

**PROCEEDINGS OF THE COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA:: HYDERABAD**

**PRESENT:- SRI NAVIN MITTAL, I.A.S.,
COMMISSIONER**

Procs.No. F1-5/10237/2012

Dated: 17-04-2018

Sub:- TECHNICAL EDUCATION - ESTABLISHMENT – Delegation of powers/Entrusting of certain duties to Officer on Special Duty/Joint Director(Admn.), Regional Joint Director of Technical Education, Hyderabad, and Principals of Government Polytechnics/Institutions in the State – Orders - Issued - Reg.

Read:- This office Memo. of even No. Dt: 16.04.2015

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ORDER:

The Commissioner of Technical Education, Telangana, Hyderabad, after careful re-examination of the powers vested with Officers at various levels in the Department, is hereby pleased to delegate powers in the following subjects to Officer on Special Duty/Joint Director(Admn.), Regional Joint Director of Technical Education, Hyderabad, and Principals of Government Polytechnics/Institutions in the State, as follows :-

(I) Officer on Special Duty/Joint Director (Admn.) :-

1. Sanction of Regular leaves i.e. Earned Leave, Half Pay Leave, Commuted leave on Medical Certificate and L.T.C. up to the Non Gazetted level in the Commissionerate.
2. Sanction of Surrender of Earned leave (SEL) and Encashment of Earned leaves/ HPL for the Gazetted/Non Gazetted level in the Commissionerate.
3. Sanction of GPF, Temporary advances, Part Final and Final withdrawals to Gazetted / Non Gazetted Officers in the Commissionerate.
4. Forwarding of Re-imbusement of Medical expenditure representation / bills for Scrutinizing from D.M.E. or other competent Medical authorities, Sanction of Medical Re-imbusement after approval of DME or other Competent Medical Authority for Gazetted / Non Gazetted Officers in the Commissionerate
5. Sanction of the Annual increments to the Gazetted / Non Gazetted officers of the Commissionerate.
6. Issue of clearance on disciplinary cases/No dues and forwarding of the Pension Papers to AG/PAO in respect of Gazetted / Non Gazetted staff of the CTE office.
7. Sanction / Placement under Automatic Advancement Scheme (AAS) of 06/12/18/24 years to the Non Gazetted staff of CTE Office.
8. Issue of NOC/ Identity certificate to obtain Passport to the Gazetted / Non Gazetted officers of the Commissionerate.
9. U.O. Notes from one Section to other Section in the Commissionerate.
10. Communication of all Government Orders after they are seen by CTE.
11. General correspondence with the Principals of Government Polytechnics, where policy or important issue is not involved.

(II) Regional Joint Director of Technical Education, Hyderabad :-

1. Sanction of Regular Leave i.e. Earned Leave, Half-pay Leave, Commuted Leave on Medical Certificate (upto 90 days) for the Principals and Heads of Sections.
2. Sanction of Permission for Surrender of Earned Leave (SEL) and Encashment of EL/ HPL for the Principals.
3. Sanction of Temporary Advances, Part Final and Final withdrawals of GPF to the Principals.
4. Re-imbusement of Medical expenditure up to Rs. 2.00 lakhs after Scrutiny by the D.M.E., or other competent Medical authorities concerned to the Principals of the Polytechnics.
5. Release of annual increments to the Principals of the Polytechnics.
6. Issue of NOC/ Identity Certificate to obtain Passport/VISA to the Principals of the Polytechnics.
7. Sanction/Placement under Automatic Advance Scheme [AAS] of 06/12/18/24 years to the Staff working in O/o RJDTE.
8. Pay fixation of AICTE Scales of Pay, 1986/1996/2006 (counter Signature) for Principals of the Polytechnics.
9. Service matters pertaining to regularizations and declaration of probation in respect of Sr. Assts and Office Supdts/Hostel Managers of Govt. Polytechnics in the State and also in respect of such staff working in the O/O RJDTE.
10. Forwarding Pension papers to Accountant General's Office in respect of the Principals of the Polytechnics.
11. Issue of NOCs for pursuing Higher Education in respect of the staff working in the Polytechnics in the State, except the Principals.
12. Release of Non Compounded / advance increments to the Teaching Staff working in the Polytechnics.
13. Permission to the Managements for appointments (Regular and Contract) and promotions of the staff working in Aided Polytechnics in the State upto the level of Office Superintendents and Senior Lecturers.
14. Pay fixation of AICTE Scales of Pay, 1986/1996 &2006 (Counter signature) to the Teaching staff working in the Aided Polytechnics in the State.
15. Permission for retention of the staff during the summer vacation in Government/Aided Polytechnics in the State.
16. Promotions to the posts of Sr. Assts, Office Supdts/Hostel Managers in the State.
17. Transfers of Sr. Assts and Office Supdts/ Hostel Managers working in the State as and when the ban orders on transfers are lifted.
18. Court cases pertaining to Sr. Assts and Office Supdts / Hostel Managers in the State.

(III) Principals of Government Polytechnics:-

1. Sanction of Regular Leave i.e. Earned Leave, Half-pay Leave, Commuted Leave on Medical Certificate (up to 90 days) up to the level of Heads of Sections.
2. Sanction of Surrender of Earned Leave (SEL) and Enhancement of EL/HPL up to the level of Heads of Sections.

3. Sanction of Temporary Advances, Part Final and Final withdrawals of GPF up to the level of Heads of Sections.
4. Re-imbursment of Medical expenditure up to Rs. 2.00 lakhs after Scrutiny by the D.M.E., or other competent Medical authorities concerned to the staff up to the level of Heads of Sections.
5. Release of annual increments to the staff up to the level of Heads of Sections.
6. Issue of NOC/ Identity Certificate to obtain Passport/VISA to the staff up to the level of Heads of Sections.
7. Sanction/Placement under Automatic Advance Scheme [AAS] of 06/12/18/24 years to the non-teaching Staff.
8. Pay fixation of AICTE Scales of Pay, 1986/1996/2006 (counter Signature) to the staff up to the level of Heads of Sections.
9. Service matters pertaining to regularizations and declaration of probation in respect of Junior Assts.
10. Forwarding Pension papers to Accountant General's Office up to the level of Heads of Sections.

The above orders are issued with immediate effect.

The receipt of these orders shall be acknowledged.

Sd/- NAVIN MITTAL
COMMISSIONER

To

1. The OSD/Joint Director, O/o Commissioner of Technical Education, Hyderabad.
 2. The Regional Joint Director of Technical Education, Hyderabad
 3. The Principals/OSDs, Government Polytechnics in the State
- Copy to the Secretary, SBTET, Hyderabad
Copy to the PA to the Commissioner of Technical Education, Hyderabad

//f.b.o.//

W. S. Jais
SUPERINTENDENT