



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under the Haryana Registration and Regulation of Societies Act, 2012)

Shiksha Sadan, 3rd & 4th Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505, 2586026(F) | Website: www.hsspp.in



Order

In supersession of office order no. Admn./SS/2021/16359 to 16363 dated 3.11.2021, the following powers are hereby delegated to Sh. Mukesh Kumar Gandhi Controller (Finance & Accounts) & Drawing & Disbursing Officer, HSSPP Panchkula for smooth working of the Parishad till further order:-

1. To approve the TA & Medical Bill.
2. To approve the salary bills of staff
3. To approve the leave of staff working under his control
4. Bill pertaining to office BSNL Landline Phone, Data Card, Electricity and water charges of Shiksha Sadan building
5. Payment of bills on account of AMC charges of Photostat/Machines, Computer and printer
6. Payment on accounts of mobile bills as per approved ceiling

In addition to above, the following powers are also delegated as detail given below:-

Sr.no.	Nature of Power	Authority to which power is delegated	Extent of powers delegated
1.	Office expenses	Drawing & Disbursing Officer	Upto Rs. 10000/-
2.	Repair and maintenance of vehicle	Sh. Sanjay Kumar, Consultant	Upto Rs. 10000/-
3.	Advance to Driver & Caretaker	Sh. Sanjay Kumar, Consultant	Rs. 10000/- at a time working on contract basis and working through outsourcing agency with a limit of Rs. 20,000/-

Place: Panchkula
Dated: 8.02.2024

Jitender Kumar, IAS
State Project Director

Endst. No. Admn./SS/2024-26194 to 99

Dated 12/02/2024

A copy of the above is forwarded to the following for information and necessary action: -

1. Sh. Mukesh Kumar Gandhi, Controller (Finance & Accounts) & Drawing Disbursing Officer , HSSPP Panchkula
2. Sh. Sanjay Kumar, Consultant, HSSPP, Panchkula
3. All Component Incharges, HSSPP, Panchkula
4. IT Cell, HSSPP, Panchkula for uploading the same on the website.
5. PS/SPD, HSSPP, Panchkula
6. PA/JSPD, HSSPP Panchkula

Controller Finance & Accounts
For State Project Director

