipt in token of having received payment of money.	No Change	
10	To discharge the duties enjoined on the Head of office in respect of drawal and disbursement of all moneys and the maintenance of the cash book and connected subsidiary records as laid down in K.T.C and K.F.C. subject to the condition that the prior sanction of the Principal will be obtained in cases where the power is not	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	delegated to A.A. The sanction being accorded specifically or the vouchers being passed by the Principal in such cases.		
11	To sanction keeping withdrawals from G.P.F. Deposits by the N.G.O.'s upto a maximum of Rs.500/- in each case subject to rules and regulations governing the fund in ordinary and special cases.	No Change	
12	To sanction non-recurring contingent expenditure upto Rs.25/- in each cases subject to budget provision and rules in K.F.C.	No Change	
13	To sanction purchase of stationery articles for the use of the college in urgent and unforeseen cases when the articles are not available in the stationery Department upto a maximum limit of Rs.25/- at a time and subject to annual limit of Rs.300/-	No Change	

WARDEN (ENGINEERING COLLEGE HOSTEL)

1	To sanction all kinds of leave except study leave, special disability leave and leave without allowance in excess of four months to all the employees of the hostel when substitute arrangement is not necessary.		
2	To sanction temporary withdrawals from the G.P.F account of the hostel employees in ordinary and special cases upto a monetary limit of Rs.500/-	No Change	
3	To sanction the surrender leave and payment of leave salary to all the employees of the hostel subject to rules.	No Change	
4	To sanction petty purchase of articles required for the day to day working of the hostel upto a limit of Rs.20/- in each case subject to a maximum limit of Rs.200/- per	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	annum and subject to Stores Purchase Rules and availability of funds.		
5	To incur non-recurring contingent expenditure upto Rs.25/- at a time.	No Change	
6	To operate a P.D. Account in the District Treasury/State Bank of Travancore in the Engineering College, Trivandrum in the name of the Warden, Engineering College Hostel, Trivandrum, by depositing the collections relating.	No Change	
7	To discharge the functions of drawing and disbursing officer as conformed in K.T.C and K.F.C. in respect of the employees of the hostel to maintain cash books and subsidiary cash records as mentioned under the Rules.	No Change	
<u>PRINCIPALS (POLYTECHNICS)</u>			
1	To sanction all kinds of leave except study leave, special disability leave and leave without allowances exceeding four months to officers both Gazetted and Non-gazetted cadre where substitute arrangements are not required.	No Change	
2	To sanction surrender of leave to all the members of the staff in the institution subject to eligibility and as per rules in force.	No Change	
3	To sanction casual leave of all officers of the Institution.	No Change	
4	To sanction extra casual leave/duty leave to the members of the staff to attend meeting of committees duly constituted in the capacity as Members.	No Change	
5	To sanction vacation duty of officers under the Principal.	No Change	
6	To sanction condonation of shortage of attendance of 15% to cover the 80% limit after realising the prescribed fee.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
7	To declare holidays on emergency situations and to compensate such holidays.	No Change	
8	To organise sections in the various Departments and Workshops in the institution in consistence with the relevant provision and orders.	No Change	
9	To sanction distribution of Budget allotment to the various departments of the College.	No Change	
10	To sanction all cases of temporary withdrawals both in normal and special cases from the G.P.F. Deposits of the Gazetted and Non-gazetted officers of the Institution upto a monetary limit of Rs.1,000/- subject to other conditions and limitation of the fund.	No Change	
11	To sanction investigation of arrear claims of the officers under him by the A.G which are not more than 3 years old.	No Change	
12	To incur non-recurring contingent expenditure upto Rs.75/- in each case subject to budget provision and rules under KFC.	No Change	
13	To sanction purchase of books, maps and educational appliances subject to availability of funds and subject to observance of Stores Purchase Rules.	No Change	
14	To sanction disposal of unserviceable articles the book value of which does not exceed Rs.250/- in each cases subject to annual limit of Rs.2,000/- as per rules.	No change	
15	To public Notices in the Gazette and to correspond direct with the Superintendent of	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	Government presses regarding all printing works connected with authorised forms and registers for the institution. Care should be taken to see that sufficient copies are got in the first instant.		
16	To sanction printing of question papers at private presses subject to the condition laid down in item 42 of Appendix 4 of KFC vol.II.	No Change	
17	To sanction the lease of the usufructs in the institutional control and to give the institution compound on lease for cultivation.	No Change	
18	To sanction the refund a revenue including fees or fines realised from students subject to rules and regulations in this respect.	No Change	
19	To sanction the periodical renewal of uniforms, belts and badges to the last grade servants (Peon) and other staff to whom supply of such articles has been sanctioned by Government.	No Change	
20	To stop any scholarship/fee concessions awarded to a student if his/her progress of conduct is unsatisfactory and report the matter to the Director of Technical Education.	No Change	
21	To sanction journey of officers to any place in Kerala Exporting students competitors from the Institution in connection with the Athletic Tournament and to make payment to them of the actual traveling and halting expenses in connection with such journey expenditure there on being met from the Athletic Fund of the institution.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
22	To sanction journeys of all officers under him to places within the district where the Institution is situated for official purpose.	No Change	
23	T.A. Bills of all offices under him subject to the condition that journey sanctions are obtained for journeys if any performed outside the District.	No Change	
24	To purchase articles of furniture and survey equipment usually purchased from the Department of Industries and materials for the institution purchased from other Department as per the Stores Purchase Rules subject to budget provision.	No Change	
25	To purchases stationery articles locally in urgent and unforeseen cases subject to a limit of Rs.20/- at a time and subject to annual limit of Rs.100/-.	No Change	
26	To accord sanction for conveyance of materials to the institution if the rates quoted are reasonable and subject to observance of rules in this respect.	No Change	
27	To accord administrative sanction for purchase of items required for the institution upto Rs.2,500/- at a time subject to availability of funds.	To accord administrative sanction for purchase of items required for the institution upto Rs.25,000/- at a time subject to budget provision.	Enhancement of power.
28	To issue purchase sanction upto Rs.5,000/- where there is administrative sanction available from competent authority and budget provision.	To accord purchase sanction upto Rs.50,000/- at a time subject to budget provision and Store Purchase Rules.	Enhancement of power.
29	To correspond direct with the D.P.R. for publishing Tender Notice etc. in the leading Newspapers and to sanction	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
	advertisement charges at the rates approved by the D.P.R. upto Rs.200/- in each case.		
30	To sanction civil works upto Rs.3,000/- connected with the institution subject to availability of funds.	No Change	
31	To sanction reimbursement of the cost of medicines to the staff under his control subject to rules regarding the reimbursement.	No Change	
32	To draw Establishment pay bills, T.A. Bills, Provident Fund Bills, Contingent Bills and Grant-in-aid bill of Industrial Schools, Tailoring and Garment Making Training Centres and Tailoring Trade Schools.	No Change	
33	To sanction repairs and maintenance of tools, Machinery, Workshop equipments, Furniture etc. subject to a maximum of Rs.750/- at a time subject to budget provision.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Power:	Remarks
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SUPERINTENDENTS OF JUNIOR TECHNICAL SCHOOLS/ PRINCIPAL, COLLEGE OF FINE ARTS, TRIVANDRUM/ SUPERINTENDENTS, INSTITUTE OF FINE ARTS, TRICHUR/ PRINCIPAL, GOVERNMENT COMMERCIAL INSTITUTES/ SUPERINTENDENTS, RAVI VARMA INSTITUTE OF FINE ARTS, MAVELIKKARA

1	To sanction all kinds of leave except study leave, special disability leave and leave without allowances exceeding 4 months to all officers in the Institution were substitute arrangements are not necessary.	No Change	
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2	To sanction surrender of leave and payment of leave salary to all the staff in the Institution subject to eligibility and rules in force.	No Change
3	To sanction C/L to all officers of the Institution.	No Change
4	To sanction C/L duty leave to the members of the staff to attend meeting of duly constituted committees in the capacity as members.	No Change
5	To sanction vacation duty of N.G.O's in the Institution according to necessity.	No Change
6	To sanction condonation of attendance of 15% over and above the 80% limit after realising the prescribed fees from the concerned students.	No Change
7	To declare holidays on emergency situation and to compensate such holidays.	No Change
8	To originate section in the office, various departments and workshop in the Institution in accordance with existing standing orders and practice.	No Change
9	To sanction all cases of temporary withdrawals both in normal and special cases from the deposits of the staff in the institution upto Rs.500/- subject to other conditions and rules of the fund .	No Change

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
10	To sanction purchase of books maps and educational appliances subject to availability of funds and subject to observance of rules for purchase.	No Change	
11	To sanction disposal of unserviceable articles the book value of which does not exceed Rs.150/- in each case subject to annual limit of Rs.750/-	No Change	
12	To incur non-recurring contingent expenditure upto Rs.50/- in each case subject to	No Change	

	Budget provision and rules in the K.F.C.	
13	To publish notices in the Gazette and to correspond direct with the Superintendent of Government presses regarding all printing works connected with authorised forms and registers for the institutions subject to the condition that while sanctioning printing care should be taken to see that sufficient copies are got in the first instant.	No Change
14	To sanction printing of question papers at private presses subject to the condition laid down under the Item 42 Appendix 4 of the K.F.C. Vol.II	No Change
15	To sanction the lease of usufructs in the institutional control and to give the institution compound on lease for cultivation.	No Change
16	To sanction all refund of revenue including fees and fines collected from students subject to the Rules and Regulations in this respect.	No Change
17	To sanction the periodical renewal of uniforms, belts and badges to the Peons and other staff to whom supply of such articles has been sanctioned by Government.	No Change

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
18	To sanction journey of officers to any place in Kerala escorting students competitors from the Institution in connection with the Athletic tournament and to make payment to them of the actual traveling and halting expenses in connection with such journey, expenditure being met from the Athletic fund of the institution. Note:- Actual traveling expenses will be limited to the T.A admissible under rules.	No Change	

19	To sanction T.A. Bills of all officers under him subject to the condition that journey sanctions are obtained for journeys outside the district.	No Change	
20	To sanction purchase of furniture from government workshop and repair of furniture and equipments, upto a limit of Rs.250/- at a time subject to budget provision	No Change	
21	To accord administrative sanction for purchase of items required for the institution upto Rs.2,500/- at a time subject to availability of funds.	To accord administrative sanction for purchase of items required for the institution upto Rs.10,000/- at a time subject to budget provision.	Enhancement of existing power
22	To issue purchase sanction upto Rs.5,000/- where there is administrative sanction available from competent authority and subject to observance of Store Purchase Rules and availability of funds.	To accord purchase sanction upto Rs.25,000/- at a time subject to budget provision and Store Purchase Rules.	Enhancement of existing power.
23	To correspond direct with the DPR for publishing tender notice etc. in the Newspapers and to sanction advertisement charges at the rate approved by the D.P.R subject to a maximum of Rs.100/- in each case.	No change.	
24	To sanction civil works upto Rs.1000/- connected with the institution.	No Change	
25	To sanction repairs and maintenance of workshop equipment and furniture subject to a maximum of Rs.25/- per annum subject to Rules in K.F.C.	No Change	

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
26	To sanction reimbursement of the cost of medicines to the staff under his control subject to rules regarding reimbursement.	No Change	
27	To draw Establishment pay bills, T.A. Bills, Provident Fund Bills, Cont. Bills and Grant-in-aid bill of Industrial Tailoring & Garment Making Training Centres and Tailoring Trade Schools. (Only to superintendent of	No Change	

Junior Technical Schools).

