



DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
HQ - DSEU Dwarka Campus, Sector 9, Dwarka, New Delhi-110 077.
Website: <https://dseu.ac.in>



F.No.1(1)/DSEU/VC-Sect./Misc./2023/ 1722

Date: 17/3/2023

OFFICE ORDER

In exercise of Powers conferred by Board of Management, Delhi Skill and Entrepreneurship University (DSEU), Delhi and read with the Rule-13 of the Delegation of Financial Power Rules 1978. I, "Dr. (Mrs.) Amita Dev", Vice Chancellor of Delhi Skill and Entrepreneurship University do hereby authorize Campus Directors/Head of Offices of Delhi Skill and Entrepreneurship University, to exercise the powers conferred upon me as per the Delegation of Financial Powers and Administrative Powers issued by the Board of Management, DSEU, Delhi.

The Head of Offices/Campus Directors shall exercise these powers as per the 'Annexure-A' subject to the condition that the expenditure proposals are examined by the Accounts Functionaries of the respective Campuses. While exercising these powers the correctness, propriety and regularity of decisions will be ensured and the powers will be exercised to the satisfaction of conditions laid down in standing guard file of Financial Powers issued by the Govt./University from time to time.


[DR. (MRS.) AMITA DEV]
VICE CHANCELLOR

Note: All the fresh financial powers will be exercised by the Campus Directors/Head of Offices of the Campuses subject to the following conditions:

1. That Campus Directors should ensure to adhere to all the prescribed guidelines/rules as per the GFR-2017 while incurring the expenditure.
2. That the expenditure does not exceed the yearly Budget Allocation.
3. That the expenditure is incurred for the purpose for which funds have been provided and the codal formalities are followed.
4. That before incurring of any expenditure, instructions issued from FD/CVC/DTTE/IT/University from time to time shall be observed.
5. Monthly Expenditure Statement to be send/submitted (online) to DSEU, Head Office at Office of the Controller of Accounts (CoA), DSEU, Delhi on before 7th of every month.

Copy for information, records and compliance:

1. All the Esteemed Members of BoM and FC, DSEU, Delhi - for kind information please.
2. PS of Hon'ble VC, DSEU, Delhi.
3. PS to Pro VC, DSEU, Delhi.
4. PA to CoF, DSEU, Delhi.
5. PA to Registrar, DSEU, Delhi.
6. All the Campus Director/Campus Heads of DSEU, Delhi/New Delhi.
7. The Dy. Registrar - Admin, DSEU, Delhi.
8. The DCA/AAO/DDO, DSEU, DELHI.
9. Guard File.


[DR. (MRS.) AMITA DEV]
VICE CHANCELLOR

DELEGATION OF FINANCIAL POWERS, TO THE CAMPUS DIRECTORS DSEU, DELHI.

Sl. No.	Nature of A/A and E/S Powers	Powers of the Campus Director(s)	Conditions (if any)	Remarks
1.	Stores. i) Purchase of equipment including computers and Teaching Aids etc. required for the Departments/ Campus/Schools under the teaching programmes.	10 Lakh (Per Annum)	Subject to the availability of funds, completion of codal formalities as per laid down purchase procedure and guidelines in GFR.	Beyond this vest with VC/FC/BoM (as applicable).
	ii) Purchase of Raw Materials & Consumables for labs/workshops etc.	03 Lakh (Per Annum)	-do-	Beyond this vest with VC/FC/BoM (as applicable).
2.	Purchase of office equipment including Computers, Intercom, equipment, Calculators, Photocopies etc.	02 Lakh (Per Annum)	-do-	Beyond this vest with VC/FC/BoM (as applicable).
3.	Maintenance/AMC of Equipment, Computers etc.	Full Power	-do-	--
4.	Publications: (i) Official Publications	01 Lakh (Per Annum)	-do-	Beyond this vest with VC/FC/BoM (as applicable).
	(ii) Library Books, Technical Journals etc.	05 Lakh (Per Annum)	-do-	Beyond this vest with VC/FC/BoM (as applicable).
5.	Disposal of obsolete, surplus or the unserviceable process	Up to 02 Lakh	The disposal is subject to the recommendations of the Condemnation Board constituted by the Campus Director after approval of the VC.	Beyond this vest with VC/FC/BoM (as applicable).
6.	Irrecoverable losses of stores or public money write off i) Irrecoverable losses due to theft, fraud or negligence	Upto Rs.10000/- in each case	Losses will be reported to the VC through CoF/DCA at the very initial stage of occurrence	Beyond this vest with VC/FC/BoM (as applicable).
	ii) Irrecoverable losses not due to theft, fraud or negligence	Upto Rs.100000/- in each case. Subject to observance of procedure/instructions laid down in GFR, 2017 etc.	After a full investigation and report of the committee headed by the Vigilance Officer or equivalent/similar Officer, the matter will be submitted to the VC through CoF/DFD for the write-off of losses	Beyond this vest with VC/FC/BoM (as applicable).

