

NOTIFICATION

No. PEC/RG/15/ 10154-178

Dated: 15 MAY 2015

Subject: Delegation of Powers

This Notification is in pursuance of decision taken in 46th meeting of Board of Governors dated 06.05.2015, the Delegation of Powers are notified as under:

The philosophy of Delegation of Powers document is based on distribution of work amongst senior officers in defined ambit. All the Administrative work pertaining to faculty is vested with the Dean Faculty Affairs. Financial powers related to faculty issues are with the Deputy Director and for non faculty and general/ statutory issues, it is with the Registrar.

The academic work is in domain of Dean Academic Affairs and work related to students is in the domain of Dean Student Affairs.

Wherever more than one authority is listed for a particular work, they have to exercise their powers w.r.t. this philosophy. In the absence of any officer, if the alternative officer needs to exercise powers in the domain of other's authority, specific orders for given period may be obtained from Director. In case of emergency/exigency, if power needs to be exercised by the persons, in the area other than their domain, the same shall be immediately brought to the notice of the Director as well as functionary in whose domain the power lies.

In case of any ambiguity/clarification, the decision may be obtained from the Director.

Delegation of Powers

	Existing	Revised
1. Leave		
1.1 Casual Leave/ Special Casual Leave		
a) Deputy Director, Deans, Registrar, HODs	- Director - HOD concerned	- Director - HOD concerned
b) Heads of Sections (Faculty & Staff in Departments)	- Registrar	- Registrar
c) Heads of Sections other than faculty	- Head of Section	- Head of Section
d) Staff in Sections		
1.2 Earned/ Half-Pay/ Maternity Leave/ Commuted Leave/ Extra Ordinary Leave not exceeding 180 days		
a) Deputy Director, Deans, Registrar, HODs	- Director - Registrar	- Director - Registrar
b) Heads of Sections, ACF&A, other Group 'A' staff		
c) Faculty	- Deputy Director	- Deputy Director
d) Group 'B' 'C' & 'D' Staff	- Registrar	- AC(F&A)
1.3 Vacation Leave		
a) Deputy Director, Deans, HODs	- Director	- Director

b) Other Faculty & Vacational Staff	- Head of Department	- Head of Department
1.4 Extra Ordinary Leave exceeding 180 days / Sabbatical Leave / Leave for Foreign Travel / Foreign Tour		
a) Director	-	- Board to be informed
b) For Professors	Chairman, BOG (Board to be informed)	- Chairperson, BOG
c) For other faculty		- Director
2. FINANCIAL MATTERS		
2.1 Re-Appropriation of Funds		
a) Among Non-Plan/ Plan financial recurring budget heads (no financial limits).	- Director (with limit of Rs. 50.00 Lacs for fund)	- Director
2.2 Writing off of irrecoverable losses and stores		
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 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/-	- Director (Board to be informed)	Head of the 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 of Governors
2.3 Sanction of LTC, LTC advance and Leave salary encashment		
a) Deputy Director, Deans, Registrar and Heads of Departments, ACF&A	- Director	- Director
b) Sanction of LTC for faculty	- Deputy Director	- Dean Faculty Affairs
c) LTC Advance/ Leave Salary for faculty	-	- Deputy Director
d) For other staff Members	- Registrar	- Registrar
2.4 Sanction of travel and advance for travel within India		
a) Deputy Director, Deans, Registrar, Heads of Departments and ACF&A	- Director	- Director
b) Sanction for faculty	- Deputy Director	- Dean Faculty Affairs

