

No. 9-1(4)/2010-Est.
Government of India
Ministry of Communication & IT
Department of Telecommunications
Sanchar Bhavan, 20, Ashoka Road
New Delhi-110001


Dated: 22/07/2014

OFFICE MEMORANDUM

Sub: Delegation of administrative powers to the Head of NTIPRIT, Ghaziabad.

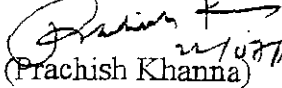
Approval of the competent authority is hereby conveyed for delegation of the following Administrative powers to Head of NTIPRIT, Ghaziabad of DOT unit.

Sl. No.	Nature of powers	Extent of powers	
		In respect of subordinate staff	In respect of self
1.	Sanction of leave (except study leave)	Full powers	Nil
2.	Approval of tour programme within India	Full powers	Nil
3.	Grant of TA advance, advance of pay on transfer, LTC advance, encashment of EL during LTC etc.	Full powers	Full powers for TA advance only, if tour stands approved by competent authority
4.	Passing of claim bills (TA/LTC bills etc.)	Full powers	Full powers
5.	Sanction of loans and advances	Full powers	Nil
6.	GPF advance and withdrawal	Full powers	Full powers
7.	Medical advance and settlement of bills including emergency treatment medical bills	Full powers as per CGHS/CSMA medical rules for both in-patient and out-patient cases	Nil
	Permission to undergo treatment/tests under CGHS recognized hospitals/diagnostic centres	Full powers when prescribed by CGHS /P&T dispensary/Govt. Specialist	Nil
8.	Activities requiring permission under Conduct Rules, 1964 in respect of subordinate staff	Full powers	Nil


22/07

Sl. No.	Nature of powers	Extent of powers	
		In respect of subordinate staff	In respect of self
9.	Acknowledgement/acceptance of intimation under Conduct Rules, 1964 in respect of sub-ordinate staff	Full powers	Nil
10.	Issue of NOC for obtaining passport/Issue of identity certificate for obtaining passport	Full powers	Nil
11.	Grant of prior permission for undertaking the work or service and also for acceptance of fee for such work or service Grant of honorarium for special work of an occasional or intermittent character	Full powers as per FR & SR Full powers as per rules/instructions	Nil
12.	Staff welfare activities	Full powers	Nil
13.	Appointment of Gr "B", Gr "C" and Gr "D" staff on deputation basis	Full powers	
14.	Appointment of PS/PA/Stenos in Gr "B" and Gr "C" on deputation basis	Full powers	

2. The exercise of the Administrative Powers will be subject to all the usual conditions as laid down in the manual as well as instructions issued from time to time.
3. This order will come into force with immediate effect.


 (Prachish Khanna)
 Director (Estt.)
 Tel: 23036500

To

Head of NTIPRIT, Ghaziabad.

Copy To:

1. PS to Hon'ble MOC&IT).
2. PPS to Secretary (T), DOT/ Addl. Secy(T).
3. All Members/Advisors./ Sr. DDGs/DDGs/JSSs, DOT.
4. Sr. DDG (TEC), K.L. Bhawan, New Delhi.
5. Director (NTI), ALTTC Campus, Ghaziabad-201002
6. All Telecom Enforcement Resources Monitoring Cells (TERMs).
7. All Controllers/ Jr. Controllers of Communications Accounts, DOT.
8. Director (IT), DOT for posting this OM on the website of DOT.
9. Notice Board/ Guard File.
10. Hindi version will follow.