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	iii) Deficiencies and depreciation in the value of stores included in the stocks and other accounts	Rs. 50000/- in each case Subject to observance of procedure/ Instructions laid down in GFR, 2017, etc.	--	Beyond this vest with VC/FC/BoM (as applicable).
7.	i) Purchase of Fixtures and Furniture	--	Subject to the availability of funds, completion of codal formalities as per laid down purchase procedure & guidelines in GFR.	Beyond this vest with VC/FC/BoM (as applicable).
	• For Official Purpose	Up to 01 Lakh	-do-	Beyond this vest with VC/FC/BoM (as applicable).
	• For Student Purpose	03 Lakh (Per Annum)	-do-	Beyond this vest with VC/FC/BoM (as applicable).
	ii) Repairs of Fixtures and Furniture	02 Lakh (Per Annum)	-do-	Beyond this vest with VC/FC/BoM (as applicable).
8.	Purchase of Stationery Stores:	--	-do-	Beyond this vest with VC/FC/BoM (as applicable).
	• For Official Purpose	02 Lakh (Per Annum)	-do-	Beyond this vest with VC/FC/BoM (as applicable).
	• For Student Purpose	02 Lakh (Per Annum)	-do-	Beyond this vest with VC/FC/BoM (as applicable).
9.	Local Conveyance	Full power	-do-	--
10.	Local Purchase of Rubber Stamps and Office Seals	Full power	-do-	--
11.	Postal & Courier charges	Full power	-do-	--
12.	Freight and demurrage/wharfage charges	Full power	Air lifting of stores should be resorted to only with the approval of the VC	
	i) Freight Charges	Full power	On each instance in which payment of demurrage etc. falls due is to be reported to the VC on the very initial stage of its occurrence	
	ii) Demurrage/Wharfage charges	Full power		
13.	Purchase of Desert Cooler and Room Cooler/Heater	01 Lakh (Per Annum)	Subject to the availability of funds, completion of codal formalities as per laid down purchase procedure & guidelines in GFR.	Beyond this vest with VC/FC/BoM (as applicable).

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14.	Replacement of Air Conditioner	Nil	--	--
16.	Municipal Rates, Rant and Taxes	Full power	Subject to availability of Funds	--
17.	Telephone Bills reimbursement of Residential phone	Full power	-do-	--
18.	Telephone charges for Office Telephones	Full power	-do-	--
19	Electricity, Gas, Water Bills and Solar Power charges	Full power	-do-	--
20	Printing and Binding	01 Lakh (Per Annum)	-do-	Beyond this vest with VC/FC/BoM (as applicable).
21	Merits, Awards, Stipends, Loans and other Educational Scholarships to students	Full power	The A/A and E/S will be accorded as per approved norms D S E U .	
22	Imprest Amount limit to take care of unforeseen petty expenses	Nil	--	
23	Installation of new Internet Connection / Leased Lines / Office Telephones/ Electricity Connection / Gas Connection / Water Connection / Solar Power.	Nil	--	--
24	Sanction of residential telephones as in case of officers drawing salary in level 12 pay level or higher.	Nil	--	--
25	Hiring/Repair of Tent and Camp Furniture	02 Lakh (Per Annum)	Subject to the availability of funds, completion of codal formalities as per laid down purchase procedure & guidelines in GFR.	Beyond this vest with VC/FC/BoM (as applicable).
26	Payment of Advertisement / Publicity Charges on DAVP rates	Full Power	As per rates approved by GNCTD.	--
27	Investigation of Old Claims	Full Power	As per the GFR	--
28	Powers under various CCS rules and other powers/rules	Full Power	As per power prescribed in FRSR to Head of Office.	--
29	GFR Powers	Full Power	As per power prescribed in GFR to Head of Office.	--
30	Opening of Letter of Credit in Public Section Banks	Nil	--	--

