

## Delegation of Powers

1. Leave	Existing	Proposed
<b>1.1 Casual Leave/ Special Casual Leave</b>		
a) Deputy Director, Deans, Registrar, HODs b) Heads of Sections (Faculty), Faculty and Staff in Departments c) Heads of Sections other than faculty d) Staff in Sections	Director Deputy Director (for faculty) & Registrar for others Head of Department Head	Director HOD concerned  Registrar Head of Section
<b>1.2 Earned/ Half-Pay/ Maternity Leave/ Commuted Leave/ Extra Ordinary Leave not exceeding 180 days</b>		
a) Deputy Director, Deans, Registrar, HODs b) Heads of Sections, ACF&A, other Group "A" staff c) Faculty d) Group 'B' 'C' & 'D' Staff	Director Registrar Deputy Director Registrar	Director  Registrar Deputy Director  AC(F&A)
<b>1.3 Vacation Leave</b>		
a. Deputy Director, Deans, HODs b. Other Faculty and vacational staff	Director HOD concerned	Director Head of Department
<b>1.4 Extra Ordinary Leave exceeding 180 days/ Sabbatical Leave/ Leave for Foreign Travel/ Foreign Tour</b>		
Director	Chairman BOG	Board to be informed
All academic & non-academic staff	Chairman BOG	Director
<b>1. FINANCIAL MATTERS</b>		
<b>2.1 Re-Appropriation of Funds generated out of IRG*</b>		
a) Amount non-plan financial recurring budget heads (no financial limits) b) Among plan budget heads up to Rs.50 lacs except GIA Scheme approved by Chd. Admn.	- -	Director  Director
<b>*provided that no re-appropriation of funds would be allowed from the salary head to TA head and vice-versa.</b>		
<b>2.2 Writing off of irrecoverable losses and stores</b>		
a) Losses up to Rs. 5,000/-	Director (Board to be informed)	ACF&A
b) Losses up to Rs. 20,000/-	-	Registrar
c) Losses up to Rs. 1,00,000/-	-	Director
d) Losses above Rs. 1,00,000/-	-	BOG
e) Obsolete, surplus and	Director (Board to be informed)	Head of the

unserviceable Stores which are bodily present on the basis of survey report by the committee of respective department/ hostel/estate up to Rs.20,000/-		Department/Workshop Superintendent/Head Computer Centre/Chairman Estate & Works/DSA
f) Obsolete, surplus and unserviceable Stores which are bodily present on the basis of survey report up to Rs.1,00,000/-	-	Registrar
g) Obsolete, surplus and unserviceable Stores which are bodily present on the basis of survey report up to Rs.10,00,000/-	-	Director
h) Obsolete, surplus and unserviceable Stores which are bodily present on the basis of survey report beyond Rs.10,00,000/-	-	Board
<b>2.3 Sanction of LTC, LTC advance and Leave salary encashment</b>		
a) Deputy Director, Deans, Registrar and Heads of Departments, ACF&A	Director	Director
b) All other faculty members	Deputy Director	DFA
c) Staff Members	Registrar	Registrar
<b>2.4 Sanction of travel and advance for travel within India</b>		
a) Deputy Director, Deans, Registrar, Heads of Departments and ACF&A	Director	Director
b) Other Faculty	Deputy Director	Deputy Director
c) All other staff	Registrar	Registrar
d) Guest speakers (including Honorary), Students (including student Tours), M. Tech/ Ph.D. admissions	Deputy Director	Head of Department/ DAA/ DSA/ Registrar
<b>e) Institute Guest Speaker</b>	<b>Deputy Director</b>	<b>Deputy Director/ Registrar</b>
	<b>?</b>	<b>HOD Concerned/ DAA/ Registrar</b>
<b>2.5 Sanction of travel and advance for travel outside India*</b>		
a) All Staff and faculty	Director	Director
*provided that the travel advance for visits abroad by the employees would be within the budgetary provisions of the Institute.		
<b>2.6 Permanent Imprest</b>		
a) Fully competent	-	Director
b) Sanction up to a maximum of Rs. 50000/-	Director	Deputy Director/Registrar
c) Recoupment, Adjustment and	DDO	DDO/ DR (F&A)

