

EDN-HE(8)A(2)-1/97-DDO Power
Directorate of Higher Education
Himachal Pradesh.

Dated: Shimla-1 the, November, 2025

To

All the Principals of Govt. Colleges/
Sanskrit Colleges/SCERT Solan/GCTE Dharamshala.
Himachal Pradesh.

Sub:- Clarification regarding delegation of DDO powers.

Sir/Madam,

On the subject cited above, various queries are being received from the colleges/institutions regarding delegation of the powers to the re-engaged/re-employed Principal and Drawing and Disbursing Officer (DDO).

In this regard it is clarified that the following instructions will be applicable to those institutions where the government has re-engaged/re-employed the Principal:

1. DDO powers shall rest with the regular officer of that institution as assigned by the HOD. He will exercise the power of the DDO for the transaction with treasury however, for college funds expenditure will be made by her/him with the prior approval/sanction of the re-engaged/re-employed Principal.
2. The Retired and re-engaged/re-employed Principal will be the overall incharge of the institution. He will supervise the academics, co-curricular/extra curricular activities and all other routine activities of the College/Institution. He will be sanctioning authority and controlling officer for sanctioning of admissible leaves to college/subordinate staff as per powers delegated to the College Principal. He will grant administrative approvals and expenditure sanctions as per rule.

Above instructions may be strictly adhered to in letter and spirit.

Endst. No.: even dated: Shimla-1

Copy for information and further necessary action:-

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2.
2. All the District Treasury Officer of Himachal Pradesh.
3. Superintendent IT Cell for uploading the same on departmental website.
4. Guard File.


+ Director of Higher Education
Himachal Pradesh.
November, 2025

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