

“ OM NAMO VENKATESAYA ”

TIRUMALA TIRUPATI DEVASTHANAMS :: TIRUPATI



DELEGATION OF POWERS MANUAL

Executive Officer to Sub- Ordinate Officers

(Proceedings Roc No. B5/ 13688 / 2015, Dated: 10.09.2019,)

Office of the Executive Officer,
T.T.Devasthanams::Tirupati

Roc.No.B5/13688/2015

“PROCEEDINGS”

Dated:10 .09.2019

Sub: TTD- Board Cell, Tirupati – Delegation of Powers – Certain powers of the Executive Officer, delegated to the JEO and other Officers of TTD – Approved – Orders – Issued.

Read: Proc.Roc.No.B5/16284/2000, dt.11.05.2010.

* * *

ORDER:

In exercise of the powers conferred under Sub-section (2) of Section 109 of the Endowments Act 30/1987 the Executive Officer has delegated certain powers conferred on him, functions entrusted to and duties imposed on him to the subordinate officers as communicated in the proceedings read above. Later on certain amendments / modifications / alterations have been issued from time to time basing on the need and necessity and they are ordered to be in force from the respective dates approved. The remaining provisions of delegations shall remain in force as in earlier.

A consolidated delegation of powers book-let is prepared duly incorporating the subsequent amendments/ modifications / additions ordered from time to time, besides including certain needy additions / alterations.

The powers now delegated are subject to the following conditions:

1. Any action taken by the officers in pursuance of the delegation made is subject to the revision / review by the Executive Officer.
2. The delegation made shall not in any way debar the Executive Officer from exercising the powers by himself.
3. The Executive Officer may vary or cancel the powers delegated to any or all of the officers at any time.

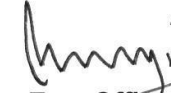
The list of Heads of Departments are detailed in Annexure-I(a) and the list of Heads of Sections are furnished in Annexure-I(b).

All the Head of Departments and Sections are requested to follow the powers so delegated to them and act accordingly. This cancels the orders issued earlier vide proceedings read above. The Head of Departments concerned should quote the provisions related to competency to accord sanction and approval in all files circulated to the Joint Executive Officer / Executive Officer, TTD.

Encl: Delegation of Powers Book-let.

**Sd/- ANIL KUMAR SINGHAL,
EXECUTIVE OFFICER**

// forwarded //



Asst. Exe. Officer (Board Cell)

To



12.9.2024

All the Head of Departments / Sections, TTD, Tirupati / Tirumala & Outside places.
Copy to P.S. to E.O., TTD, Tirupati.
Copy to PS to JEO, TTD, Tirupati.
Copy to PS to Special Officer, TTD, Tirumala.
Copy to CC to FA & CAO, TTD, Tirupati.
Copy to file / spare.

6. EDUCATION DEPARTMENT

(1)	(2)	(3)	(4)	(5)
106	Sanction after following the prescribed procedure to print application forms, prospectus, transfer certificate forms, conduct certificate forms and such other material in a Press other than the TTD Press.	Devasthanams Educational Officer		The opinion of FA&CAO shall be obtained.
107	Powers and duties exercised by the Executive Officer as correspondent of the Educational Institutions in the TTD under A.P.Education Act.	Joint Executive Officer, Tirupati		
108	To sanction facilities like Blankets, Uniforms, Dresses etc. to the residential students in the TTD Hostels according to rules and prescribed scale.	Devasthanams Educational Officer		
109	To forward applications and to depute staff members to attend state level conferences, induction courses by SCERT Refresher courses, Seminars, Telugu Academic works, NCC, NSS works, Scout duties, Home Guards duties, provided that no expenditure is involved on the TTD. (B8/45973/92, dated 24-2-96)	Principals of TTD Degree Colleges including S.V.V.V.S.College, Secunderabad and S.V.Oriental College, Tirupati.		<ul style="list-style-type: none"> a) That Lecturers are to be permitted to participate in the Refresher courses/ Seminars etc. on the basis of seniority alone. b) The workload in case if any Lecturer/Lecturers who are permitted to participate in the Refresher courses/ Seminars etc. is to be adjusted with the existing staff without dislocation to the routine work. c) The UGC norms prescribed from time to time should be followed while permitting the Lecturers to participate in the refresher courses/ Seminars as prescribed in G.O.Rt. No. 176, Education, dt. 5-2-90 and such other GO's. d) No Lecturer is to be permitted to participate in the refresher courses for more than two times in his/her entire service. e) There should be no financial commitment on the part of TTD in permitting the Lecturers to participate in the refresher courses/ seminars etc.

