



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
प्रयागराज -211004 [भारत]  
**Motilal Nehru National Institute of Technology Allahabad**  
**Prayagraj-211004 [India]**  
Website: <http://www.mnnit.ac.in>

Minutes of the Sixty-third [63<sup>rd</sup>] meeting of the Finance Committee held on March 22, 2022 at 02:30 p.m. through online mode [on Google Meet] as well as at Conference Room, Executive Development Centre, MNNIT Allahabad.

Following members of the Finance Committee attended the meeting -

1. **Prof. Rama Shanker Verma,** Chairman  
Director,  
Motilal Nehru National Institute of Technology Allahabad,  
Prayagraj-211004
2. **Ms. Saumya Gupta, IAS** Member  
Joint Secretary [NITs]  
Department of Higher Education  
Ministry of Education, Government of India  
Room No. 203, C-Wing  
Shastri Bhawan, New Delhi- 110115  
[attended online]
3. **Prof. Neeraj Misra** Member  
Professor, Department of Mathematics & Statistics,  
Indian Institute of Technology, Kanpur,  
Kanpur 208 016. [Nominee of Director, IIT Kanpur]
4. **Prof. Rakesh Narain** Member  
Professor, Department of Mechanical Engineering,  
Motilal Nehru National Institute of Technology Allahabad,  
Prayagraj – 211004.

5. **Dr. Sarvesh K Tiwari** Member Secretary  
Registrar,  
Motilal Nehru National Institute of Technology Allahabad,  
Prayagraj – 211004.

The following member of the Finance Committee, was granted leave of absence, who could not attend the meeting due to her pre-occupation:

1. **Smt. Darshana M Dabral** Member  
Joint Secretary & Financial Advisor  
Integrated Finance Division,  
Ministry of Education,  
Government of India, Shastri Bhawan, New Delhi – 110001  
[attended online]

The Finance Committee noted the appointment of Prof. Rama Shankar Verma as Director of the Institute and extended a warm welcome on his joining the Institute as Director.

The Finance Committee also acknowledged the contribution made by Prof. Rajeev Tripathi during his term as Director, MNNIT Allahabad.

The Chairman extended a warm welcome to the members and thanked them for taking their time out to attend the meeting.

The Finance Committee deliberated on the agenda items, and agenda item-wise proceedings are as under:

**Item No. 63.01** : To confirm the minutes of the Sixty-second [62<sup>nd</sup>] meeting of the Finance Committee held on 29.12.2021.

**Resolution** : The Finance Committee considered the Institute proposal for confirmation of the minutes of its Sixty-second [62<sup>nd</sup>] meeting held on 29.12.2021, and noted that no comments have been received from any of the members.

The Finance Committee, considering the above, resolved to confirm the minutes of its Sixty-second [62<sup>nd</sup>] meeting held on 29.12.2021.



**Item No. 63.02** : To report the action taken on the decisions taken in the Sixty-second [62<sup>nd</sup>] meeting of the Finance Committee held on 29.12.2021.

**Resolution** : The Finance Committee perused the action taken by the Institute on the decisions taken in its Sixty-second [62<sup>nd</sup>] meeting held on 29.12.2021, as circulated along with the agenda papers.

The Finance Committee resolved that action taken by the Institute on the decisions taken in its Sixty-second [62<sup>nd</sup>] meeting be noted, and taken on record.

**Item No. 63.03** : To consider the following letters received from the Ministry of Education for adoption/ implementation in the Institute.

[A] Letter F.No. 33-4/2022-TS.III, dated 28.01.2022 from the Ministry of Education, on the subject "*Extension of benefits of Retirement Gratuity and Death Gratuity to the employees of Autonomous Bodies/ Organizations covered under NPS –regarding*".

[B] Letter F.No.33-4/2022-TS.III, dated 25.02.2022 from the Ministry of Education, on the subject "*Modification of instructions regarding Booking in Air Tickets on Government Account - regarding*".