c) TA Advance for faculty	-	- Deputy Director
d) All other staff	- Registrar	- Registrar
e) Guest Speakers (including Honorarium), Students (including student Tours), M. Tech/ Ph.D. Admissions	- Head of Department	- Head of Department/ DAA/ DSA/ Registrar
e) Institute Guest	- Deputy Director	- Deputy Director/ Registrar
f) Travel Expenses of External Examiner	- HoD Concerned	- HOD Concerned/ DAA/ Registrar
2.5 Sanction of travel and advance for travel outside India		
a) All Staff and Faculty	- Director on the recommendation of committee for the purpose.	- Director
2.6 Permanent Imprest		
a) Fully Competent	-	- Director
b) Sanction up to a maximum of Rs.50,000/-	-	- Deputy Director / Registrar
c) Recoupment, Adjustment and Payment orders	- DDO/ DR (F&A)*	- AC (F&A)
2.7 Temporary contingent advance		
a) Fully Competent	-	- Director
b) Up to Rs. 15,000/- for Departments/ Sections		
i) Sanction	- Head of Department/Section	- ACF&A
ii) Recoupment, Adjustment and Payment Order	- DDO / D.R. (F&A)	- ACF&A
c) up to Rs. 50,000/-		
i) Sanction	- Deputy Director	- Deputy Director / Registrar
ii) Recoupment, Adjustment and Payment Order	- DDO/D.R. (F&A)	- ACF&A
d) for Hostels / TPO activities / Student Activities (Sanction) (Recoupment, Adjustment and Payment order)	- -	- DSA (fully empowered) - ACF&A
2.8 Provident Fund/ Gratuity/ Pension/ Leave Salary Encashment		
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	- Director	- Registrar
iii) Signing of bills and cheques	- Registrar /ACF&A / D. R. F&A	- 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	- Registrar	- Registrar
iii) Signing of bills and cheques	- Registrar /ACF&A/ D.R.(F&A)	- Registrar & ACF&A


c) Monthly Pension after sanction of Commutation		
i) Signing of bills and Payment Order	- Registrar	
ii) Signing of cheques	- Registrar/ACF&A/ D.R.(F&A)	
NOTE : Payments of Provident Fund will be sanctioned after authorised trustees accord approval.		
2.9 Sanction of purchase indents and orders		
a) Purchase of consumable items		
i) Fully Competent	-	- Director
ii) up to Rs. 15,000/-	-	- AC(F&A)
iii) up to Rs. 50,000/-	-	- Head of Department/ Section. (except furniture and office equipment)
iv) up to Rs. 5.00 Lacs	-	- Deputy Director / Registrar
b) Purchase of non- consumable items		
i) Fully Competent	-	- Director
ii) up to Rs. 1.00 Lacs	-	- Head of Department/ Section
iii) up to Rs. 5.00 Lacs	-	- Deputy Director / Registrar
c) Purchase of Stationery, Computer and Office Equipment		
i) Fully competent	-	- Director
ii) up to Rs. 15,000/-	-	- Head of Department/ Section for stationery only.
iii) up to Rs. 5.00 Lacs	-	- Deputy Director/ Registrar
d) Purchase of Books and Journals		
i) Fully competent	-	- Director
ii) up to Rs. 20,000/-	-	- Sr. Librarian (Books/Journals/ periodicals)
iii) up to Rs. 5.00 Lacs	-	- Deputy Director/ Registrar
e) Hiring of vehicle / hospitality expenses for meeting & conferences etc. / expenditure on institute Guest and expenditure / payment of honorarium thereof / printing / reprography and publishing expenses / payments to Advocates / CA / Architect / any engaged experts / services / court fee / maintenance of office machines and equipments/ repair/ maintenance.		
i) Fully competent	-	- Director
ii) up to Rs. 2.00 Lacs	-	- Registrar
iii) up to Rs. 50,000/-	-	- ACF&A
f) Expenditure on Electricity, Water, Telephone Bills & statutory payments		
i) Fully competent	-	- AC(F&A)
g) All cases not covered above, full competency		- Director
2.10 Payment of purchase and contingent bills		