(1)	(2)	(3)	(4)	(5)
110	<p>a) i) Sanction of periodical increments of teaching staff.</p> <p>ii) Sanction of periodical increment to the Principals/ Head Masters/ Head Mistresses. (B8/45973/92, dated 20-9-94)</p> <p>iii) Sanction of incentive increments (for acquiring higher qualification) after obtaining the approval of the Dist. Educational Officer, Vellore to the teachers working in S.V.Higher Secondary School, Vellore.</p> <p>b) Confirmation in respect of Principals/ Head Masters/ Head Mistresses.</p> <p>c) Confirmation of all teaching staff above the cadre of L.T. Assistants and below Principals.</p>	<p>Dy. Exe. Officer concerned</p> <p>Devasthanams Educational Officer through DYEO concerned.</p> <p>Joint Executive Officer, Tirupati</p> <p>Joint Executive Officer, Tirupati.</p> <p>Devasthanams Educational Officer</p>	<p>In respect of all employees in Educational Institutions.</p>	<p>With the concurrence of FA&CAO for Item No.80(iii) of column No.2.</p>
111	<p>To forward applications of the teaching staff seeking appointment elsewhere.</p>	<p>Devasthanams Educational Officer</p>		
112	<p>To grant extension of leave to the teaching staff beyond 15 days when they are appointed as Examiners (without appointing a substitute).</p>	<p>Heads of Educational Institutions.</p>		
113	<p>a) To sanction all kinds of leave to the teaching staff upto 45 days provided that the appointment of a substitute is not involved.</p>	<p>DEO- In respect of teaching staff working in above school level.</p> <p>DEYO concerned - in respect of teaching staff working in school level</p>		

(1)	(2)	(3)	(4)	(5)
	b) i) Sanction of SEL and LTC to the teaching staff of all the Colleges including SPW Polytechnic, Tirupati and SVVVS College, Secunderabad and Junior Colleges. ii) Sanction of SEL and LTC to the teaching staff of all the TTD Educational Institutions (other than the Colleges).	Devasthanams Educational Officer Deputy Executive Officer concerned		
114	a) All Kinds of leave without a substitute for unlimited period except in the case of Principals of Degree Colleges and Junior Colleges. b) In respect of teaching staff working in school level.	Devasthanams Educational Officer. Deputy Exe. Officer concerned		
115	To order refund of tuition fee paid in excess according to rules.	Heads of all Educational Institutions concerned.		With the concurrence of FA&CAO
116	Sanction to print college magazines, question papers for conducting examinations, answer books, election materials, application forms, prospectus, transfer certificate forms etc. in the TTD Press.	Heads of all Educational Institutions concerned.		With the concurrence of FA&CAO
117	To depute members of the teaching staff under faculty improvement programmes where financial commitment is not involved on the part of the TTD and also to permit Lecturers to deliver extension Lectures under the said programme.	Devasthanams Educational Officer		
118	To appoint Deputy Wardens following the procedure prescribed therefor.	Devasthanams Educational Officer		
119	To engage Resident Tutors for the Hostels following the rules, if any prescribed therefor.	Devasthanams Educational Officer		

(1)	(2)	(3)	(4)	(5)
120	To engage readers for blind students and to sanction payment of remuneration to them according to the rules.	Devasthanams Educational Officer		
121	<p>a) To make necessary entries in the Service Registers of the Members of the teaching staff in regard to the acquisition of qualifications, undergoing refresher courses etc. service particulars etc. duly quoting the authority (i.e. Gazette Notifications, Certificates etc.) therefor</p> <p>b) Power to transfer all teaching staff of all cadres from one educational institution to other educational institution of the TTD (except Principals & Head Masters)</p> <p>c) Power to accord permission and to forward applications of Lecturers/ Junior Lecturers for doing M.Phil.,Ph.D. without financial commitment to TTD and without prejudice to the normal work.</p>	<p>Deputy Executive Officer concerned</p> <p>Devasthanams Educational Officer</p> <p>Devasthanams Educational Officer</p>		Transfers should not be made from aided to non-aided posts and vice- versa.
122	To shift non-teaching staff (upto the cadre of Record Assistants) from one department to another within the college for better administration.	Heads of Educational Institutions concerned by issuing office order.		
123	<p>(i) Awarding of SPG Scales and SPP scales to the Teaching staff in TTD Schools under Automatic Advancement Scheme excluding Head Master.</p> <p>(ii) In respect of Head Masters of TTD Schools</p>	<p>Deputy Executive Officer concerned</p> <p>Devasthanams Educational Officer</p>		With the concurrence of FA&CAO