**Resolution** : [A] The Finance Committee considered the letter F.No. 33-4/2022-TS.III, dated 28.01.2022 from the Ministry of Education, on the subject "*Extension of benefits of Retirement Gratuity and Death Gratuity to the employees of Autonomous Bodies/ Organizations covered under NPS –regarding*".

The Finance Committee noted the same and resolved to recommend the same to the Board of Governors for adoption and implementation in the Institute.

[B] The Finance Committee considered the letter F.No.33-4/2022-TS.III, dated 25.02.2022 from the Ministry of Education, on the subject "*Modification of instructions regarding Booking in Air Tickets on Government Account - regarding*".

The Finance Committee noted the same and resolved to recommend the

same to the Board of Governors for adoption and implementation in the Institute.

**Item No. 63.04** To consider the delegation of financial powers to various officers/functionaries of the Institute.

**Resolution** : The Finance Committee considered the Institute proposal for delegation of financial powers to various officers/functionaries of the Institute.


The Finance Committee was apprised of the comparison of the existing and the proposed delegation of financial powers to various officers/functionaries of the Institute [ANNEXURE- I].

The Finance Committee, considering the above resolved to accept the Institute proposal and recommended the same to the Board of Governors for approval.

A copy of the of financial powers delegated to various officers/functionaries of the Institute as accepted by the Finance Committee and recommended to the Board of Governors is at ANNEXURE- II.

Considering the importance and urgency, the Finance Committee resolved to request the Board of Governors to consider the above recommendations of the Finance Committee in its very next meeting.

The meeting ended with thanks to the Chair.

  
28/03/2022

[Sarvesh K. Tiwari]  
Registrar/ Member Secretary

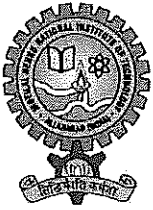
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28/03/2022

[Rama Shanker Verma]  
Chairman, Finance Committee &  
Director, MNNIT Allahabad

# Delegation of Financial Powers

## Comparative Statement of Existing and Proposed Delegation



**मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद**

Motilal Nehru National Institute of Technology Allahabad

प्रयागराज/Prayagraj-211 004

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Sl. No.	Particulars	Competent Authority & Extent of Powers delegated		Remarks
		Existing	Proposed	
1.	(a) Approval of Pension Payment Orders / DCRG / GPF / CPF (final Payment) & other retirement benefits	Director: Full Powers	Director : Full Powers	No change
	(b) Payment of Monthly Pension	Director: Full Powers	Director : Full Powers	No Change
	(c) Restoration of commuted Pension / Sanction of additional Pension on completion of 80, 85, 90, 100 years etc.	Director: Full Powers	Registrar : All cases	Proposed to delegate to Registrar
2.	Salary (Regular, Contractual staff)/ Payment of Manpower wages, Wages of Security Personnel, Temporary Faculty etc.	Director: Full Powers	Director : Full Powers	No change
		Director: Full Powers	Dy. : Above ₹ 5.00 lakh Director : to ₹ 10.00 lakh	Proposed to delegate to Dy. Director for amount between ₹ 5.00 lakhs to ₹ 10.00 Lakhs
		Director: Full Powers	Registrar : upto ₹ 5.00 lakh	Proposed to delegate to Registrar for amount upto ₹ 5.00 lakhs
3.	Payment of Stipend / Fellowship	Director : Full Powers	Director : Full Powers	No change
		Director : Full Powers	Dy. : Above ₹ 5.00 lakh Director : to ₹ 10.00 lakh	Proposed to delegate to Dy. Director for amount between ₹ 5.00 lakhs to ₹ 10.00 Lakhs
		Director : Full Powers	Registrar : upto ₹ 5.00 lakh	Proposed to