a) Passing of all Bills	- Registrar / DDO / DR(F&A)	- ACF&A / S.O.s
b) Recording of payment orders and signing of cheques	- Registrar / DDO / D.R.(F&A)	- Registrar/ DRP&D & ACF&A (Any two shall sign cheque)
2.11 Sanction of Medical Advances / Claims		
a) Fully competent	-	- Director
b) Up to Rs. 1.00 Lacs	-	- ACF&A
c) Up to Rs.5.00 Lacs	-	- Registrar
2.12 Miscellaneous Sanctions		
a) Remuneration for thesis evaluation & Viva voca honorarium.	- HOD Concerned	- HOD Concerned / DAA / Registrar
b) Thesis, book and contingency grants	- Dean Academic Affairs	- Dean Academic Affairs
c) P.G. Fellowship & others	- Dean Academic Affairs	- HOD's
d) Refund of students' security	- Dean Academic Affairs	- Dean Academic Affairs
e) Reimbursement of book grant and membership fee to faculty members.	- Deputy Director	- Deputy Director
f) Expenditure from Student's Fund	- DSW	- DSA
g) Freeship Concession on Tuition fee to students/ scholarships	- DSW	- DAA
h) All other cases not covered		
i) up to Rs. 5.00 Lacs	-	- Registrar
ii) Above Rs. 5.00 Lacs	-	- Director
2.13 Payment of personal claims		
a) TA claims for candidates (M.Tech / Ph.D./Advertised positions)	- Registrar & DDO / DR(F&A)*	-Registrar & AC (F&A)
b) Advances for LTC / TA (for travel within India)	- Registrar & DDO / DR(F&A)*	-Registrar & AC (F&A)
c) Advances for travel outside India	- Registrar & DDO / DR(F&A)*	-Registrar & AC (F&A)
d) Advance from gratuity on the death	- Registrar & DDO / DR(F&A)*	-Registrar & AC (F&A)
e) All claims under item 2.12	- Registrar & DDO / DR(F&A)*	-Registrar & AC (F&A)
f) All medical advances/ medical claims	- Registrar & DDO / DR(F&A)*	-Registrar & AC (F&A)
2.14 Power to grant honorarium to an employee holding charge of another post in addition to his own duties	- Director	- Director
3.1 Crossing of ACP for all Staff Members	- Director	- Registrar
3.2 Confirmation of all Staff members who are BOG appointee.	- Director	- Director
3.3 Approval of Promotion Orders of Faculty	- Director	- Director
3.4 Approval of Promotion Orders of Non-	- Director	- Registrar

faculty.		
3.5 Sanction of increment for additional qualification for all categories of Staff, as per rules approved by the BOG.	- Director	- Director
3.6 Permission for Foreign Travel	- Director	- Director
3.7 Issue of Appointment Letters i) All group 'A' Staff ii) All group 'B', 'C' & 'D' Staff	- Director - Registrar	- Director - Registrar
3.8 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	- Deputy Director(for Faculty) & Registrar for others	- DFA / Registrar
ii) All other Staff	- Registrar	- Registrar
3.10 Forwarding of applications for Higher Studies as per rules		
i) All Group 'A' Staff	- Deputy Director(for Faculty) & Registrar for others	- DFA / Registrar
ii) All other Staff	- Registrar	- Registrar
3.11 Issue of No Objection Certificate for Passport		
i) All Group 'A' Staff	- Deputy Director(for Faculty) & Registrar for others	- Registrar
ii) All other Staff	- Registrar	- Registrar
3.12 Issue of Service Certificate		
i) All Group 'A' Staff	- Deputy Director(for Faculty) & Registrar for others	- Registrar
ii) All other Staff	- Registrar	- Registrar
3.13 Signing of contracts for contractual Appointments		
i) For Faculty	- Deputy Director	- DFA
ii) For other Staff	- Registrar	- Registrar
3.14 Signing of other contracts		
i) Mortgage against House Building Advance	- Registrar	- Registrar / ACF&A
ii) Motor Vehicle Advance	- DDO	- Registrar / ACF&A
iii) Allotment of institute premises for commercial use.	- Registrar	- Registrar
iv) Signing of other contracts / MoA /	-	- Registrar

3.18	Power to dispense with the production of a medical certificate of fitness.	- Director	- Director
3.19	Power to appoint an employee to hold charge of another post in addition to his own duties.	- Director	- Director
3.20	Power to sanction the taking of consultancy cases against fee.	- DPR&D	- DPR&D
3.21	Power to grant extension of joining time	- Director	- Director/Registrar
3.22	Power to sanction re-employment	- Director	- Director
3.23	Power to certify that the air travel is urgent and necessary in the public interest	- Director	- Director
3.24	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
3.25	Power to sanction TA to an employee for journey to attend conference while on leave.	- Director	- Director
3.26	Deviation in TA/ DA then entitlements	-	- Director

For any unattended item, Director is empowered. In future whenever positions of Deputy Registrar and Assistant Registrar are filled delegation may be revised by Director accordingly.


Registrar

Endstt. No. PEC/RG/15/ 10154-178

Dated: 5 MAY 2015

A copy of the above is forwarded to the following for information and necessary action with a request that in case of any difficulty faced, the same may please be brought to notice of Director.

1. Deputy Director
2. All Deans : Dean SPR&D is requested to submit the revised proposal for activities related to his domain to the Director.
3. All Heads of the Departments
4. Chairman (Estate & Works)
5. Training & Placement Officer
6. Registrar
7. ACF&A
8. DA/BOG meetings to place in record
9. Notification file
10. PA to Director
11. Webmaster


Registrar