Special Delegation to the Principal, College of Fine Arts, Trivandrum.

- 28 To sanction purchase of still life models, and hire of life models for instruction to students and to sanction the charges for hire of life models at the prevailing rates, subject to budget provision. No Change

ADMINISTRATIVE ASSISTANT IN THE OFFICE OF THE DIRECTOR OF TECHNICAL EDUCATION.

- 1 (a). To sanction all kinds of leave except study leave, special disability leave and leave without allowance exceeding four months to all class III and classes IV officers of the Directorate of Technical Education including those in the Vocational Training Centres, when substitute arrangements is not necessary. No Change
- (b). To sanction surrender of leave and monetary benefit thereon to all class III and class IV officers of the Directorate of Technical Education including those in the Vocational Training Centres, subject to rules. No Change
- 2 To approve draft letters, proceedings based on the orders passed by the Director of Technical Education/ Administrative officer/ Deputy Directors addressed to subordinates, except where policy question is involved and to sign "for Director of Technical Education" in fair copies of all communications. No Change

Item No.	Existing Delegation of Powers	Proposed Delegation of Powers	Remarks
3	To authenticate and communicate fair copies of all sanctions accorded by the Director of Technical Education/ Administrative officer/ Deputy Directors to the Accountant General and communicate fair copies of such orders to head of subordinate institutions.	No Change	
4	To correspond with subordinate Institutions of the	No Change	

Department.

- | | | |
|----|---|-----------|
| 5 | To dispose of routine paper based on standing orders as per the direction of the Director of Technical Education/ Administrative Officer. | No Change |
| 6 | To forward applications for admission and closure of G.P.F from the N.G.O's of the Directorate. | No Change |
| 7 | To sanction temporary withdrawal in normal cases from G.P.F. from the N.G.O's upto a maximum of Rs.500/- subject to the rules of the fund. | No Change |
| 8 | To sanction destruction of old records as per rules. | No Change |
| 9 | To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs.25/- in each case subject to an annual limit of Rs.200/- observing Store Purchase Rules. | No Change |
| 10 | To sanction advertisement charges upto Rs.100/- in each case subject to budget provision and also on condition that the rates are approved by the Director of Public Relations. | No Change |
| 11 | To sanction non-recurring contingent expenditure upto Rs.50/- in each case provided there is budget provisions and subject to general rules in the K.F.C. | No Change |

FINANCIAL POWERS

GOVERNMENT OF KERALA

Abstract

Delegation - Delegation of Financial powers to various officers in Technical Education Department - orders Issued.

FINANCE (EXPENDITURE -B) DEPARTMENT

Read:- 1. G.O.(MS) 157/83/H.E.dated: 25.7.1983.
2. Lr. No. EA2/31957/84/DTE,dt: 21.7.1984 from DTE, Trivandrum

ORDER

Government have delegated certain powers to various officers of the Technical Education Department in the G.O. read as 1st paper above. In the letter read as second paper above the Director of Technical Education has forwarded a proposal to enhance the power of the D.T.E and to delegate certain new powers to the Joint Director Regional Directorate of Technical Education, Accounts officer Engineering College, Thiruvananthapuram and Administrative Assistant, College of Fine Arts, Thiruvananthapuram . The Empowered Committee on Delegation of powers has examined the matter and made necessary recommendations.

2. Government have examined the recommendation of the empowered committee in detail and are pleased to delegate the financial powers to various officers of the Technical Education Department as detailed in the statement appended to this orders.

**By order of the Governor,
K.M.Chandrasekharan,**

Commissioner & Secretary (Finance)

To

The Accountant General (A&E)/(Audit) Trivandrum.
Director of Technical Education .
Joint Director, Regional Directorates of Technical Education.

APPENDIX

Delegation of Enhanced Financial powers to Various officers of Technical Education Department.

Sl. No	Existing delegation of powers as per G.O.(MS)157/83/HEdn. Dated : 25.7.1983.	Financial Powers
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1. DIRECTOR OF TECHNICAL EDUCATION

1	To sanction disposal of unserviceable articles whose book value does not exceed Rs.20,000/- in each case as per rules.	To sanction disposal of unserviceable articles whose book value does not exceed Rs.25,000/- in each case as per rules.
2	To sanction subject to budget provision maintenance and petty construction and repair works up to Rs.20,000/- without reference to Public Works Department.	To sanction subject to budget provision maintenance and petty construction and repair works up to Rs.1 lakh without reference to P.W.D.
3	To sanction repairs to motor vehicles in the department and to arrange for the payment of bills not exceeding to Rs.2,000/- in each case subject to rules.	To sanction repairs to motor vehicles in the department and to arrange for the payment of bills not exceeding to Rs.10,000/- in each case subject to rules.
4	To accord administrative sanction for purchase of equipments and laboratory accessories of non-recurring items not exceeding Rs.2,00,000/- at a time subject to budget provision.	To accord administrative sanction for purchase of equipment and laboratory accessories of non-recurring items not exceeding Rs.3 lakhs (Rupees three lakhs) at a time subject to budget provision.
5	To purchase subject to administrative sanction the equipment up to Rs.3,00,000/- as per rules in the Stores Purchase Manual.	To sanction purchase of equipment up to Rs. 5 lakhs at a time subject to administrative sanction as per rules in the Store Purchase Manual.
6	To draw advance up to Rs.5,000/- for each items for meeting the expenditure in any institution in his department relating to purchase and erection of machinery etc.	To draw advance up to Rs.25,000/- for each item for meeting the expenditure in any institutions under the department relating to purchase and erection of machinery, conduct of seminar, admission work etc.
7	New power	To sanction repair and maintenance of tools, Machinery, Workshops, equipment, furniture etc. limited to Rs.10,000/- at a time subject to budget provision.
8	New power	To enter into contract with for the annual maintenance of computer, plain paper copiers and other sophisticated electronic equipment up to Rs.25,000/- at a time.

2. JOINT DIRECTOR,

REGIONAL DIRECTORATE OF TECHNICAL EDUCATION

1	New power	To sanction disposal of unserviceable articles book value of which does not exceed Rs.10,000/- subject to an annual limit of Rs. One lakh as per rules.
2	New power	To sanction subject to budget provision maintenance and petty construction and repairs

- work upto Rs.10,000/- in each case on a proper estimate.
- 3 New power To dispose of Craft Articles produced in institution in public sanction subject to the limit of Rs.10,000/- at a time.
 - 4 New power To sanction auction sale of usufructs of trees and lease of premises of institution.
 - 5 New power To sanction pre-audit of claims relating to grant in aid bills.
 - 6 New power To sanction all cases of temporary withdrawal from GPF both in the normal case and in special cases of the head of Government Institution except Engineering Colleges of the Region and all categories of staff of Institution under Direct Payment.
 - 7 New power To sanction investigation of arrear claim by Accountant General in respect of all members under the region and also in respect of claim under contingencies which are not more than three years old.
 - 8 New power To sanction local purchase of articles required subject to a limit of Rs.1,000/- at a time and to a maximum limit of Rs.20,000/- per annum subject to budget provision and Store Purchase Manual.
 - 9 New power To sanction printing of question papers of Polytechnics, T.H.S. and Govt. Commercial Institute in Private printing presses subject to condition laid down under item 42 of articles 4 of K.F.C. Vol.II.
 - 10 New power To accord administrative sanction for purchase of Tools, equipment, laboratory articles, furniture and consumables required for institution under the Regional Directorate up to Rupees one lakh and purchase sanction up to Rupees one lakh subject to budget provision.
 - 11 New power To incur non-recurring contingent expenditure upto Rs.500/- in each case subject to budget provision.
 - 12 New power To countersign T.A.Bills of all the officers working under his office subject to the condition that journey sanction is obtained for journeys beyond this Region from DTE.
 - 13 New power To purchase stationery articles locally in urgent cases subject to limit of Rs.100/- at a

time and subject to an annual limit of Rs.1,000/-

- 14 New power To sanction re-imburement of the cost of medicines to the staff, including the staff of the Institution under Direct payment, in the Region subject to rules regarding re-imburement.
- 15 New power To sanction repairing of machinery, equipment, furniture and tool in the Govt. Institutions in the Region not exceeding Rs. 5,000/- in each case, subject to rules and subject to the availability of funds.
- 16 New power Drawal of advance of Rs. 5,000/- for meeting the expenditure relating to erection of machinery and admission work, conduct of seminars etc.
- 17 New power Administrative Sanction Rs. one lakh and Purchase Sanction Rs. One lakh.
- 18 New power Disposal of unserviceable articles Rs.20,000

3. ACCOUNTS OFFICER , ENGINEERING COLLEGE, THIRUVANANTHAPURAM

1. New power To monitor distribution of budget allotment to the various Department of Institution.
2. New power To sanction non-recurring expenditure not exceeding Rs. 25/- at a time in the absence of Administrative Assistant.