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				delegate to Registrar for amount upto amount ₹ 5.00 lakhs
4.	GPF / CPF (Advance and Withdrawal)	Director: Full Powers	Director : Full Powers	No change
5.	NPS withdrawal (All related issues) & final payment	Director: Full Powers	Director : Full Powers	No Change
6.	Payment of Personal Claims [Telephone Reimbursement, Children Education Allowance, Medical Reimbursement, TA/CPDA claims and other bills related to personal claims.]	Director: Full Powers	Director : Full Powers	No change
		Director: Full Powers	Dy. Director : Above ₹ 25,000/- to ₹ 1.00 lakh	Proposed to delegate to Dy. Director for amount between ₹ 25000/- to ₹ 1.00 Lakhs
		Director: Full Powers	Registrar : upto ₹ 25,000/-	Proposed to delegate to Registrar for amount upto ₹ 25000/-
7.	Leave Travel Concession (LTC)			
(a) Sanction of LTC advance & Passing of LTC bills / settlement of LTC advance	Director: Full Powers	Director : Full Powers	No change	
	Director: Full Powers	Dy. Director : Above ₹ 1.00 lakh to ₹ 2.50 lakh	Proposed to delegate to Dy. Director for amount between ₹ 1.00 Lakh to ₹ 2.50 Lakhs	
	Director: Full Powers	Registrar : upto ₹ 1.00 lakh	Proposed to delegate to Registrar for amount upto ₹ 1.00 Lakh	
8.	Temporary Advance			
(a) Sanction of Temporary	Director: Full Powers	Director : Full Powers	No change	

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	<b>Advance</b>			
	<b>(b) Settlement of Temporary Advance</b>	Director: Full Powers	Director : Full Powers	No change
		Director: Full Powers	Dy. : Above ₹ 1.00 lakh Director : to ₹ 5.00 lakh	Proposed to delegate to Dy. Director for amount between ₹ 1.00 Lakh to ₹ 5.00 Lakhs
		Director: Full Powers	Registrar : upto ₹ 1.00 lakh	Proposed to delegate to Registrar for amount upto ₹ 1.00 Lakh
9.	<b>Other expenses under OH-31 [Bills related to all other misc expenditures not covered under any other head].</b>			
	<b>(a) Power of sanction</b>	Director: Full Powers	Director : Full Powers	No change
	<b>(b) Passing of payment vouchers</b>	Director: Full Powers	Director : Full Powers	No change
10.	<b>Augmentation of Academic &amp; Physical Infrastructure and Civil &amp; Electrical Maintenance Works (RBS &amp; RES).</b>			
	<b>(a) Power of Sanction (Grant of Administrative Approval &amp; Expenditure Sanction)</b>	Board of Governors: Full Powers (on the recommendation of Finance Committee and Building & Works Committee)	Board of : Full Powers (on the recommendation of Finance Committee and Building & Works Committee)	No change
		Building and Works Committee: upto ₹ 30 lakh	Building : Upto ₹ 30 lakh and Works Committee	No change
		Director: Full powers upto ₹ 5.00 lakh	Director : upto ₹ 5.00 lakh Dean : upto ₹ 25,000/- (P&D)	No change Proposed to delegate to Dean (P&D) for amount upto ₹ 25,000/-
	<b>(b) Issue of AA/ES &amp; Work order</b>	Registrar	Registrar : On approval of the Finance Committee / Board of	No change

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			Governors	
	Registrar & Sr. Executive Engineer	Superintending Engineer & AR (Admin-IV) [Senior Executive Engineer, in absence of Superintending Engineer]	upto ₹ 5.00 lakh as per the sanction of the Director / Dean (P&D). Note: Files to be routed through Registrar.	Proposed to allow Suptd. Engineer & AR to issue AA&ES/Work Orders upto ₹ 5.00 lakhs as per approval of the Director/Dean.
11.	<b>User Charges/ Institute Fees/ Expenditure chargeable to fee other than tuition fee / Refund</b>			
	(a) Approval	Director: Full powers	Director : Full Powers	No change
			Dy. Director : upto ₹ 2.50 lakh	Proposed to delegate to Dy. Director for amount upto ₹ 2.50 Lakh
			Registrar : upto ₹ 50,000/-	Proposed to delegate to Registrar for amount upto ₹ 50,000/-
	(b) Processing of Payment	Director: Full powers	Director : Full Powers	No change
12.	<b>Procurement of Equipment, Furniture, General Utility Items/ Services etc. of both recurring and non-recurring nature.</b>			
	(a) Approval of Indent (for AA/ES for Procurement)	Board of Governors: for amount above ₹ 1.00 crores	Board of Governors : Full Powers above ₹ 1.00 Crore on the recommendations of Finance Committee.	No change