Payment		
<b>2.7 Temporary contingent advance</b>		
a) Fully Competent	Director	Director
b) Up to Rs. 15000/- for departments/ Sections having allocated funds -		Director
i) Sanction	AC (F&A)	Head of Dept./Section
ii) Recoupment, Adjustment and Payment Order	AC (F&A)	DDO
c) Up to Rs. 50000/-		
<b>i) Sanction</b>	<b>Deputy Director/ Registrar/AC(F&amp;A)</b>	<b>Deputy Director</b>
ii) Recoupment, Adjustment and Payment Order	ACF&A	DDO
c) for Hostels/TPO activities/Student Activities (Sanction)	- -	DSA (fully empowered) ACF&A
(Recoupment, Adjustment and Payment order)		
<b>2.8 Provident Fund/ Gratuity/ Pension/ Leave Salary Encashment</b>		
a) Final payment of Provident Fund, Gratuity, Commutation of pension and Leave Salary		
i) Sanction for Deputy Director, Registrar	Director	Director
ii) Sanction for faculty and staff	-	Registrar
iii) Signing of bills and cheques	Registrar/ACF&A/DR	Registrar & ACF&A
b) Temporary advance and withdrawals from Provident Fund		
i) Sanction for Deputy Director, Registrar	Registrar	Director
ii) Sanction for faculty and staff	Director	Registrar
iii) Signing of bills and cheques	Registrar/ACF&A/DR(F&A)	Registrar & ACF&A
<b>NOTE : Payments of Provident Fund will be sanctioned after authorised trustees accord approval.</b>		
<b>2.9 Sanction of purchase indents and orders</b>		
a) Purchase of consumable items		
i) Fully competent	-	Director
ii) Up to Rs. 5.00 lac	-	Deputy Director/Registrar
iii) Up to Rs. 50,000/-	-	Head of Deptt./Section.(except furniture and office equipment)
iv) up to Rs. 2.00 lac	-	Registrar for Administrative Block
v) up to Rs. 15,000/-	-	AC(F&A) for Administrative Block
b) Purchase of non-consumable items	-	
i) Fully competent	Director	Director

ii) Up to Rs. 5.00 lac	Deputy Director	Deputy Director/Registrar
iii) Up to Rs. 1.00 lac	-	Head of Deptt./Section
iv) up to Rs. 3.00 lac	-	Registrar for administrative block or for any item specifically referred by The Director in respect of Institute
c) Purchase of Furniture, stationery, computer and office equipment		
i) Fully competent	Director	Director
ii) Up to Rs. 20.00 lac	-	Deputy Director/Registrar
iii) up to Rs. 15000/-	-	Head of Deptt., /Section for stationery only
d) Purchase of Books and Journals		
i) Fully competent	-	Director
ii) Up to Rs. 20.00 lac	-	Deputy Director/Registrar
iii) Up to Rs. 20,000/-	-	Sr. Librarian (Books/Journals/periodicals)
e) Recurring Office Expenditure including Elec., Water & Telephone Bills etc.		
i) Fully competent	-	Director
ii) Up to Rs. 15.00 lac	-	Registrar
iii) Up to Rs. Rs. 5.0 lacs	-	AC(F&A)
f) All cases not covered above, full competency	-	Director
<b>2.10 Payment of purchase and contingent bills</b>		
a) Passing of all Bills	Registrar/DDO/DR(F&A)	DDO/S.O.s
b) Recording of payment orders and signing of cheques	Registrar/DDO/DR(F&A)	Registrar & DDO
<b>2.11 Sanction of Medical Advances/ Claims</b>		
a) Fully competent	Director	Director
b) Up to Rs.5.00 lac	-	Registrar
<b>2.12 Miscellaneous Sanctions</b>		
<b>a) Remuneration for thesis evaluation &amp; Viva voce honorarium</b>	<b>HOD</b>	<b>HOD Concerned</b>
<b>b) Thesis, book and contingency grants</b>	<b>DAA (Expert)</b>	<b>Dean Academic Affairs</b>
<b>c) P.G. Scholarships</b>	<b>DAA (Expert)</b>	<b>Dean Academic Affairs</b>
<b>d) Refund of students' security</b>	<b>DAA (Expert)</b>	<b>Dean Academic Affairs</b>
<b>e) Reimbursement of book grant and membership fee to faculty members</b>	<b>Deputy Director</b>	<b>Deputy Director</b>
<b>f) Expenditure from Student's Fund</b>	<b>DSW</b>	<b>DSW</b>
<b>g) Freeship Concession on Tuition fee to students</b>	<b>DSW</b>	<b>DSW</b>
<b>h) All other cases not covered Above Up to Rs. 2.00 lac Above Rs. 2.00 lac.</b>	<b>- Deputy Director</b>	<b>Registrar Director</b>

