

No. DGT-A-36013/01/2022-Estt.I (E-47147)
Government of India
M/o Skill Development and Entrepreneurship
Directorate General of Training

Room No. 213, Kaushal Bhawan,
New Moti Bagh, New Delhi - 110023

Dated: 06.07.2026

OFFICE MEMORANDUM

Subject: Delegation of Administrative and Financial Powers by Heads of Department to Heads of Office of DGT Field Establishments - reg.

Attention is invited to the Ministry's Office Memorandum No. F.No.01/30/2024-Budget (MSDE) dated 01.08.2024 regarding delegation of financial powers consequent upon enforcement of the Delegation of Financial Powers Rules, 2024, wherein the Head of Department has been authorized to further delegate powers to Gazetted Officers serving under him/her, subject to the prescribed conditions. Attention is also invited to DGT Office Order No. DGT-A-36013/01/2022-Estt.I dated 03.06.2026, wherein the Heads of Department of field institutes were advised to delegate the requisite powers to the designated Principal/Head of Office for smooth functioning of the offices.

2. However, it has been observed that, notwithstanding the provisions contained in the Ministry's Office Memorandum No. 01/30/2024-Budget (MSDE) dated 01.08.2024 and the subsequent instructions issued by DGT, some Heads of Department have not delegated adequate financial powers to the Heads of Office under their administrative control. This has resulted in avoidable delays in the disposal of routine administrative and financial matters and has adversely affected the efficient functioning of field establishments.

3. All Regional Directors/Heads of Department of DGT field establishments are hereby directed to designate Principals of the respective NSTI/ NSTI(W) as Heads of Office and delegate to the maximum feasible extent the financial powers vested in them to the respective Heads of Office functioning under their administrative control, in accordance with the provisions of the Delegation of Financial Powers Rules, 2024, General Financial Rules, 2017 and other instructions issued by the Government from time to time. In addition, certain administrative powers as per extant rules shall also be delegated to the respective HoOs. Such delegation shall ensure that the Heads of Office are adequately empowered to discharge day-to-day administrative and financial functions efficiently.

4. While issuing such delegation orders, the Heads of Department shall ensure that:

(i) adequate administrative and financial powers are delegated for efficient day-to-day functioning of the institution;

(ii) the delegation is commensurate with the duties and responsibilities assigned to the Head of Office;

(iii) powers specifically required to be exercised by the Head of Department or requiring approval/concurrence of the Integrated Finance Division or any other competent authority shall continue to be exercised in accordance with the extant rules and instructions; and

(iv) the delegation orders clearly specify the nature and extent of powers delegated.

5. All Heads of Department shall issue the requisite delegation of power orders and furnish a compliance report, including a copy of the delegation orders, to DGT Headquarters within one week from the date of issue of this Office Memorandum.

6. This issues with the approval of the Competent Authority.

Nidhi
6/17/26

(Nidhi Sharma)

Under Secretary to the Govt. of India

Copy to:

1. All the Regional Directors/Heads of Department of DGT field formations.
2. Sr. PPS to DG(T)/ All DDGs.
3. Office Order folder.