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		Director: Full powers subject to approved budget allocation for the purpose	Director : Full Powers upto ₹ 1.00 Crore	No change
			Dy. Director : upto ₹ 2.50 lakh	Proposed to delegate to Dy. Director for amount upto ₹ 2.50 Lakh
		Registrar: upto ₹ 25000/-	Registrar : upto ₹ 25,000/- [For Administrative Sections, other sections such as SAC, Health Centre, Library and all other sections for which Financial powers are not delegated to Deans / HoDs]	No change
		Dean (P&D): upto ₹ 25000 (for his own office)	For Civil / Electrical Works & Maintenance including horticulture Dean : upto ₹ 25,000/- (P&D) Superinten ding Engineer (Sr. Executive Engineer in absence of Superintending Engineer) : upto ₹ 10,000/- (within the limit of sanctioned budget for the respective Section)	No change Proposed to delegate to Suptd. Engineer upto ₹ 10,000/- for items pertaining to Civil & Electrical Maintenance Section
		HoDs: upto ₹ 50,000/- for items	HoDs : upto ₹ 50,000/-	Proposed to

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	of recurring nature only	[For their respective Academic Departments /GIS Cell / SMS]	[within the limit of sanctioned budget for the respective Academic Departments]	delegate powers to HoDs for amount up to ₹ 50,000/- for items of both recurring and non-recurring nature.
	Dean (Academic)/Dean (R&C)/Dean (SW): upto ₹ 25,000/- (for their sections and from their respective accounts)	For Dean (Academic) / Dean (R&C)/ Dean (SW) (for their respective offices within their sanctioned budget from their respective accounts)	upto ₹ 25,000/-	No change
	Dean(FW)/Dean (RG&IA): upto ₹ 25,000/-	For Other Deans [Dean (FW) / Dean (RGIA)]	upto ₹ 25,000/- (for their respective offices within their sanctioned budget)	No change
[b] Approval for Placing of Purchase Order (PO) / Re-issue of Purchase Order due to non-acceptance by the Seller / Consignment Rejection	Director: Full powers	Director	: Full powers	No change
		Dy. Director	: Above ₹50,000/- to ₹ 2.50 lakh	Proposed to delegate to Dy. Director for amount between ₹ 50,000/- to ₹ 2.50 Lakhs

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		Registrar/ : All cases, upto Deans amount for which [Dean powers are (FW) / delegated and Dean Purchase Order to (RGIA)] be issued by the [For Assistant Registrar Administrative dealing with the Sections Institute purchase. including SAC, Health Centre and all other sections which are not delegated to Deans / HoDs)]	Proposed to delegate to Registrar/respec tive Deans for amount upto ₹ 25,000/-.
		Dean : All cases, upto (P&D) [For amount for which Civil / powers are Electrical delegated and Engineerin Purchase Order to g & Works be issued by the Maintenan Dean (P&D). ce]	Proposed to delegate to Dean (P&D) for amount upto ₹ 25,000/-.
		HoDs [For : All cases upto the Departmen amount for which / Centre/ powers have been Cell] delegated and Purchase Order to be issued by the respective HoDs.	Proposed to delegate to HoDs for amount upto ₹ 50,000/-.
		Dean : All cases upto the (Academic) amount for which / Dean powers have been (R&C)/ delegated and Dean (SW) Purchase Order to be issued by the respective Deans.	Proposed to delegate to respective Deans for amount upto ₹ 25,000/-.

