

**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 Technical Education & Principals/OSDs of Government Polytechnics/Institutions in the State – E-Office implementation – Routing of the correspondence – Certain Instructions - Issued - Reg.

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

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O R D E R:

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-imbursment of Medical expenditure representation / bills for Scrutinizing from D.M.E. or other competent Medical authorities, Sanction of Medical Re-imbursment after approval of DME or other Competent Medical Authority
 - d) Sanction of the Annual increments
 - e) Pay fixation of AICTE Scales of Pay, 1986/1996/2006 (Counter Signature)
 - 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.

COMMISSIONER

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