

F.No.20005/39/2014/NSDA/1944
National Skill Development Agency
Ministry of Skill Development and Entrepreneurship

Kaushal Bhawan
B 2 Pusa Road
New Delhi
Dated 12.10.18

OFFICER ORDER

In pursuance of section 13.3 of Memorandum of Association and Rules and Regulations of National Skill Development Agency (NSDA), DG-NSDA delegates the following powers to the Director (Ms. Sandhya Salwan) till further orders;

Delegation no.	Items	Authority	Limits of Authority
Delegation of Administrative Authority			
4	Insurance of NSDA cars	Director	Upto Rs.50000/-
8	Grant of all kind of leave	Director	For all Group B and below officers
12	Air ticket booking/cancellation	Director	Full powers as per approved tour plan
16	ii) reimbursement of medical expenses for non CGHS covered employees of NSDA	Director	Upto Rs.1 lakh (25000/-Per annum per person for OPD)
	iii) reimbursement of medical expenses CGHS covered employees of NSDA	Director	Upto Rs.1 lakh
Delegation of Financial Authority			
11	Retain and employ professional or technical consultants, expert or any other person in agency, on payment to them of such honorarium or fee or remuneration	Director	Full powers for payment of monthly remuneration/fee as per approved rate by competent authority
22	To incur expenditure on organising seminars/workshops/conferences (national/Internal)	Director	Upto Rs.2 lakh
26	i) For Open or Limited tender contract	Director	Upto Rs.5 lakh
27 (IV)	Payment of procurement of services/AMC	Director	Up to Rs.5 lakh (as per approved rates)
28	ii) hiring of vehicles on regular and need basis including staff car and motor cycles	Director	Up to Rs.5 lakh (as per approved rates)

29	Reimbursement of taxi or other conveyance charges to any employee of NSDA	Director	Full powers
30	Rent, Rate and taxes	Director	Full powers (as per approved rates)
31	i)Purchase/indenting of stores including office furniture/office equipments, office stationery, visiting cards, letter heads etc. (through GeM/LPC)	Director	Upto Rs.5 lakh
	ii)Telephone Bills, DTH connection & charges, internet, broadband, etc charges	Director	On actual basis
	iii)Computer and Laptops including hardware, software, peripherals, consumables (through GeM/LPC)	Director	Upto Rs.5 lakh
	iv)Electricity, gas, water charges etc	Director	On actual basis
	v) Local Purchase of rubber stamps and office seals	Director	Upto Rs.50000/-
	vi)Postage and private courier services charges	Director	Upto Rs.50000/-
	Vii)Printing, binding and publication	Director	Upto Rs.2.50 lakh
	viii)Hospitality expenses	Director	Upto Rs.25000/-
	ix)Printing of Publicity Material & Advertisement	Director	Upto Rs.2.50 lakh
32	Minor works	Director	Upto Rs.2.50 lakh
33	Machinery and Equipment	Director	Upto Rs.2.50 lakh
34	Recoupment of imprest	Director	Upto Rs.25000/-
38	Contingency items not covered in above	Director	Upto Rs.5 lakh per annum

2. This issues with the approval of DG-NSDA vide Diary No. 311 dated 12.10.2018.

(Dinesh Kaushik)

Training Officer/Admin

To:

Ms. Sandhya Salwan, Director, NSDA

Copy to:

- (i) PS to DG-NSDA
- (ii) PA to Director, NSDA
- (iii) Chief Consultant-NSDA
- (iv) Admin/Accounts/Establishment