(1)	(2)	(3)	(4)	(5)
124	To allow statutory bodies like A.P.Public Service Commission, Banks, Railway Service Commission etc. to conduct their examinations after collecting stipulated rent, without prejudice to the normal functioning of the Institution.	Devasthanams Educational Officer		With the concurrence of Add. FA&CAO
125	To utilize the funds sanctioned by the UGC under plan schemes for developmental purposes such as Laboratory, Library, Play fields, F.I.P. schemes etc.	Heads of Educational Institutions concerned.		With the concurrence of Addl.FA&CAO.
126	To withdraw interest accrued on Endowments (Educational) for utilizing the same for the purpose for which the Endowments is created.	Heads of Educational Institutions concerned.		With the concurrence of Addl. FA&CAO..
127	Service matters relating to pay fixations, sanction of periodical increments, advance/ incentive increments, sanction of pension, DCR Gratuity, Welfare Fund etc. in respect of all Head Masters/ Head Mistresses of all TTD Schools including the Principals, S.V.School for Deaf and Blind, Tirupati, Bhimavaram, & Warangal.	Deputy Executive Officer concerned		
128	Correspondence with regard to Fixation of UGC scales, Career Advancement Schemes, Sanction of Ph.D / M. Phil increments, Encashment of Earned Leave and Revised Pay scales. (Proc. Edn3/18150/DEO/2010, Dt: 16.4.2015)	Devasthanams Educational Officer		
129	Permission for admission of the Students in the Diploma course of Sri Venkateswara Institute of Traditional Sculpture & Architecture (SVITSA), TTD, Tirupati.	Joint Exe. Office, Tirupati		Procedure being followed for regular admission into TTD Degree colleges shall be followed for this purpose.

(1)	(2)	(3)	(4)	(5)
130	To permit the teaching staff to attend the short term courses conducted by National Institute of Technical Teachers Training & Research, Chennai (Extension at Hyderabad) on O.D. without any financial commitment to TTD up to the required extent.	Principal, SPW Polytechnic College		Based on the authorization given by the State Board of Technical Education and Training, A.P., Hyderabad. The Principal is responsible for unnecessary deputation. The lecturers attending out of their own interest, there cannot be any advantage that accruing in a formal manner to these lecturers who attend and the Principal may permit the Lecturers after getting approval from DyEO(Services) The AEO(Services) is permitted to make necessary entries in the SRs of the teachers who have attended short term courses conducted by NITTT & R, Chennai.
131	Extension of committee period and sanction of expenditure from revolving fund, for payment of sitting allowance to visiting committee members.	Joint Executive Officer, Tirupati		With the concurrence of FA&CAO
132	a) To accord permission to study higher courses by the inmates of S.V.Balamandir. b) Payment of college and hostel fees on behalf of inmates of S.V.Balamandir from Sri Venkateswara Sarva Sreyas Trust	Joint Exe. Officer, Tirupati. Joint Exe. Officer, Tirupati.		With the concurrence of FA&CAO
133	Admissions to the S.V. Balamandir, Tirupati.	Joint. Exe. Officer, Tirupati		Due procedure shall be followed.
134	Permission to discharge the inmates from S.V. Balamandir rolls.	Joint. Exe. Officer, Tirupati		Due procedure shall be followed.

(1)	(2)	(3)	(4)	(5)
135	In-charge arrangements to be made at the level of Principal in colleges.	Joint Exe. Officer, Tirupati		
136	Power to engage staff in academic institutions	Joint Exe. Officer, Tirupati		With the concurrence of FA&CAO
137	Sanction of Deposit amounts to the students of S.V. Nadaswaram and Dolu School, TTD, Tirupati	Joint. Exe. Officer, Tirupati	As approved by the TTD Board from time to time	With the concurrence of FA&CAO

N.B: In the absence of the Dy.EO, the powers vested with DyEO will be exercised by the Devasthanams Educational Officer.