4. ADMINISTRATIVE ASSISTANT, COLLEGE OF FINE ARTS, THIRUVANANTHAPURAM.

- * New power To sanction purchase of stationery articles for the use of college in urgent and unforeseen cases when the articles are not available in the stationery department to a maximum limit of Rs.25/- at a time and subject to annual limit of Rs.300/-

GOVERNMENT OF KERALA

ABSTRACT

HIGHER EDUCATION – TECHNICAL – DELEGATION OF POWERS TO THE PRINCIPALS OF ENGINEERING COLLEGES – ORDERS ISSUED.

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HIGHER EDUCATION (G) DEPARTMENT

G.O. (MS) No.66/2000/H.Edn.

Dated, Thiruvananthapuram 2-5-2000.

Read:- G.O. (MS) No.157/83/H.Edn. Dated 25-7-83.

ORDER

Government are pleased to revise the delegation of powers of the Principals of Engineering Colleges as follows:-

“To sanction all kinds of leave except study leave, special disability leave and leave without Allowance exceeding four months to officers both non-gazetted and gazetted cadre (upto and including professors) where substitute arrangements are not required”

(By order of the Governor)

**N. CHANDRASEKHARAN NAIR,
Principal Secretary to Government.**

To

The Director of Technical Education, Tvpm.
The Principals of All Engineering Colleges (Through D.T.E.)
The Accountant General (A&E) Kerala/(Audit), Kerala, Tvpm.
General Adm.(SC) Department (Vide item No.4362 dated 22-4-2000)
Stock File, O/C.

5. Enhancement of Delegation of Powers to the Heads of Department for repair and replacement of spare parts of the Department Vehicles

GOVERNMENT OF KERALA

Abstract

FINANCE DEPARTMENT-ENHANCEMENT OF DELEGATION OF POWERS TO THE HEADS OF DEPARTMENTS FOR REPAIRS AND REPLACEMENT OF SPARE PARTS OF DEPARTMENT VEHICLES-ORDERS ISSUED

FINANCE (EXPENDITURE-B) DEPARTMENT

G.O.(P) No.396/2003/Fin.

Dated, Thiruvananthapuram, 23rd July, 2003.

Read:- 1. G.O.(P) No. 496/97/Fin. Dated 17-4-1997.

2. Lr.No.CMU/K/2192/97 dated 29-10-2002 from the Chief Engineer, Mechanical.

3. U.O.(f) No.22690/ISWCI/D2/WRD from the Water Resources Department.

ORDER

As per the Government order read above the financial powers of Heads of Departments for sanctioning expenditure for repairs and replacement of spare parts in respect of departmental vehicles were enhanced to Rs.10,000/- in each case without any annual limit. In the letter read as 2nd paper above, the Chief Engineer, Mechanical has requested to enhance the existing powers as the cost of spare parts and labour charges have increased considerably.

2. Government have examined the proposal in detail and are pleased to order that the existing powers of Heads of Departments for sanctioning expenditure for repairs and replacement of spare parts in respect of departmental vehicles under their custody without consulting Assistant Executive Engineer (Mech) and insisting on essentiality certificate will be enhanced to Rs.15,000 in each case with an annual limit of Rs. 25,000 per vehicle subject to availability of budget provision.

By order of the Governor,
V.S.SENTHIL,
Secretary (Finance-Expenditure).

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

All Heads of Departments and Offices.

All Departments (All Sections) of the Secretariat.

The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L.)

The Advocate General, Ernakulam (with C.L.)

The Registrar, University of Kerala/Kochi/Kozhikode/Mahatma Gandhi, Kottayam (with C.L.)

The Registrar, Kerala Agricultural University, Thrissur (with C.L.)

The Secretary, Kerala State Electricity Board, Thiruvananthapuram.

The Chief Engineer, Mechanical.

The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram (with C.L.)

The Secretary to Governor.

All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.

The Private Secretary to Chief Minister and other Ministers.

The Private Secretary to Leader of Opposition and Government Chief Whip.

The Under Secretary to the Chief Secretary.

The Director of Public Relations, Thiruvananthapuram.

The Director of Public Instructions.

6. Delegation/Enhancement of Financial Powers of the Administrative Department of Secretariat and Heads of Departments on the basis of 3rd report of Kerala Administrative Reforms Committee

GOVERNMENT OF KERALA

Abstract

FINANCE DEPARTMENT-DELEGATION/ ENHANCEMENT OF FINANCIAL POWERS OF THE ADMINISTRATIVE DEPARTMENT OF THE SECRETARIAT AND HEADS OF DEPARTMENTS ON THE BASIS OF THIRD REPORT OF KERALA ADMINISTRATIVE REFORMS COMMITTEE-SANCTIONED-ORDERS ISSUED.

FINANCE (EXPENDITURE-B) DEPARTMENT

G.O. (MS) No.299/2002/Fin.

Dated, Thiruvananthapuram 15th May, 2002.

Read:- 1. G.O. (MS) No.7/97/P& ARD dated 26-5-1997.
2. G.O. (MS) No. 28/99/P&ARD dated 17-12-1999.

ORDER

As per the Government order read as 2nd paper above, Government have approved the recommendations contained in the 3rd report of the Kerala Administrative Reforms committee regarding financial reforms to Government. In the above order it was also ordered to issue orders enhancing the existing delegation of powers of the Administrative Department of the Secretariat and Heads of Departments.

Accordingly after examining the matter in detail Government are pleased to revise the financial powers of the Administrative Department of the Secretariat and Heads of Departments as detailed in the Annexure to this Government Order.

By order of the Governor,

V.S. SENTHIL,
Secretary (Finance- Expenditure).

To

All Principal Secretaries/Secretaries/Special Secretaries to Government.
All Departments in the Secretariat including law and Finance.
All District Collectors.
All Heads of Departments.
The Principal Accountant General (Audit) Thiruvananthapuram (with C.L.)
The Accountant General (A&E) , Thiruvananthapuram (with C.L.)
The Member Secretary, Kerala Administrative Reforms committee (with C.L.)
The Private Secretary to Chief Minister
The Private Secretary to all Ministers.
The Private Secretary to Leader of Opposition/Chief Whip.
The Additional Secretary to Chief Secretary.
The Director of Public Relations.
The Stock File/Office copy.

**DELEGATION OF FINANCIAL POWERS OF ADMINISTRATIVE
DEPARTMENTS OF SECRETARIAT**

<u>Item</u>	<u>Existing powers</u>	<u>Revised Powers</u>
1. Shifting of posts	The Education Department of the Secretariat may without previous consultation with the Finance Department sanction shifting of sanctioned posts of teachers from one institution to another according to necessity.	The Administrative Department of the Secretariat may without previous consultation of the Finance Department, sanction shifting of posts having the same duties and functions like the various grade of Clerks, Typists, Confidential Assistants etc. within the same unit of appointment.
2. Leave	The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction study leave and special disability leave according to the rules in the matter. Cases where relaxation of rules is required or where there is any doubt regarding the applicability or interpretation of the rules should be sanctioned in consultation with the Finance Department.	“The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction study leave, special disability leave, leave to take up other employment and leave without allowances to join the spouse according to the rules in the matter. Cases where relaxation of rules is required or where there is any doubt regarding the applicability or interpretation of the rules should be sanctioned in consultation with the Finance Department”
3. Deputation for Training	The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction all cases of deputation of officers for training in respect of schemes the details of which have been	The Administrative Department may without previous consultation with the Finance Department sanction all cases of deputation of Officers for training, within India for a period not exceeding one month subject

Item

Existing powers

Revised Powers

sanctioned by the Finance Department before provision is included for the purpose in the Budget.

to the restrictions on economy measures imposed by Government from time to time and subject to the following conditions:-

- (i) The deputation of Officers for training is under any scheme approved by the Government in consultation with the Finance Department.
- (ii) There is specific provision for the training in the budget.
- (iii) The training is a professional one for the upgradation of the skills of the officers in the department.

4. Deputation to Foreign Service

The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction all cases of deputation to Foreign Service and extension of the period of foreign service subject to the following conditions:-

- (a) The deputation allowance should be limited to 20% of the pay in the post held under Government.
- (b) The deputation should be in accordance with the standard terms and conditions prescribed in the K.S.Rs.
- (c) The extension of the period of deputation should be on the same terms and conditions as originally sanctioned.

The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction all cases of deputation to Foreign Service and extension of the period of foreign service which are ordered in accordance with the standard terms of deputation in the KSR. However all cases involving variation in the terms or emoluments of deputation and relaxation of rules must be ordered only in consultation with Finance Department.