<b>3. ADMINISTRATIVE MATTERS</b>		
3.1 Crossing of ACP for all Staff Members and confirmation of all Staff members who are BOG appointee	Director	Director
3.2 Approval of Promotion Orders of Group Group 'A', 'B', 'C' and 'D' Staff	Director	Director
3.3 Sanction of increment for additional qualification for all categories of Staff, as per rules approved by the BOG	-	Director
3.4 Permission for Foreign Travel	Director	Director
3.5 Issue of Appointment Letters i) All Group 'A' Staff ii) All Group 'B', 'C' and 'D' Staff	Director Registrar	Director Registrar
3.6 Deputation of non-academic staff for training and courses in India	Deputy Director	Registrar
3.7 Sanction of Overtime payment	Deputy Director	Registrar
3.8 Sanction for employment of daily wage workers	Deputy Director	Registrar
3.9 Forwarding of applications for outside employment as per rules		
i) All Group 'A' Staff ii) All other Staff	Deputy Director -	Deputy Director (for Faculty) & Registrar for others
3.10 Forwarding of applications for Higher Studies as per rules		
i) All Group 'A' Staff & Registrar for others ii) All other Staff	- -	DFA/Registrar (for Faculty) & Registrar for others
Issue of No Objection Certificate for Passport		
3.11 i) All Group 'A' Staff & Registrar for others ii) All other Staff	Deputy Director Registrar	DFA/Registrar (for Faculty & Registrar for others
Issue of Service Certificate		
3.11 i) All Group 'A' Staff & Registrar for others ii) All other Staff	Deputy Director Registrar	Deputy Director (for Faculty) & Registrar for others
Signing of contracts for contractual Appointments		
3.12 i) All Group 'A' Staff ii) All other Staff	Deputy Director Registrar	Deputy Director (for Faculty) & Registrar for others

Signing of other contracts:		Registrar
3.13 i) Mortgage against House Building Advance ii) Motor Vehicle Advance iii) Allotment of institute premises for commercial use	Registrar DDO Registrar	Registrar DDO Registrar
3.14 Waiver of late registration fine and re-admission fee	DAA	Director/ Dean Academic Affairs
3.15 Power to appoint an employee to officiate in a vacant post	Director	Director
3.16 Power to define the scope of duties of an employee	Director	Director
3.17 Power to dispense with the production of a medical certificate of fitness	Director	Director
3.18 Power to appoint an employee to hold charge of another post in addition to his own duties	Director	Director
3.19 Power to sanction the taking of consultancy cases against fee	DPR&D	DPR&D
3.20 Power to grant extension of joining time	Director	Director/Registrar
3.21 Power to sanction re-employment	Director	Director
3.22 Power to certify that the air travel is urgent and necessary in the public interest	Director	Director
3.23 Power to permit an employee to draw the actual cost of hiring a conveyance on a journey for which no TA is admissible	Director	Director
3.24 Power to sanction TA to an employee	Director	Director

**Note: for sanctioning the purchases as per above delegation the procedure to be followed will be as under:-**

1. The faculty/Staff in the department will put up their requirements to their HOD concerned.
2. HOD with accord sanction if agreed to.
3. If HOD does not agree then HOD will forward the cases to Department Purchase Committee consisting of following for consideration & recommending to the next superior authority for consideration and approval.

- a. HOD.
- b. One Professor of the Department Concerned.
- c. One Associate Professor of the Department Concerned.
- d. One Assistant Professor of the Department Concerned.