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31	i) Sanction for Extra Jurisdiction Journey for teaching and others within India.	Full Power	As per provision under FRSR (TA/DA Rules and UGC/AICTE guidelines)	As per rule or/and policy approval by Govt./ DSEU.
	ii) - do- (out of India)	Nil	--	-do-
	iii) Travelling Expenses	Full power	-do-	-do-
32	i) to depute teaching staff to accompany students on educational tours out of Delhi.	Full Power	As per the education policy of DSEU / UGC / AICTE Norms/ Rules / Guidelines	Powers vest with VC as per policy approval by BoM/Govt.
	ii) -do- (with in Delhi)	Full power	-do-	-do-
	iii) Travelling Expenses	Full power	-do-	-do-
33	Expenditure on innovative Research Projects by the students and participation in international seminars/workshops etc.	02 Lakh (Per Annum)	On the recommendation of HOD/Dean (IRD) and as per approved norms/guidelines	Beyond this vest with VC/FC/BoM (as applicable).
34	Deputation of Research staff and fellows for field work pertaining to respective research schemes with TA/DA as per rules concerning the grants received for Research.	02 Lakh (Per Annum)	Subject to the availability of funds in the Research Scheme and guidelines issued by the UGC/AICTE/MHRD	-do-
35	Approval for accepting the consultancy assignment by the faculty	Nil	--	--
36	Invitation of distinguished scholars or experts in different fields and payment to them at special rates (Guest Faculty).	Full power	Subject to approved special rates and norms of University.	--
37	Appointment of part-time staff for day-to-day classes and payment of remuneration	Full power	Subject to the approval of the panel by the VC and payment is made at the rates approved by BoM.	--
38	Acceptance of outside work and remuneration by teachers	Nil	--	--
39	Expenditure on payment relating to examination including entrance exam for admissions, paper setter & other work relating to the conduct of exams	Full power	As per approved norms	-do-
40	Payment to members of Statutory Bodies, Assessment Committee Members, Expert Committees and Sub-Committees.	Full power	Subject to availability of Funds and as per approved rates	-do-
41	Expenditure on Appointment of Examiners / Paper Setter and other work relating to examination, entrance tests.	Full power	As per the norms approved	-do-