5. Permanent Advance

The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction permanent advance limited to a maximum of Rs.1,000/- in each case. The orders will be issued

The existing delegation in para 12 may be recast as follows:- 12. The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction

<u>Item</u>	<u>Existing powers</u>	<u>Revised Powers</u>
	on recommendation of the Accountant General in conformity with Article 95 of the K.F.C. Volume I.	permanent advances limited to a maximum of Rs.5,000/- in each case. The orders will be issued on the Recommendation of Accountant General in conformity with Article 95 of the K.F.C. volume I
6. Reimbursement of medical Expenses	The Health and Labour Department of the Secretariat may without previous consultation with the Finance Department sanction the reimbursement of medical expenses to the insured employees covered by the E.S.I. Scheme upto Rs.500 in each case.	The Labour and Rehabilitation Department of the Secretariat may without previous consultation with the Finance Department sanction the reimbursement of medical expenses to the insured employees covered by the E.S.I. Scheme upto Rs.10,000/- in each case.
7. Hiring of Private Buildings	The Departments of the Administrative Secretariat may without previous consultation with the Finance Department sanction hiring of private buildings, without monetary limit on production of the rent and non-availability certificate from the Public Works Departments.	The Departments of the Administrative Secretariat may without previous consultation with the Finance Department sanction hiring of private buildings without monetary limit, on production of the rent and non-availability certificates from the Public Works Departments. The Administrative Departments may without prior consultation with the Finance Department, also sanction hiring of private buildings without insisting on the rent and non-availability certificate from PWD subject to an upper limit of Rs.15,000 p.m.
8. Disposal of unserviceable articles		The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction the disposal of all unserviceable articles upto a limit of

<u>Item</u>	<u>Existing powers</u>	<u>Revised Powers</u>
9. Expenditure on works	The Administrative Departments of the Secretariat may without previous consultation with the Finance Department accord administrative sanction to any work provided that the estimate amount does not exceed Rs.30 lakhs [vide G.O.(P)667/2000/Fin. dated 22-3-2000].	Rs. 20,000 in each case without any annual limit subject to the provision in Articles 154-157 of the KFC volume I. The Administrative Departments of the secretariat may without previous consultation with the Finance Department accord administrative sanction to any work provided that the estimate amount does not exceed Rs.25 lakhs.
10. Maintenance Estimate of water supply & Drainage Schemes	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction maintenance estimates of water supply and sanitary installation upto Rs. 12,000 in each case provided that; the maintenance cost of water supply and sanitary installation does not exceed 2% of the capital cost and subject to the usual conditions.	The Administrative Department of the Secretariat may without previous consultation with the Finance Department sanction maintenance estimates of water supply and sanitary installation upto Rs.50,000 (Rupees fifty thousand only) in each case provided that; the maintenance cost of water supply and sanitary installation does not exceed 10% of the capital cost and subject to the usual conditions.
11. Annual maintenance of Government buildings		The Administrative Department of the Secretariat may without consultation with the Finance Department sanction maintenance estimates not exceeding Rs. 1,00,000 in each case provided the estimate does not exceed 10% of the capital cost of the building.
12. Purchase of stores other than for works	The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction expenditure which does not	The Administrative Departments of the Secretariat may without previous consultation with the Finance Department sanction expenditure which does not

Item

Existing powers

Revised Powers

	exceed Rs. 2,00,000 in respect of purchase of stores other than for works subject to budget provision being available and Store Rules being observed.	exceed Rs. 10 lakhs in respect of purchase of stores other than for works subject to budget provision being available and Store Purchase Rules being observed.
13. Addition	Nil	Satisfaction of decrees and other payment ordered by the courts. Now the cases against Government are on the increase. Very often the decree and judgment is received without much time for its satisfaction. Therefore, the Administrative Department are empowered to sanction payment on the orders of the courts without prior consultation with the Finance Department subject to the limit of Rs. 10 lakh provided that there is no scope for appeal or revision or special leave petition.

DELEGATION OF FINANCIAL POWERS TO HEADS OF DEPARTMENTS

<u>Item</u>	<u>Existing Powers</u>	<u>Revised powers</u>
1. Ceremonial function	To incur expenditure for each ceremonial function upto Rs.100	Rs.1,500
2. Disposal in auction	Rs.15,000	Rs.50,000
3. Petty expenses	Rs.50	Rs.1,000
4. Petty Construction, repair and maintenance	Upto Rs.4,000 in each case without reference to PWD	Rs.25,000
5. Contingencies- Non-recurring	Rs.1,500	Rs.10,000
6. Printing	Rs.2,000 (In emergent cases printing work may be entrusted to Private Presses without reference to SGP not exceeding Rs.50 to annual limit of Rs.500)	Rs.20,000 (Rs.50 to 500 at a time subject to an annual limit of Rs.5,000)
7. Purchase: (i) Stationery (ii) Stores	Rs.150 Rs.1 lakh, Rs.50,000. Rs.5,000 according to grouping in Appendix II	Rs.1,000 Rs. 2lakhs, Rs.1 lakh Rs.10,000 respectively.
8. Renting of Private Buildings	Upto Rs.300 in each case	Rs.2,500 per month in each case
9. Works: (i) Major Heads of Departments (ii) Minor Heads of Departments (iii) C.E. (PWD & Irrigation)	Rs.3 lakhs Upto Rs.2 lakhs Rs.15 lakhs	Rs.7.50 lakhs Rs.. 5 lakhs Rs. 15 lakhs (This limit may remain for the present)
10. Write off	Upto Rs.5,000 in each case subject to an annual limit of Rs.25,000	Rs.10,000 in each case with annual limit of Rs.50,000 (Powers now being exercised by DHS & CCF may remain unchanged.)

PURCHASE POWERS

1. Purchase of Furniture from Govt. Sources

GOVERNMENT OF KEALA

Abstract

Economy – Economy in Expenditure – Austerity Measures – Purchase of furniture from Government sources – Modifications – Orders issued.

FINANCE (SS) DEPARTMENT

G.O.(P) NO. 179/2004/Fin.

Dated, Thiruvananthapuram, 06-04-2004.

Read:- 1. G.O.(P) No.769/87/Fin. Dated 28-09-1987
2. G.O.(P) No.668/2003/Fin dated 19.12.2003

ORDER

As per the Government order 2nd cited, the Director of Collegiate Education and the Director of Public Instructions were empowered to purchase necessary furniture for Government Schools and Colleges from within the respective budget provision, subject to the rules and procedures laid down in the Stores Purchase Manual.

Further to the above, Government are pleased to order that the Director of Technical Education also will be empowered to purchase necessary furniture for the educational institutions under his control subject to availability of necessary budget provision and observance of rules and procedures laid down in the Store Purchase Manual.

**By Order of the Governor,
V.S.SENTHIL**

SECRETARY (FINANCE EXPENDITURE)

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A&E) Kerala, Thiruvananthapuram.
The Principal Secretary, Higher Education Department.
The Director of Treasuries, Thiruvananthapuram
The Director of Technical Education, Thiruvananthapuram
The Stock File/Office Copy.

**2. Enhancement of delegation of powers to the Heads of Department and
Administrative Department of Secretariat for Purchase of Stores Amendment
to Stores Purchase Manual**

GOVERNMENT OF KERALA

Abstract

Stores Purchase Department – Enhancement of delegation of powers to the Heads of Department and Administrative Department of the Secretariat for the Purchase of Stores Amendment to Stores Purchase Manual-orders issued

STORES PURCHASE (A) DEPARTMENT

G.O.(MS) No.08/2003/SPD

Dated, Thiruvananthapuram: 17.11.2003

Read:- 1. G.O.(P) No.355/2003/Fin. Dated 01.07.2003.

ORDER

As per Government Order read above, Govt. have enhanced the financial powers for the purchase of Stores by the Heads of Departments classified as Group-I, Group-II and Group-III as per Appendix XXII of the Stores Purchase Manual to Rs. 10 lakhs , Rs.3 lakhs and Rs.30,000/- respectively and also enhanced the delegation of powers of the Administrative Departments from the existing limit of Rs.10 lakhs to Rs. 20 lakhs, subject to the budget provision and observance of Stores Purchase Manual.

2. It has become necessary while making amendments in the relevant paras in the Stores Purchase Manual/amend certain other provisions. As per the existing para 96 of Stores Purchase Manual, Group-I officers means officers who purchase Stores usually above Rs.25 lakhs/per year. Group-II officers mean officers usually purchase stores between Rs.3 lakhs and Rs.25 lakhs every year and Group-III officers who purchase stores upto three lakhs every year. Government have examined the matter in detail. In pursuance of the orders read above, the following amendments are issued to para 96 of the Stores Purchase Manual.

AMENDMENTS

Para-96

- Group-I: Head of Departments who usually purchase stores above Rs.75 lakhs every year.
- Group-II: Heads of Departments who usually purchase stores worth between Rs. 10 lakhs and Rs. 75 lakhs every year.
- Group-III : Heads of Departments who usually purchase stores worth upto Rs.10 lakhs every year.

3. As per paras 99 and 100 of Stores Purchase Manual, Departmental Purchase Committee will be empowered to sanction purchase upto Rs.4 lakhs. For the purchases between Rs.4 lakhs and Rs.6 lakhs the orders of the concerned Minister will be taken and for purchase between Rs.6 lakhs and Rs.10 lakhs the orders of the Minister-in-charge of the Stores Purchase Departments also have to be taken. Purchases above Rs.10 lakhs are resumed to be considered by the Departmental Purchase Committee who would submit the concerned file with their recommendations to the Minister concerned and the Minister-in-charge of Stores Purchase Department through Secretary, Finance. The following amendments to the existing provisions of para 99 and 100 of Stores Purchase Manual are issued .

AMENDMENTS

“Para – 99:- All purchase proposals which do not fall within the powers of the head of the Department, will be considered by the appropriate Departmental Purchase Committee. The factual accuracy of the materials placed before the committee and the observance of the Rules in undertaking the various steps before bringing the proposals before the committee will be the sole responsibility of the Head of the Departments. The committee will scrutinize the proposals and take appropriate decision or make appropriate recommendations. The Departmental Purchase Committee will be empowered to sanction purchase upto Rs.13 (Thirteen) lakhs in value. In case of purchase costing upto Rs.20 (Twenty) lakhs and Rs.30 (Thirty) lakhs, the orders of the Minister-in-charge of the Stores Purchase Department will also be taken. In all these cases the sanction will be issued as a Government order from the concerned Administrative Department of the Secretariat. Any variation in the original sanction will require further reference to the Departmental Purchase Committee which made the original Decision/recommendation of purchase sanction. The sanction for the purchase should show the actual specifications quoted in the tender.

Para 100: Purchase proposals exceeding Rs.30 (Thirty) lakhs will also be considered by the Departmental Purchase Committee, which should submit the concerned files with their recommendations to the Minister concerned and the Minister-in-charge of the Stores Purchase Department through the Finance Secretary”.

4. Consequent on the above amendments and due to the enhancement of financial powers, the following amendments on the constitution of Departmental Purchase Committee are also issued.