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(c) Delivery Period Extension request of the vendor without the imposition of LD.	Director: Full powers	Director : Full Powers	No change
(d) Delivery Period Extension request of the vendor with the imposition of LD.	Director: Full powers	Director : Full Powers	No change
		Dy. Director : upto ₹ 2.50 lakh	Proposed to delegate to Dy. Director for amount upto ₹ 2.50 Lakhs.
		Registrar : upto ₹ 25,000/-	Proposed to delegate to Registrar for amount upto ₹ 25,000/-.
		HoDs : upto ₹ 50,000/- [Within the limit of sanctioned budget for the respective Academic Departments]	Proposed to delegate to HoDs for amount upto ₹ 50,000/-.
		For Dean (Academic) / Dean (R&C)/ Dean (SW) : upto ₹ 25,000/-	Proposed to delegate to respective Deans for amount upto ₹ 25,000/-.
(e) Return of EMD / Bid Security	Director: Full powers	Registrar : All cases	Proposed to delegate to Registrar in all cases.
(f) Return of Performance Security	Director: Full powers	Director : Full powers	No change
		Registrar : upto ₹ 5.00 lakh	Proposed to delegate to Registrar for amount upto

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				₹ 5.00 Lakhs.
			Deputy Registrar : upto ₹ 50,000/-	Proposed to delegate to Dy. Reg. for amount upto ₹ 50,000/-
			Asst. Registrar : upto ₹ 25,000/-	Proposed to delegate to Asst. Reg. for amount upto ₹ 25,000/-
	(i) Bid Cancellation / Re-Tendering	Director: Full powers	Director : Full Powers	No change
13.	Extension of Period of service agreement / contract	Director: Full powers	Director : Full Powers	No change
14.	Library [Books, Journals, e-books, e-journals]	Director: Full powers	Director : Full powers [within budget sanctioned by Finance Committee / Board of Governors]	No change
15.	Processing of Payments and Signing of payments Instruments			
	(a) Processing of Payments	Director: Full powers	Director : Full powers	No change
	(b) Signing of payments Instruments (Cheque/Online payment advice)	Director & Registrar both: for amount above ₹ 2.50 Lakhs (Cheques/Online payment advice)	Director & Registrar both : Above ₹ 5.00 lakhs	Proposed to modify existing limit from above ₹ 2.50 Lakhs to ₹ 5.00 Lakhs
			Dy. Director & Registrar both : Above ₹ 2.50 lakhs	Proposed to delegate to Dy. Director & Registrar for amount above ₹ 2.50 Lakhs.
		Registrar : up to ₹ 2.50 Lakhs	Registrar : upto ₹ 2.50 lakhs	No change

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		Director & respective Dean: above ₹ 25,000/-	Director & : Above ₹ 1.00 lakh Dean [For Dean (Academic) / Dean (R&C)/ Dean (SW)] (For their respective sections & accounts)	Proposed to modify existing limit from ₹ 25,000/ to ₹ 1.00 Lakh
		Deans (for their respective Accounts): ₹ 25000/-	Dean : upto ₹ 1.00 lakh (Academic) / Dean (R&C)/ Dean (SW)] (For their respective sections & accounts )	Proposed to modify existing limit from ₹ 25,000/- to ₹ 1.00 Lakh (subject to approval of payment Voucher by Director above ₹ 50,000/-)
16.	(a) Write Off	Finance Committee/Board of Governors: above ₹ 25,000/-	Finance : Above ₹ 25,000/- Committee/ Board of Governors	No change
		Director: upto ₹ 25,000/-	Director : upto ₹ 25,000/-	No change
	(b) Auction of Write off materials	Director : Full Powers subject to approval for Write off by respective authority.	Director : Full Powers subject to approval for Write off by respective authority.	No change
	(c) Irrecoverable losses	Finance Committee/ Board of Governors: above ₹ 10,000/-	Finance : Above ₹ 10,000/- Committee/ Board of Governors	No change
Director: upto ₹ 10,000/-		Director : upto ₹ 10,000/-	No change	

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## Delegation of Financial Powers



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद

Motilal Nehru National Institute of Technology Allahabad

प्रयागराज/Prayagraj-211 004

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## Delegation of Financial Powers to Various Officers/ Functionaries of the Institute

### Abbreviations:

Dean(Academic)	-	Dean of Academic
Dean (SW)	-	Dean of Student Welfare
Dean (FW)	-	Dean of Faculty Welfare
Dean (RG & IA)	-	Dean of Resource Generation & International Affairs
Dean (R & C)	-	Dean of Research and Consultancy
Dean (P & D)	-	Dean of Planning & Development

