PROCEEDINGS OF THE COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA:: HYDERABAD
PRESENT: - Sri Navin Mittal, IAS
COMMISSIONER

Sub:- Technical Education - Establishment – Delegation of powers/Entrusting of
certain duties to Officer on Special Duty (Admn.)/Regional Joint Director of
of the correspondence – Certain Instructions - Issued - Reg.

Read:- This office Procs.CTE-EST1/2/2019-ESTABLISHMENT-1-CTE Dt:07-01-2019

ORDER:

In view of the integration of the Office of the RJDTE with the Commissionerate
and consequent upon implementation of the e-Office in the Department of Technical
Education, Telangana, Hyderabad, in the orders read above, delegation of powers were
reviewed and revised orders have been issued. Further, it is now ordered that while
sending proposals on the following subjects, proposals (along with draft orders) may be
sent to the Officer on Special Duty (Admn) in O/o CTE /RJD
for obtaining orders from the
CTE or OSD/JD/RJD in circulation by Green Note in e-Office portal, with immediate
effect:-

For approval at CTE level:-(through OSD/RJD)
I. In respect of the Principals of the Institutions under the control of this
Department:-
   a) Sanction of Regular leaves i.e. Earned Leave, Half Pay Leave, Commuted
      leave on Medical Certificate, HPL and L.T.C.
   b) Issue of NOCs for pursuing Higher Education

II. Permission to engage Guest Faculty in Institutions

III. Permission to utilize the accumulated Non-Government Funds/IRG Funds for
various purposes.

For approval at OSD/Regional Joint Director level:-
I. In respect of the Principals of the Institutions under the control of this
Department:-

   a) Encashment of Earned Leave/Half-Pay Leave
   b) Sanction of GPF, Temporary advances, Part Final and Final withdrawals
   c) Forwarding of Re-imbursement of Medical expenditure representation /
      bills for Scrutinizing from D.M.E. or other competent Medical authorities,
      Sanction of Medical Re-imbursement after approval of DME or other
      Competent Medical Authority
   d) Sanction of the Annual increments
   f) Issue of NOC/ Identity Certificate to obtain  Passport/VISA
   g) Forwarding Pension papers to Accountant General’s Office
II. Issue of NOCs for pursuing Higher Education in respect of the staff (excepting Principals of GPTs) working in Government Polytechnics in the State.

III. Permission for retention of the staff during the summer vacation in Government/Aided Polytechnics in the State.

IV. Permission for industrial visit of students

The above orders are issued with immediate effect.

The receipt of these orders shall be acknowledged.

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