AMENDMENTS

Para – 98

Departmental Purchase Committee:

- | | |
|---|--|
| 1. Purchase above:
Rs.30 lakhs | 1. Concerned Secretary to Government (Chairman & Convenor)
2. Secretary, Stores Purchase Department
3. Secretary, Finance Department
4. Concerned Head of Department |
| 2. Purchase between:
Rs.20 lakhs and
Rs. 30 lakhs | 1. Concerned Secretary to Government (Chairman & Convenor)
2. Concerned Head of Department
3. Joint Secretary, Deputy Secretary (Finance) (Nominated by Finance Secretary)
4. Joint Secretary, Stores Purchase Department. |
| 3. Purchase between
Rs. 13 lakhs and
Rs. 20 lakhs | 1. Concerned Secretary to Government (Chairman & Convener)
2. Concerned Head of Department.
3. Deputy Secretary/ Under Secretary (Finance)
(Nominated by Finance Secretary)
4. Deputy Secretary/Under Secretary/Stores Purchase Department |

4. Purchase between
Rs.10 lakhs and
Rs. 13 lakhs

1. Concerned Secretary to Government (Chairman & Convener)
2. Concerned Head of Department
3. Deputy Secretary/ Under Secretary (Finance)
(Nominated by Finance Secretary)
4. Under Secretary, Stores Purchase Department .

By order of the Governor

SUDHA PILLAI
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Principal Accountant General (Audit), Kerala, TVPM.
The Accountant General (A&E), Kerala, Thiruvananthapuram
All Secretaries/All Depts.(All Section) of the Secretariat.
All Heads of Departments & Office.
All Public Sector undertakings/Autonomous Bodies.
The Secretary, Kerala Public Service Commission (With C/L)
The Advocate General, Ernakulam (With C/L)
The Stock File.

3. Enhancement of delegation of Purchase Powers to the Departmental Purchase Committee – Amendment to Para 98, 99 and 100 of Stores Purchase Manual Orders

GOVERNMENT OF KERALA

Abstract

Stores Purchase Department -Enhancement of delegation of purchase powers to the Departmental Purchase Committee – Amendment to paras 98, 99 and 100 of Stores Purchase Manual - orders issued.

STORES PURCHASE (A) DEPARTMENT

G.O. (MS) No.10/2004/SPD

Dated, Thiruvananthapuram: 28.9.2004.

Read:- 1. G.O.(MS) No.8/2003/SPD dated 17-11-2003.

ORDER

As per para 98 of Stores Purchase Manual as amended in G.O.(MS) No.8/2003/SPD dated 17.11.2003, for purchases costing above Rs.30 lakh the Departmental Purchase Committee (DPC) is constituted as shown below:

1. Concerned Secretary to Government (Chairman & Convenor)
2. Secretary, Stores Purchase Department.
3. Secretary, Finance Department.
4. Concerned Head of Department.

2. About 36 Departments in the Secretariat are convening Departmental Purchase Committees frequently. In many cases, the amount of purchases involved is more than Rs.30 lakh. As per the existing rules, in such purchases, the Secretary, Stores Purchase Department (who is also Principal Secretary, Finance) as well as Secretary, Finance Department should participate in the D.P.C. During the last quarter of every financial year, they will have to attend at least three Departmental Purchase Committees per day. Since this is impractical, the Principal Secretary, Stores Purchase Department who is also holding the charge of Principal Secretary (Finance) as well as the Secretary, Finance Expenditure need to be able to nominate persons to the D.P.C. when required.

3. The D.P.C. System is intended essentially to eliminate delays in circulating files to the Finance Department and then the Stores Purchase Department. Detailed examination in the file in the Administrative Department is also to be done away with. Moreover, the orders of the D.P.C. have to be circulated, in most cases, to higher authorities. It is therefore necessary that the concerned Secretary of the Department himself chairs the D.P.C. and does not delegate the power further to Additional Secretary/Joint Secretary/ Deputy Secretary/Under Secretary, etc. in the Secretariat.

4. As per para 98 of Stores Purchase Manual as amended in Govt. Order read above, the D.P.C. is classified into 4 groups, based on the amount of purchase. Government feel that the above classification has to be limited to 3, so as to simplify the procedure and to enable speedy implementation of purchase formalities.

5. In the above circumstances, Government have decided that the provisions of paras 98, 99 and 100 of the Stores Purchase Manual (as already amended in the Government order read above) need to be further amended as detailed in the subsequent paragraphs.

6. The new Para 98, introduced vide G.O. (Ms) No.8/2003/SPD dated 17.11.2003 will be replaced with the following:

"98. Departmental Purchase Committee:

(1) The Departmental Purchase Committee are Constituted as follows:-

- | | | | |
|-----|--|----|--|
| (a) | Purchase above
Rs. 30 lakh : | 1. | Concerned Secretary to Govt. (Chairman & Convenor) |
| | | 2. | Secretary, Stores Purchase Dept. or his nominee not below the rank of Joint Secretary. |
| | | 3. | Secretary, Finance Department or his nominee not below the rank of Joint Secretary |
| | | 4. | Concerned Head of the Department. |
| (b) | Purchase between
Rs.20 lakh and
Rs. 30 lakh | 1. | Concerned Secretary to Govt. (Chairman & Convenor) |
| | | 2. | Concerned Head of the Dept. |
| | | 3. | Joint Secretary/Deputy Secretary, (Finance Dept.)
(Nominated by Finance Secretary) |
| | | 4. | Additional Secretary/Joint Secretary, Stores Purchase Department. |
| (c) | Purchase between
Rs. 10 lakh and
Rs. 20 lakh | 1. | Concerned Secretary to Govt.(Chairman & Convenor) |
| | | 2. | Concerned Head of the Dept. |
| | | 3. | Deputy Secretary/ Under Secretary (Finance Dept.)
(Nominated by Finance Secretary). |
| | | 4. | Deputy Secretary / Under Secretary, Stores Purchase Department. |

(2). The D.P.C, should be chaired by the concerned Secretary of the Administrative Department himself and his power cannot be delegated to the Additional Secretary/Joint Secretary/ Deputy Secretary/Under Secretary etc.

7. The new para 99, introduced vide G.O.(MS) No.8/2003/SPD dated 17.11.2003. will be replaced with the following:

“Para 99: All purchases proposals which do not fall within the powers of the Heads of the Department will be considered by the appropriate Departmental Purchase Committee. The factual accuracy of the materials placed before the Committee and the observances of the rules in undertaking the various steps before bringing the proposals before the Committee will be the sole responsibility of the Head of the Department. The Committee will scrutinize the proposals and take appropriate decision or make appropriate recommendations. The Departmental Purchase Committee will be empowered to sanction purchase upto Rs.20 lakh in value. In case of purchase above Rs.20 lakh (twenty lakh) and upto Rs.30 lakh (thirty lakh), the orders of the concerned Minister will be taken in all these cases the sanction will be issued as a Government Order from the concerned Administrative Department of the Secretariat. Any variation in the original sanction will require further reference to the Departmental Purchase Committee which made the original decision/recommendation of purchase sanction. The sanction for the purchase should show the actual specifications quoted in the tender”.

8. The new para 100, introduced vide G.O.(MS) 8/2003/SPD dated 17.11.2003, will be replaced with the following:

“Para 100: Purchase proposals exceeding Rs.30 lakh will also be considered by the D.P.C. who will submit the file with their recommendations to the Minister concerned and the Minister-in-charge of the Stores Purchase Department, through the Principal Secretary, Stores Purchase Department”

By order of the Governor

**K. JOSE CYRIAC
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

All Secretaries/All Departments (All Sections) of the Secretariat.

All Heads of Departments and Officers.

All Public Sector Undertakings/Autonomous Bodies.

The Secretary, Kerala Public Service Commission (with C/L)

The Advocate General, Ernakulam (with C/L).

The Stock File, O/C.

VI. ALLOCATION OF WORK AMONG DIRECTOR, JOINT DIRECTORS AND OTHER OFFICERS IN THE DIRECTORATE

GOVERNMENT OF KERALA

Abstract

Technical Education Department – Directorate of Technical Education-Re-organisation and Re-allocation of work among Director, Joint Directors and other officers in the Directorate ordered – Revised orders issued.

HIGHER EDUCATION (G) DEPARTMENT

G.O.(MS)No.82/94/HEdn.

Dated: Thiruvananthapuram, 10.5.1994.

Read:- 1. G.O.(MS) 157/83/HEdn. Dated 25.7.1983.
2. G.O.(MS)No.111/90/HEdn. Dated 8.5.1990
3. G.O.(MS)No.54/94/HEdn. Dated 4.4.1994.

ORDER

In order to stream the administration in the Technical Education Department, the Government have decided to re-organise the pattern of deployment of officers in the Directorate and re-allocate the work further among the Director, Joint Directors, Deputy Directors and other Officers. At present senior positions held by persons from the Engineering College Stream and Polytechnic Stream in the Directorate are as follows:-

Engineering College Stream

1. Director of Technical Education
2. Joint Director (Planning)
3. Joint Director (Placement & Training)
4. Professor (Direct Payment)
5. Deputy Director (Placement and Training)

Polytechnic Stream

1. Joint Director
(Academic Inspection Wing)
2. Deputy Director (General)

The following re-allocation of subjects among the Director of Technical Education, Joint Directors and other officers in the Directorate of Technical Education is ordered. These changes will take effect from 1.6.1994

1. Director of Technical Education

The Director of Technical Education shall be in charge of all matters pertaining to the Government Engineering College and Private Engineering Colleges and College of Fine Arts under the Department. All establishment matters relating to lecturer and above in the Engineering Colleges and College of Fine Arts shall be submitted to him. He shall be the member of Syndicate, Academic council etc. of Universities in which the Director of Technical Education is an ex-officio member. He shall be in charge of over all Planning and Administration of Technical Education in the State relating to Engineering Colleges and Colleges of Fine Arts. Regarding Polytechnics all establishment matters relating to the Principals in the Polytechnics and above such as transfers and postings, disciplinary cases, involve policy decision of Government which have implications over and above those of Polytechnics and affect Technical Education as a whole

etc. and proposals for funds shall also be submitted to him by the Senior Joint Director (Polytechnic Stream) before proposals on these are sent to Government.

Director of Technical Education shall have the following powers in respect of matters relating to Engineering Colleges both Government and Aided.

