



दिल्ली कौशल और उद्यमिता विश्वविद्यालय  
**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**  
 (A State university Established under Govt. of NCT of Delhi Act 04 of 2020)  
**Integrated Institute of Technology Complex**  
 Sector 9, Dwarka, New Delhi - 110077

F. No 7(3)/Pur/DSEU/2021/95

Date 04/04/2022

**Circular**

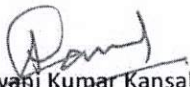
In the continuation of the office order of delegation of financial power dated 06/08/2021 for delegating financial powers to be exercised by the Officers/Officials of the University, Competent Authority is pleased to approve the detailed guidelines for the expenditure to be incurred from NGF/pupil funds as recommended by constituted committee to finalize the guidelines for expenditure under NGF head as mentioned at S.No. 38. The details guidelines are as follows

Activity	Sub-Activity	Delegation to Campus Director
Industry/ External Outreach	Arrangement of Transport, beverages, lunch, Dinner, lodging, boarding for Campus place Interviews, Education Tour and Industrial Visits.	Upto Rs. 1,00,000 per occasion
	Participation Fee for various Training under registered agency in India	
	Reimbursement of fee of NPTEL, SWAYAM or any other professional certification of Top Companies subject to ceiling of 4 reimbursement per student as recommendation by the Committee of three to five members duly constituted by Campus-Director	
	Honorarium for Expert Lectures, Seminars, Training, Collaboration with Govt/PSU Labs/Relevant Private Industries program for training	
	Reimbursement of Workshop/ Conference/ patent participation/filing fee to student/s	
Co-Curricular Activities	Establishment and registration of student's club and society.	Rs. 5,00,000 Annually
	Fund allocation for various activities organized under students' club and Societies over and above the fund allocated to clubs.	
	Financial assistance for student project recommended by a committee Constituted by Campus-Director	
	Organization of campus level festival, competition	
Extra-Curricular Activities	Setting up of gym and facilities for indoor and outdoor sports and games, Procurement of sports kits for participation	Rs. 5,00,000 annually
	Organization of Intra-Campus Sport Competition annually	
	Reimbursement of participation in open competition including registration, transport, boarding & lodging.	
	Registration fee & financial assistantship to participant in skill competition at various level	
	NSS/NCC membership and activities related expenditure	
	Organization of Fresher's Party, Convocation Day, Independence, Republic Day	

Activity	Sub-Activity	Delegation to Campus Director
Health & Life Insurance	Setting up a medical room with necessary medical equipment.	Rs. 1,00,000 annually
	Payment of Doctor visits (ceiling Rs. 5,000 per visit)	As per actual
	Procurement of Student Life Insurance (with ceiling of Rs. 400 per student)	
Miscellaneous Activity	Any other activities not covered in the above heads for welfare of students.	Rs. 2,00,000 annually

All above provisions are subject to the fulfillment of the following terms and condition

1. Expenditure for working Lunch for officials involved in Training & Placement Activities Special Lecture, Expert Lecture, Seminar, Workshop Conference, Principal's meeting with the delegations from the industry/ academia / aluminize /NGO etc. and other events related to students under the Pupil Fund shall not exceed Rs. 350/- per head subject to a maximum amount of Rs. 3,000/- per event/occasion and refreshment shall not exceed Rs. 75/- per head.
2. Availability of funds under the Pupil's Fund during the financial year in which expenditure proposed.
3. The total expenditure permissible under NGF in a year is not exceeding of 5 % of the total fee submitted by students annually.
4. Completion of all codal formalities as per recent GFR Guidelines/GFR- 2017.
5. Non-Government fund proposal should be scrutinized by miscellaneous fund committee constituted at institute level consisting of Campus-Director, HOD/Branch in-charges, senior faculty, Account Functionary, student advisor of the institute.
6. Assessment of any expenditure shall be made in comparison of previous purchase for the similar kind of expenditure.
7. Observance of instructions issued from University/FD/CVC/DTTE/IT from time to time.
8. Government e-Market (GeM) shall be used to procure goods and service mandatorily.
9. Vice-Chancellor, Delhi Skill & Entrepreneurship University shall be the Competent Authority for administrative approval and expenditure sanction in respect of expenditure over the mentioned amount for all the above heads.
10. The Campus Director of the campus should ensure that total expenditure under pupil fund should not exceed more than total deposit by students in a year under normal circumstances.
11. Director Campus shall constitute purchase committee of three to five members including account functionary as per GFR.

  
Ashwani Kumar Kansal  
Registrar

F. No 7(3)/Pur/DSEU/2021/95

Date 04/04/2022

1. PS to VC (for Kind Information)
2. Pro-VC (for Kind Information)
3. Campus-Director
4. DCA, DSEU
5. AR(IT) for uploading on university website
6. Guard File

  
Jatin Verma  
OSD(Purchase)