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42	Payment of professional charges to Advocates, Chartered Accountants / Architects / Consultants / Advisors	Full Power	As per approved rates and norms	--
43	Purchase of Uniforms Liveries for Class-IV employees / workshop staff.	Full Power	Subject to availability of Funds and Uniforms Liveries etc. shall be supplied to Class IV staff as per the University norms	--
44	Pay fixation on new appointments/ promotion for teaching / non-teaching staff	Full Power	Subject to clearance by the Accounts Branch of the University, as per provision in FRSR, UGC/AICTE/MHRD guidelines	--
45	Annual Increment for Teaching and Non-Teaching	Full Power	As per provision in FRSR and UGC/AICTE/MHRD guidelines	--
46	i) Service Book Attestation	Full Power	As per approved official procedure.	--
	ii) Service Verification entries	Full Power	-do- and as per entries exist in the pay bill register	--
47	Earned/HPL/CCL and other Leave for Teaching Staff/Non-Teaching and Staff.	Full Power	Subject to provision laid down in FRSR/ CCS Leave Rules etc.	--
48	Sanction for Advance Drawal Power to incur the inevitable/emergent and urgent expenses.	Nil	--	--
49	For official purpose i) Hospitality / Refreshment ii) Working Lunch during the meetings/conferences/seminars/workshops	Rs.10000/- per annum Rs.300/- per head (with a ceiling of Rs.10000/- only per occasion).	Subject to approved norms and expenses on high tea with snacks, the petty refreshment on tea with snacks etc. and lunch to the guests not exceeding @Rs. 100/-, Rs.50/- and Rs.300/- per person respectively and other approved norms.	Beyond this vest with VC/FC/BoM (as applicable).
	For Student related works/activities purpose	02 Lac (Per Annum)		
50	Works and Repairs Execution of Pretty Works, Repairs and day-to-day Maintenance of Govt. Buildings.	Nil	--	--
51	Hiring of Building	Nil	--	--

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52	Administration Approval and Expenditure Sanction to Works related to repair/alterations/moderations/renovation/maintenance/construction of new building etc.	Nil	--	--
53	i) Engagement and Extension Contract Security & Sanitation Services ii) Engagement of professional like Life Guards, Sports Coaches/Trainers etc. through Outsourced basis. iii) Kitchen/Canteen/Mess Services/Laundry Services etc. iv) Part-Time teaching & non-teaching staff/contractual staff. any other contract etc.	Nil	--	--
54	Expenditure on Functions/Seminar/ Conferences etc.	02 Lakh (Per Annum)	--	Beyond this vest with VC/FC/BoM (as applicable).
55	Expenditure on pay and allowances to regular employees pay and allowance to contractual employees, and remuneration to part-time faculty.	Full Power	Subject to approved rates of pay and allowances and remuneration as laid down in their appointment letters	--
56	Expenditure on Miscellaneous Contingencies	Rs.50000/- (Per Annum)	--	Beyond this vest with VC/FC/BoM (as applicable).
57	Retirement Benefits	Full Power	Subject to approved norms prescribed by the University/ Govt.	
58	Legal Charges i) Fees to Advocates/Arbitrators/ Umpires/Barristers/Misc. Legal Services (like drafting, vetting etc.).	Full Power	Subject to guiding principles and rates laid down by Law Department, GNCTD.	--
	ii) Reimbursement of Legal Expenses incurred by Govt. Servant in cases arising out of their official duties	Full Power	Subject to such order/guidelines issued by GNCTD time-to-time	--

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	iii) Lawsuits or prosecution cases	Rs.10000/- in each case	--	Beyond this vest with VC/FC/BoM (as applicable).
	iv) Arbitration Cases	Rs.10000/- in each case	--	Beyond this vest with VC/FC/BoM (as applicable).
59	Contingent Expenditure	Rs.25000/- (per annum)	--	Beyond this vest with VC/FC/BoM (as applicable).
	i) Unspecified item (Recurring)	Rs.15000/- (per annum)	--	Beyond this vest with VC/FC/BoM (as applicable).
	ii) Unspecified item (non-recurring)	Rs.15000/- (per annum)	--	Beyond this vest with VC/FC/BoM (as applicable).
60	Expenditure on sponsored projects with Principal Investigators	Nil	--	--
61	Expenditure Sanction for expenses related to SRCs/DRCs/BoS.	NIL	--	--
62	Scholarship and Contingency in respect of PG/Ph.D/TRF/PDF and Fellow engaged under R&D project.	Full Power	Subject to approved norms/rates prescribed/approved by the University/Govt.	--
63	R&D project funded by the International/National agencies.	Nil	--	--
64	Consultancy Projects	Nil	--	--
65	Expenditure from Student Fund Accounts with Sanction of Advance Drawal (if required).	05 Lac (Per Annum)	--	Beyond this vest with VC/FC /BoM (as applicable).

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