1. To appoint, promote and transfer non-gazetted ministerial officers and to appoint promote and transfer officers among the lowest ministerial gazetted posts in services. Lecturers in Engineering Colleges and Colleges of Fine Arts subject to P.S.C. recruitment rules and other rules in force.
2. To sanction all kinds of leave except study leave, leave for study purposes, hospital leave, leave to take up other employment, leave without allowances exceeding 120 days and special disability leave to officers both Gazetted and Non-gazetted for which the Director of Technical Education is the appointing authority. In all other to sanction such leave where no substitutes are required and also to make additional charge arrangements in all cases and sanction charge allowance under Rule 53(b) (ii) and (iii) of K.S.R. To detach officers from one office and fix another office as their Headquarters on working arrangement not exceeding six months depending on exigencies of service
3. To sanction vacation duty of officers in the Engineering Colleges and College of Fine Arts.
4. To sanction payment of belated increment in respect of all ministerial officers and officers in the Engineering Colleges, C.F.A. whom he is competent to appoint.
5. To accord administrative sanction for works costing upto Rs.5 lakhs pertaining to Engineering Colleges subject to Budget provision and on estimates prepared by the Chief Engineer.
6. To convene and issue sanction for conferences of department officers, Boards of study, Conference in regard to admission and to sanction payment of T.A. including the officers of Private institutions in respect of Engineering Colleges.
7. To depute officers of the department to attend conferences convened in the State and sanction T.A. for the purpose in respect of Engineering Colleges.
8. To sanction purchase of furniture from P.W.D. Workshops or any other Government Agency subject to budget provision and observance of Store Purchase Rules in respect of Engineering Colleges and C.F.A.
9. To sanction purchase of books and journals, maps, charts and other educational appliances subject to budget provision on the basis rotation and effect advance payment in respect of Engineering Colleges.
10. To sanction advertisement charges upto Rs.1,000/- in each case subject to the budget provision and also to the condition that the rates are approved by the Director of Public Relations.
11. To award annual contract of conveyance of materials from Railway Station etc. to the institution under the Directorate of Technical Education subject to the condition that the contracts should be awarded after inviting quotations and to the lowest tenderer.
12. (a). To sanction disposal of unserviceable articles whose book value does not exceed Rs.20,000/- in each case in respect of Engineering Colleges.
(b). To sanction disposal of surplus store whose book value does not exceed Rs.1,000/- in each case in respect Engineering Colleges.

13. To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts not exceeding Rs.2,000/- in each case subject to a limit of Rs.10,000/- per annum and subject to the rules in K.F.C.
14. Disposal of condemned and dismantled building under the control of the Director of Technical Education, when the book value does not exceed Rs.25,000/- in each case and also to dispose of unnecessary and felled or dead trees standing in the premises of the Directorate and Engineering Colleges only.
15. To sanction auction sale of usufructs of trees and lease for cultivation of premises of Directorate and Engineering Colleges only.
16. To sanction subject to provision under K.F.C. investigations of arrear claims by the Accountant General to all officers in the Engineering Colleges and under contingencies which are not more than 5 years old.

Note:- Time barred claims under Article 65 K.F.C. are excluded.

17. To sanction, subject to budget provision, maintenance and petty construction and repair works upto Rs.20,000/- without reference to P.W.D. in respect of Engineering Colleges, C.F.A.
18. To incur non-recurring contingent expenditure upto Rs.1,000/- in each case subject to budget provision and subject to rules under K.F.C.
19. To sanction local purchase of stationery in urgent and unforeseen cases upto the limit of Rs.200/- at a time subject to an annual limit of Rs.1,000/- .
20. To sanction shifting of an office/institution from one building to another and hiring of private buildings the rent of which does not exceed Rs.2,000/- p.m. subject to conditions laid down in G.O.(P) No.400/56. dt.31.3.1956.
21. To sanction distribution of Budget allotment under several items of expenditure subject to the rules in the Budget Manual in respect of Engineering Colleges.
22. To sanction printing of forms, circulars, pamphlets, application forms, prospectus, syllabus etc. in respect of Engineering Colleges in Government presses.
23. To sanction destruction of old records as per rules.
24. To sanction refund of revenue as contained in the book of financial powers vide Rules 41 to 43 of K.F.C. in respect of Engineering Colleges.
25. To sanction all cases of temporary withdrawals from the provident fund deposits in normal cases in respect of Gazetted officers in the Ministerial side and officers in the Engineering Colleges and in cases requiring special sanction and Non-refundable withdrawals from P.F. Deposits subject to other conditions and limitations under rules of the funds G.P.F.
26. To award scholarships to the students in the Engineering Colleges subject to the rules approved by Government.
27. To sanction education tours of Engineering students subject to availability of budget provision and subject rules framed by Government for the purpose.
28. To sanction pay and salaries and grants to Engineering Colleges under Grant-in-aid code approved by Government as per rules framed by Government for the purpose.
29. To cancel qualification certificates for tampering with entries with certificates or for other reasons in respect of Engineering College Students.

30. To approve tour program of the Head of the Engineering College and other gazetted officers in the Directorate and countersign their T.A. Bills.
 31. To accept endowment prizes and approved rules therefore in respect of Engineering College subject to rules in K.F.C and K.T.C.
 32. To sanction holidays and vacation in the Engineering Colleges keeping in mind the minimum number of working days the institutions are to work in an academic year.
 33. To condone the shortage of attendance to Engineering College students to 15% on recommendation of the Principal of the College.
 34. To shift the existing telephone in the Directorate.
 35. To sanction repairs to Motor vehicles in the Engineering Colleges and in the Directorate and to arrange for the payment of bills not exceeding Rs.2,000/- in each case subject to rules.
 36. To sanction all cases of Medical expenses in respect of all ministerial staff and the staff in the Engineering Colleges and in the Directorate subject to the conditions and limitations under the Government servants medical benefit rules.
 37. To appoint staff to attend to examination contingencies at the rates approved by Government in respect of Engineering Colleges.
 38. To place Engineering College building declared unsafe by the P.W.D. at the disposal of that department for being demolished.
 39. To place land required for construction of Engineering College building at the disposal of the P.W.D.
 40. To accord administrative sanction for purchase of equipment and laboratory accessories of non-recurring items not exceeding Rs.2 lakhs at a time subject to Budget provision in respect of Engineering Colleges.
 41. To accord administrative sanction for recurring supplies required for Engineering Colleges subject to budget provision.
 42. To appoint Warden, Assistant Warden, Resident Tutor in the hostels attached to Engineering Colleges.
 43. To sanction printing or reprinting of priced Government publications.
- Note:-** The rules regarding pricing of Government publications in Art.32 K.F.C. Vol.I should be followed:
44. To draw advance upto Rs.5,000/- for each item for meeting the expenditure in the Engineering Colleges relating to purchase and erection of machinery etc.
 45. To purchase subject to administrative sanction equipment upto Rs.3 lakh for Engineering Colleges and Directorate as per rules in the Store Purchase Manual.
 46. To accord administrative sanction for purchase of furniture costing upto Rs.1 lakh in the Engineering Colleges and for the Directorate.
 47. He may exercise all the powers of the subordinate officers in the Directorate and head of Institutions other than Polytechnic, Technical High School etc.

Joint Director (Placement & Training) will be re-designated as Senior Joint Director (Engineering Colleges Stream). Sri. T.Oommen, Joint Director in charge of Director of Technical Education will be the Senior Joint Director (Engineering Colleges Stream) in addition to his duties as D.T.E. in charge.

From 1.6.1994 the post of Joint Director (Planning) in the Directorate will be shifted to Kalamassery will be re-designated as Joint Director, Industry Institute Interaction Cell. Joint Director (III C) will report to the Director (Technical Education). The post of

Joint Director (CDC) (Polytechnic stream) at present at Kalamassery will be shifted to the Directorate to make possible better co-ordination with other agencies implementing the World Bank Assisted Technical Education Project (WBATEP). Joint Director (Curriculum Development Cell) will circulate files relating to the subject dealt by him to the Senior Joint Director (Polytechnic Stream).

Senior Joint Director (Polytechnic Stream)

The Joint Director (AIW) shall be re-designated as Senior Joint Director (Polytechnic Stream).

The Senior Joint Director (Polytechnic Stream) shall be in charge of all matters relating to Polytechnics (Government and Government aided), Technical High Schools, and all other institutions except Engineering Colleges and Colleges of Fine Arts. He will be in charge of over all Planning and Administration of Polytechnics, Technical High Schools and all other institutions, except Engineering Colleges and Colleges of Fine Arts.

All establishment matters relating to the institutions mentioned above such as appointments, transfers, postings, sanction of leave etc. and also financial matters relating to officers and subordinates working in the Polytechnic wing of the Directorate excluding Principals shall be under his charge. He shall exercise all powers in respect of such posts for which he is appointing authority as per rules. He shall also be the Controller of Technical Examination and he shall also be holding all ex-officio positions so far held by the Director of Technical Education in the matter of Polytechnics and institutions other than Engineering Colleges and College of Fine Arts. He shall have the following powers in respect of matters relating to Polytechnics, Technical High Schools etc. except Engineering Colleges and College of Fine Arts.

1. To appoint, promote and transfer non-gazetted officers and to appoint promote and transfer personnel to lowest gazetted post in each service in sanctioned posts in respect of Polytechnics, Technical High Schools etc. except Engineering Colleges and College of Fine Arts subject to P.S.C. recruitment rules and other rules in force.
2. To sanction all kinds of leave except study leave, leave for study purpose, hospital leave, leave to take up other employment, leave without allowances exceeding 120 days and special disability leave to officers both gazetted and non-gazetted for which Joint Director of Technical Education is the appointing authority. In all other cases to sanction such leave when no substitute are required and also to make additional charge arrangements in all cases and sanction charge allowance under rule 53(b) (ii) and (iii) of K.S.R. To detach officers from one office and fix another office as their Head quarters as a working arrangement not exceeding six months depending on exigencies of Service.
3. To sanction vacation duty to officers of Technical Education Department except Engineering Colleges, College of Fine Arts and those officers who come under the jurisdiction of the D.T.E.
4. To sanction payment of belated increment in respect of all officers in the institutions except Engineering Colleges and College of Fine Arts to whom he is competent to appoint.
5. To accord administrative sanction to convene works costing upto Rs.5 lakhs pertaining to institutions other than Engineering Colleges and College of Fine Arts subject to budget provision and on estimate prepared by the Chief Engineer.
6. To accord sanction to convene conferences of departmental officers, board of studies conference in regard to admissions of polytechnics and to sanction payment of T.A.

including the officers of private institutions other than Engineering colleges and College of Fine Arts.