### Definitions:

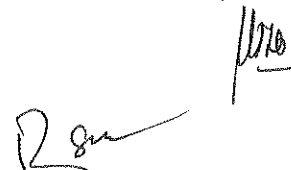
1. "**Appropriation**" means the assignment to meet specified expenditure of funds included in a primary unit of appropriation;
2. "**Contingent Expenditure**" means all incidental and other expenditure including expenditure on stores which is incurred for the management of an office, for the working of technical establishment such as a laboratory, workshop, office expenses and the like but does not include any expenditure, which has been specifically classified as falling under some other Head of expenditure, such as "Works" etc.
3. (a) "**Academic Staff**" means Professor, Associate Professor, Assistant Professor (Regular as well as Contract) and other Academic staff as defined in the Statute 22 (1)(i) of First Statute of National Institutes of Technology.  
  
(b) "**Non-Academic Staff**" means Registrar, Deputy Registrar, Assistant Registrar and other staff as defined in the Statute 22 (1) (ii) & (iii) of First Statute of National Institutes of Technology.
4. "**Financial Year**" means the year beginning on the 1<sup>st</sup> of April and ending on the 31<sup>st</sup> of March of the following year;
5. "**Government**" means the Central Government;
6. "**Institute**" means the Motilal Nehru National Institute of Technology Allahabad, Prayagraj;
7. "**Miscellaneous expenditure**" means all expenditure other than expenditure falling under the category of pay and allowances of Government servants, leave salary, pensions, contingencies, grant-in-aid, contributions, works, tools, plant and the likes;
8. "**Non-recurring expenditure**" means expenditure other than recurring expenditure;



9. "Re-appropriation" means the transfer of funds from one primary unit of Appropriation to another such unit,
10. "Recurring expenditure" means the expenditure which is incurred at periodical intervals for the same purpose. Expenditure other than recurring expenditure are non-recurring expenditure;

**General Principle of Delegation of Powers:**

1. Delegation of power shall be exercised strictly as per Act and Statutes, Government of India rules, norms and procedures as applicable to the Institute under rule.
2. Unless otherwise provided, all delegations are on per occasion basis,
3. In financial matters, splitting of work orders, purchase orders, etc. should not be done to avoid seeking approval of the higher officer.
4. Competent Authority [Finance Committee / Board of Governors / Director] of the Institute may impose conditions or withdraw any of powers delegated to officers in this Delegation of powers. The Competent Authority shall have overriding authority to exercise full powers in all matter.  
Full Powers refers to the power to sanction / approve, review and make exceptions.
5. Delegated powers cannot be delegated further.
6. Delegation of powers can only be made to incumbent functionaries and is not applicable to temporary In-charges;
7. While discharging the delegation of powers provided in this document, if any conflict exists, the interpretation in terms of the NITSER Act / Statutes shall prevails.
8. In case of any conflict in understanding of the delegations of powers as detailed in this document, the interpretation of the Finance Committee / Board of Governors / Director shall be final.
9. In case any position to whom powers have been delegated is vacant / not filled, the powers is to be exercised by the next higher officer / functionary.
10. Whenever the powers are delegated to more than one Officer, the file to the Higher Levels shall be routed through proper channel. For example; if financial powers for processing of payment delegated to the Registrar, Deputy Registrar and Assistant Registrar is up to ₹ 5.00 lakhs, ₹ 50,000/- and ₹ 25,000/- respectively, the processing of the payment in an instant case up to ₹ 5.00 lakhs will be routed through the Deputy Registrar and Assistant Registrar also.
11. Any escalation within the limit of delegated power will be with respective officers/ functionaries. Further, escalation beyond the limit of delegated power will go to respective higher authority.



12. Officers / Functionaries, who have been delegated powers under this document will be required to exercise the powers and will be responsible for following relevant rules and procedures as per GFR and others Government of India Rules.