7. To depute officers of the department to attend conferences convened in the state and sanction T.A. for the purpose in respect of officers excluding Engineering Colleges and College of Fine Arts.
8. To sanction purchase of furniture from P.W.D. Workshops or any other government agency for the use of institutions other than Engineering Colleges and College of Fine Arts subject to budget provision and observance of Stores Purchase Rules.
9. To sanction purchase of books and journals, maps, charts and other educational appliances to the institutions other than Engineering Colleges and College of Fine Arts subject to budget provision on the basis of quotation and to effect advance payment.
10. To sanction advertisement charges upto Rs.1000/- in each case subject to the budget provision and also to the condition that the rates are approved by the Director of Public Relations, on the matters relating to institutions other than Engineering Colleges.
11. To award annual contract of conveyance of materials from Railway station etc. to the institutions other than Engineering Colleges/ College of Fine Arts under the Directorate of Technical Education subject to the condition that the contract should be awarded after inviting quotation and to the lowest tenderer.
12. To sanction disposal of unserviceable articles whose book value does not exceed Rs.20,000/- in each case as per rules.
13. To sanction disposal of surplus stores relating to institutions other than Engineering Colleges and C.F.A. whose book value does not exceed Rs.1000/- in each case.
14. To sanction write off of irrecoverable arrears of revenue and other irrecoverable amounts not exceeding Rs.2,000/- in each case subject to a limit of Rs.10,000/- per annum and subject to rules in K.F.C. for the matters relating to institutions other than Engineering Colleges/ College of Fine Arts.
15. Disposal of condemned and dismantle buildings under the control of Joint Director of Technical Education when the book value does not exceed Rs.25,000/- in each case and also to dispose of unnecessary and fallen or dead trees standing in the premises of the office/ institutions other than Engineering colleges/ C.F.A, subject to rules in P.W.D. Code.
16. To sanction auction sales of usufructs of trees and lease for cultivation of premises of his office or sub offices/ institutions excluding Engineering Colleges/College of Fine Arts.
17. To sanction subject to provision under K.F.C, investigations of arrear claims to all officers excluding the officers of the Engineering Colleges and College of Fine Arts under contingencies which are not more than five years old.
Note:- Time barred claims under article 65 K.F.C, are excluded.
18. To sanction subject to budget provision, maintenance and petty constructions and repair works relating to institutions other than Engineering Colleges and College of Fine Arts upto Rs. 20,000/- without reference to P.W.D.
19. To incur non-recurring contingent expenditure for the institutions other than Engineering Colleges/ C.F.A. upto Rs.1,000/- in each case subject to budget provision and subject to rules under K.F.C.

20. To sanction local purchase of stationery in urgent and unforeseen cases for the use of institutions other than Engg. Colleges and College of Fine Arts upto a limit of Rs.1,000/- at a time and subject to a maximum of Rs.5,000/-
21. To sanction of shifting an office or institutions excluding Engg. Colleges and College of Fine Arts from one building to another and hiring of private buildings, the rent of which does not exceed Rs.2,000/- per month, subject to P.W.D. Certificate.
22. To sanction distribution of budget allotment under several items of expenditure relating to institutions other than Engg. Colleges and College of Fine Arts subject to the rules in the Budget Manual.
23. To sanction printing of forms, circulars, pamphlets, applications, forms, prospectus syllabi etc. relating to institutions other than Engineering Colleges and College of Fine arts in Government Presses.

Note:- Printing of new forms and registers should have the approval of Government.

24. To sanction destruction of old records relating to the institutions other than Engg. Colleges and College of Fine Arts as per rules.
25. To incur all expenditure in connection with the conduct of Public Examinations relating to all institutions other than Engg. Colleges and College of Fine Arts in the department subject to the rates which may be approved by Government.
26. To sanction refund of revenue in respect of all institutions others than Engg. Colleges and College of Fine Arts as contained in the book of Financial powers vide rules 41 to 43 K.F.C.
27. To sanction all cases of temporary withdrawals from the provident fund deposits in normal cases and in cases requiring special sanction and Non-Refundable withdrawals from Provident Funds deposit subject to the other conditions and limitations under the rules of the funds of G.P.F. for the staff of institutions other than Engg. Colleges and College of Fine Arts.
28. To award scholarships to the students of institutions other than Engg. Colleges and College of Fine Arts subject to budget provision & according to rules approved by Government.
29. To sanction educational tours of students of institutions other than Engg. Colleges and College of Fine Arts subject to availability of budget provision and subject to rules framed by Govt. for the purpose.
30. To sanction pay salaries and grants to Polytechnics under the grant-in-aid code approved by Govt. and salaries to the staff of the institutions as per rules framed by Govt. for the purpose.
31. To accept or reject certificates issued by the Boards of Education in other States for admission of candidates to educational institutions other than Engg. Colleges and College of Fine Arts in the state but not to public service.
32. To cancel qualification certificates for tampering with entries in the certificates or for other reasons.
33. To approve tour program of heads of institutions other than Engg. Colleges and College of Fine Arts and other gazetted officers in the institution and countersign their T.A. Bills.
34. To accept endowment and prizes and approve rules therefore in respect of the insitutions other than Engg. Colleges and College of Fine Arts subject to rules in K.F.C. and K.T.C.

35. To sanction the opening of new centres and cancellation of existing centres.
36. To appoint chief examiners, examiners as paper setters for the several public examinations conducted by the Department of Technical Education.
37. To order reduction in emoluments upto 25% to persons appointed as examiners, Chief Superintendents and Scrutiny officers for irregularities in connection with the examination.
38. To sanction advances against examinations for the institutions other than Engg. Colleges and College of Fine Arts contingent charges upto Rs.10,000/- at one time subject to provision in the budget.
39. To sanction holidays and vacation to the institutions other than Engg. Colleges and College of Fine Arts keeping in mind the minimum number of working days in the institutions are to work in an academic year.
40. To condone the shortage of attendance of students of institutions other than Engineering Colleges and College of Fine Arts upto 15% on the recommendation of the heads of institution with the remittance of Rs.10/- in each case.
41. To shift the existing telephone of institutions other than Engineering Colleges, and College of Fine Arts.
42. To sanction repairs to Motor Vehicles in the institutions other than Engg Colleges and to arrange for the payment of bills not exceeding Rs.2,000/- in each case subject to rules.
43. To sanction medical expenses of the staff of the institutions other than Engineering Colleges and College of Fine Arts subject to the conditions and limitations under the Government servants Medical Benefit Rules.
44. To appoint staff for the institutions other than Engg. Colleges and College of Fine Arts charged to Examination contingencies at the rates approved by the Government.
45. To place buildings of institutions other than Engg. Colleges and College of Fine Arts declared unsafe by the P.W.D. at the disposal of that department for being demolished.
46. To place land required for instruction of buildings for institutions other than Engg. Colleges at the disposal of the P.W.D.
47. To accord administrative sanction for the purchase of equipment and laboratory accessories of non-recurring items for the use of institutions other than Engineering Colleges and College of Fine Arts not exceeding Rs.2,00,000/- at a time subject to budget provision.
48. To accord administrative sanction for recurring supplies required for the normal running of the institutions other than Engg. Colleges and College of Fine Arts subject to budget provision.
49. To appoint Warden, Assistant Warden, resident tutor in the hostel attached to Polytechnics.
50. To sanction printing or re-printing of priced publications for the institutions other than Engg. Colleges and C.F.A.
Note:- The rules regarding pricing of Government publications in article 32 K.F.C. Vol. I be followed.
51. To draw advance upto Rs.5,000/- for each item meeting the expenditure in any institutions other than Engg. Colleges and College of Fine Arts relating purchase and erection of machinery etc.

52. To purchase for institutions other than Engg. Colleges and College of Fine Arts subject to administrative sanction, equipment upto Rs.3,00,000/- as per rules in the Store Purchase Manual.
53. To accord administrative sanction for purchase of furniture costing upto Rs.1 lakh for use in the institutions other than Engg. Colleges.
54. To inspect institutions both the Govt. and Aided under the Department of Technical Education other than Engineering Colleges and College of Fine Arts.
55. To function as a chairman of public examinations conducted by the Department.
56. The Senior Joint Director may also exercise powers of the Deputy Director and other officers in the Directorate and heads of the institutions other than Engineering Colleges and C.F.A. in the State.

Senior Joint Director (Engineering College Stream)

He will be in charge of the matters relating planning and purchase matters relating to all Engineering Colleges in the State and College of Fine Arts in charge of the admission and allocation of such candidates in the Engineering Entrance Examinations, to the various Engineering Colleges in the state. He shall monitor the Plan schemes in the Engineering Colleges and College of Fine Arts. The Senior Joint Director (Engineering College Stream) shall have the following powers in respect of matters relating to Engineering Colleges both Government and Private:

1. He shall be in charge of the Training programs of the staff members in the Engineering Colleges. He shall also conduct demand survey of the Engineers in the various fields of Engineering and technology in the conventional and emerging areas and submit proposals to D.T.E. for new programs in the Engineering Colleges.
 2. To inspect institutions both Government and Private under the Department of Technical Education as directed by the D.T.E. on the basis of general or specific orders.
 3. To sanction disposal of unserviceable articles whose book value does not exceed Rs.3,000/- in each case and their disposal subject to annual limit of Rs.50,000/- per rules.
 4. To sanction subject to budget provision, maintenance and petty construction and repair works upto Rs.5,000/- in each case on a proper estimate.
 5. To sanction printing of forms, circulars, pamphlets, application forms, prospectus, syllabi etc. in Government presses.
- Note:-** Printing of new forms and registers should have the approval of Government
6. To sanction subject to budget provision, maintenance and petty construction and repair works upto Rs.10,000/- in each case on a proper estimate.
 7. To sanction appointments, promotion and transfers of the non-gazetted officers to the sanctioned posts in the Department excluding the ministerial staff and last grade staff subject to Public Service Commission recruitment rules and orders in force from time to time.
 8. To function as a chairman of Public Examinations in the absence of the D.T.E.
 9. To approve the tour program and journey sanction of all the subordinate inspecting officers and to receive report of academic inspection, stock verification, Monitoring and Man power Assessment.
 10. To formulate Plan schemes in the department and monitor appraise and evaluate the same.

11. To sanction appointments, promotions and transfers in respect of Tradesman and Trade Instructors to the sanctioned posts subject to the P.S.C. recruitment rules and orders in force from time to time.
12. To sanction appointments, promotions and transfers of Non-gazetted officers except ministerial and Last Grade officers in the Commercial Institutes, TGMT centres to the sanctioned posts subject to P.S.C. recruitment rules and orders from time to time.
13. Selection of candidates for sponsoring for short-term and long-term courses in respect of Engineering Colleges.
14. To collect details and data for legislative committee Meetings.
15. The monitoring of SEP and TSP programs in respect of all institutions under the Department.
16. To incur all expenditure in connection with the conduct of Public Examinations in the department, subject to the rates which may be approved by Government.
17. To accept or reject certificates issued by the Boards of Education in other States for admission of candidates of educational institutions in this State under the Technical Education Department but not to Public Service.
18. To sanction the opening of new centres and cancellation of existing centres.
19. To appoint Chief Examiners, Examiners as paper setters for the several public examinations under the Technical Education Department.
20. To order reduction in emoluments upto 25% to persons appointed as Examiners, Chief Superintendents and Scrutiny officers for irregularities in connection with the examinations.
21. To sanction advances against examination contingent charges upto Rs.10,000/- at one time subject to the provision in the budget.

Joint Director (Curriculum Development Centre) (Polytechnic Stream)

Joint Director (Curriculum Development Centre) shall conduct the academic inspection of all Polytechnics, Women's Polytechnics, Technical High Schools, Government Commercial Institutes, T.G.M.T. Centres, Institute of Fine Arts etc.

He shall be in charge of preparation, revision and updating of syllabi and curriculum for the Diploma and certificate courses under the department.

He shall be in charge of the training programs of the faculty and support staff in the institutions, other than Engineering Colleges and Colleges of Fine Arts.

He shall make a survey of the man power needs in the Industries and community and design programs and submit proposals to the Joint Director (Polytechnic Stream) to meet these demands in the emerging areas of engineering and technology from time to time.

Professor (Direct Payment)/ Engineering College Stream

Professor (Direct Payment) will be in charge of the Direct Payment system relating to the T.K.M. College of Engg. He shall be responsible for the proper implementation of the Direct Payment Agreement and for the approval, regularization etc. of the appointments in the Private Engineering Colleges of the State. He shall conduct the academic inspection in the Engineering Colleges and College of Fine Arts in the state.

Deputy Director (General)/(Polytechnic Stream)

The Deputy Director (General) will be in charge of the academic and purchase matters relating to Polytechnics and Institutions other than Engineering Colleges in the State. He shall be in charge of the Admissions to the Polytechnics and Women's Polytechnics in the State.

Deputy Director (Placement & Training)

He shall be in charge of the placement of graduate apprentices in Industries and be the liaison officer of the Department for the Industry Institute Interaction.

**Assistant Director (Supervisory Development Centre)
(Polytechnic Stream).**

Assistant Director, shall be in charge of the placement of diploma apprentices in Industries and shall submit proposals and reports to the Joint Director (Curriculum Development Centre) for approval. He shall conduct training programs at the certificate level and short term non-formal programs for personnel from Industries under the guidance and approval of the Joint Director (Curriculum Development Centre).

The following officers working in the Directorate will deal with matters relating to Engineering Colleges as well as Polytechnics and shall submit the files, wherever necessary to the higher officers as detailed below.

- | | |
|-------------------------------|--|
| 1. Administrative officer | (To the Director of Technical Education in respect |
| 2. Finance Officer | of Engineering Colleges and Colleges of Fine Arts |
| 3. Stock verification officer | and to Senior Joint Director (Polytechnic Stream) |
| 4. Senior Technical Officer | in respect of Polytechnics and Institutions other |
| 5. Technical Officer | than Engineering Colleges and Colleges of |
| 6. Training Officer | Fine Arts) |

The duties and powers of other officers ordered in the Government order read first paper above shall be the same.

(By Order of the Governor)

**SUDHA PILLAI,
SECRETARY TO GOVERNMENT**

To

The Director of Tech. Education, Thiruvananthapuram.
The Accountant General, Kerala
The General Administration (SC) Dept.
The P& ARD Department
The Stores Purchase Dept.
The Finance Dept.
The Higher Edn. G.J & D Depts.
S.F.

Office of the

DIRECTOR OF TECHNICAL EDUCATION

Trivandrum,
Dt. 14-6-1994.

No.EA3/21747/94.

OFFICE ORDER

Sub:- Directorate of Technical Education – Re- organisation and reallocation of work among Director, Joint Directors and other officers – Reg.

Ref:- G.O.Ms.No.82/94/H.Edn. dt. 10-5-1994.

In order to streamline the administration in the Department of Technical Education. Govt. has decided to re-organise the pattern of deployment of officers and reallocate the work among the Director, Joint Directors, Deputy Directors and other officers.

Accordingly the powers have been delegated as follows:-

Director of Technical Education.

The Director shall be in charge of all matters pertaining to the Govt. Engg. Colleges, Private Engg. Colleges and College of Fine Arts under the Department. He shall be in charge of overall planning and administration of Technical Education in the State relating to Engineering Colleges and College of Fine Arts.

Senior Joint Director (Polytechnic Stream).

The Joint Director (AIW) has been redesignated as senior Joint Director (Polytechnic Stream). He shall be in charge of all matters relating to Polytechnics (Govt. and Private aided) Technical High Schools and all other institutions except Engg. Colleges and College of Fine Arts. He will be in charge of over all planning and administration of Polytechnics, Technical High Schools and all other institutions except Engg. Colleges and College of Fine Arts. He shall be the Controller of Technical Examinations. All establishment matters relating to the institutions mentioned above and also financial matters relating to officers and subordinates working in the Polytechnics wing excluding the Principals shall be under his charge. But all establishment matters relating to the Principals of Polytechnics and above and proposals for funds shall also be submitted to the Director by the Senior Joint Director (P.S.) before they are sent to Government.

Senior Joint Director (Engg. College Stream).

The Joint Director (P&T) will be designated as Senior Joint Director (Engg. College Stream). He will be in charge of the matters relating to the planning and purchase relating to all Engg. Colleges in the State and College of Fine Arts. Establishment matters relating to Tradesman and Trade Instructor and Non. Gazetted Officers (except Ministerial and last Grade), the Commercial Institutes, T.G.M.T. Centres.

Joint Director (Curriculum Development Centre).

The post of Joint Director at Kalamassery is shifted to the Directorate to make better Co-ordination with officiating agencies implementing the WBATEP. He will conduct the academic inspection of all Polytechnics, Women's Polytechnics, Technical High Schools, Govt. Commercial Institutes, T.G.M.T. Centers, Institute of Fine Arts etc. He will be in charge of training programs of the Faculty and support staff in the institute other than Engg. Colleges and College of Fine Arts. He will be in charge of preparation, revision and updating of syllabi curriculum for the Diploma and certificate courses under the Department.

Professor (Direct Payment).

Professor D.P will be in charge of Direct payment system relating to T.K.M. College of Engg. He shall conduct the academic inspection in the Engg. Colleges and College of Fine Arts in the State.

Deputy Director (General).

The Deputy Director (General) will be in charge of academic and purchase matters relating to Polytechnics and institutions other than Engg. Colleges in the State. He will be in charge of admission to Polytechnics and Women's Polytechnic in the State.

Deputy Director (Placement & Training).

Deputy Director (P&T) shall be in charge of placing of graduate apprentices in the Industries and be the Liaison officer of the Department for the Industry Institute Interaction.

Administrative Officer, Finance Officer, Stock Verification officer, Senior Technical Officer and Training officer who are working in the Directorate will deal with the matters related to the Engg. Colleges as well as Polytechnics and shall submit the files wherever necessary to the higher officers

The concerned sections will submit the files to the respective controlling officers to whom the powers have been delegated as above.

A detailed order regarding the work to be attended by each section and the controlling officers to whom the files should be submitted will be issued separately.

**Sd/-
(Prof. T. Oommen)**

**DIRECTOR OF TECHNICAL EDUCATION
IN CHARGE.**

To

All controlling officers in the Directorate.
The Superintendent of all Sections.
S.F. & O.C

No.EA2/13755/94

OFFICE ORDER

Sub:- Education – Technical – Directorate – Establishment – allocation of staff and office to Joint Director (IIC) – orders – issued .
Ref:- 1. G.O.MS. 82/94/H.Edn. Dt: 10-5-94.
2. G.O.Rt.914/94/H.Edn. Dt:2-6-94.

In pursuance of the Government orders referred above the following orders are issued.

1. Joint Director (IIC) Kalamassery will occupy the office of SDC Kalamassery. The staff attached to the Supervisory Development Centres except Assistant Training officer is put under the control of Joint Director IIC.
2. Assistant Director, SDC will occupy the office of Curriculum Development Centre.
3. Joint Director Curriculum Development Centre will move over to the Directorate and occupy the room allotted originally to Joint Director (Planning). The staff in AIW Section is brought to the control of the Joint Director (Curriculum Development Center)
4. Joint Director, (IIC) Kalamassery is the Drawing officer of the staff of the office of the Joint Director, (IIC) subject to the approval of Government
5. The Treasury transactions being done by Joint Director, Curriculum Development Center will be transferred to Trivandrum in anticipation of Government sanction.
6. Joint Director, IIC will act as the Nodal Officer for Industry Inter-action for both streams with the approval of Government.
7. The Treasury transactions being done in the name of Assistant Director, Supervisory Development Center will be transferred to Joint Director, (IIC) subject to approval of Government.

Sd/-
DIRECTOR OF TECHNICAL EDUCATION

To
The officers concerned.
All officers in the Directorate.