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Sl. No.	Particulars	Competent Authority & Extent of Powers delegated
1.	(a) Approval of Pension Payment Orders / DCRG / GPF / CPF (final Payment) & other retirement benefits	Director : Full Powers
	(b) Payment of Monthly Pension	Director : Full Powers
	(c) Restoration of commuted Pension / Sanction of additional Pension on completion of 80, 85, 90, 100 years etc.	Registrar : All cases
2.	Salary (Regular, Contractual staff)/ Payment of Manpower wages, Wages of Security Personnel, Temporary Faculty etc.	Director : Full Powers
		Dy. Director : Above ₹ 5.00 lakh to ₹ 10.00 lakh
		Registrar : upto ₹ 5.00 lakh
3.	Payment of Stipend / Fellowship	Director : Full Powers
		Dy. Director : Above ₹ 5.00 lakh to ₹ 10.00 lakh
		Registrar : upto ₹ 5.00 lakh
4.	GPF / CPF (Advance and Withdrawal)	Director : Full Powers
5.	NPS withdrawal (All related issues) & final payment	Director : Full Powers
6.	Payment of Personal Claims [Telephone Reimbursement, Children Education Allowance, Medical Reimbursement, TA/CPDA claims and other bills related to personal claims.]	Director : Full Powers
		Dy. Director : Above ₹ 25,000/- to ₹ 1.00 lakh
		Registrar : upto ₹ 25,000/-
7.	Leave Travel Concession (LTC) (a) Sanction of LTC advance & Passing of LTC bills / settlement of LTC advance	Director : Full Powers
		Dy. Director : Above ₹ 1.00 lakh to ₹ 2.50 lakh
		Registrar : upto ₹ 1.00 lakh



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8.	<b>Temporary Advance</b>	
	(a) Sanction of Temporary Advance	Director : Full Powers
	(b) Settlement of Temporary Advance	Director : Full Powers
		Dy. Director : Above ₹ 1.00 lakh to ₹ 5.00 lakh
	Registrar : upto ₹ 1.00 lakh	
9.	<b>Other expenses under OH-31[Bills related to all other misc expenditures not covered under any other head].</b>	
	(a) Power of sanction	Director : Full Powers
	(b) Passing of payment vouchers	Director : Full Powers
10.	<b>Augmentation of Academic &amp; Physical Infrastructure and Civil &amp; Electrical Maintenance Works (RBS &amp; RES).</b>	
	(a) Power of Sanction (Grant of Administrative Approval & Expenditure Sanction)	Board of Governors : Full Powers (on the recommendation of Finance Committee and Building & Works Committee)
		Building and Works Committee : upto ₹ 30 lakh
		Director : upto ₹ 5.00 lakh
		Dean (P&D) : upto ₹ 25,000/-
	(b) Issue of AA/ES & Work order	Registrar : On approval of the Finance Committee / Board of Governors
		Superintending Engineer & AR (Admin-IV) : upto ₹ 5.00 lakh as per the sanction of the Director / Dean (P&D). [Senior Executive Engineer, in absence of Superintending Engineer ]
Note: Files to be routed through Registrar.		
11.	<b>User Charges/ Institute Fees/ Expenditure chargeable to fee other than tuition fee / Refund</b>	
	(a) Approval	Director : Full Powers
		Dy. Director : upto ₹ 2.50 lakh
		Registrar : upto ₹ 50,000/-
(b) Processing of Payment	Director : Full Powers	

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12.	<b>Procurement of Equipment, Furniture, General Utility Items/ Services etc. of both recurring and non-recurring nature.</b>	
<b>(a) Approval of Indent (for AA/ES for Procurement)</b>	Board of Governors	: Full Powers above ₹ 1.00 Crore on the recommendations of Finance Committee.
	Director	: Full Powers upto ₹ 1.00 Crore
	Dy. Director	: upto ₹ 2.50 lakh
	Registrar	[For : upto ₹ 25,000/- Administrative Sections, other sections such as SAC, Health Centre, Library and all other sections for which Financial powers are not delegated to Deans / HoDs]
	Dean (P&D)	: upto ₹ 25,000/-  Superintending : upto ₹ 10,000/- Engineer [within the limit of sanctioned budget for the respective Section] <i>[Sr. Executive Engineer in absence of Superintending Engineer]</i>
	HoDs	: upto ₹ 50,000/- [For their respective Academic Departments /GIS Cell / SMS] [within the limit of sanctioned budget for the respective Academic Departments]
	For Dean (Academic)/ Dean (R&C)/ Dean (SW)	: upto ₹ 25,000/- (for their respective offices within their sanctioned budget from their respective accounts)
For Other Deans	: upto ₹ 25,000/- (for their respective offices within their	

	[Dean (FW) / Dean sanctioned budget) (RGIA)]
<b>[b] Approval for Placing of Purchase Order (PO) / Re-issue of Purchase Order due to non-acceptance by the Seller / Consignment Rejection</b>	Director : Full powers
	Dy. Director : Above ₹50,000/- to ₹ 2.50 lakh
	Registrar/ Deans : All cases, up to amount for which powers are delegated and Purchase Order to be issued by the Assistant Registrar dealing with the Institute purchase.
	[Dean (FW) / Dean (RGIA)]
	[For Administrative Sections including SAC, Health Centre and all other sections which are not delegated to Deans / HoDs)]
	Dean (P&D) [For Civil / Electrical Engineering & Works Maintenance] : All cases, up to amount for which powers are delegated and Purchase Order to be issued by the Dean (P&D).
HoDs [For Department/ Centre/ Cell] : All cases up to the amount for which powers have been delegated and Purchase Order to be issued by the respective HoDs.	
Dean (Academic)/ Dean (R&C)/ Dean (SW) : All cases up to the amount for which powers have been delegated and Purchase Order to be issued by the respective Deans.	
<b>(c) Delivery Period Extension request of the vendor without the imposition of LD.</b>	Director : Full Powers
<b>(d) Delivery Period Extension request of the vendor with the imposition of LD.</b>	Director : Full Powers
	Dy. Director : upto ₹ 2.50 lakh
	Registrar : upto ₹ 25,000/-

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		HoDs : upto ₹ 50,000/- [Within the limit of sanctioned budget for the respective Academic Departments]
		For Dean : upto ₹ 25,000/- (Academic)/ Dean (R&C)/ Dean (SW)
	(e) Return of EMD / Bid Security	Registrar : All cases
	(f) Return of Performance Security	Director : Full powers
		Registrar : upto ₹ 5.00 lakh
		Deputy Registrar : upto ₹ 50,000/-
		Asst. Registrar : upto ₹ 25,000/-
	(i) Bid Cancellation / Re-Tendering	Director : Full Powers
13.	Extension of Period of service agreement / contract	Director : Full Powers
14.	Library [Books, Journals, e-books, e-journals]	Director : Full powers [within budget sanctioned by Finance Committee / Board of Governors]
15.	<b>Processing of Payments and Signing of payments Instruments</b>	
	(a) Processing of Payments	Director : Full powers
	(b) Signing of payments Instruments (Cheque/Online payment advice)	Director & Registrar : Above ₹ 5.00 lakhs both
		Dy. Director & Registrar both : Above ₹ 2.50 lakhs
		Registrar : upto ₹ 2.50 lakhs
		Director & Dean : Above ₹ 1.00 lakh [For Dean (Academic)/ Dean (R&C)/ Dean (SW)] (For their respective sections & accounts)
		Dean (Academic)/ Dean (R&C)/ Dean (SW) : upto ₹ 1.00 lakh (subject to approval of payment Voucher by Director above ₹ 50,000/-) (For their respective sections & accounts )
16.	(a) Write Off	Finance Committee/ Board of Governors : Above ₹ 25,000/-
		Director : upto ₹ 25,000/-

*DSR*  
*MSR*



	<b>(b) Auction of Write off materials</b>	Director : Full Powers subject to approval for Write off by respective authority.
	<b>(c) Irrecoverable losses</b>	Finance : Above ₹ 10,000/- Committee/ Board of Governors Director : upto ₹ 10,000/-

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