



साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय

NOTIFICATION

No.....05...../SUBIS/2014 Date 20/06/2014

साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय के FINANCIAL POWERS OF SUBIS जिन्हें साधारण परिषद् की बैठक दिनांक 19 जून 2014 में स्वीकृति प्रदान की गई है एतद् द्वारा यह नियम लागू किया जाता है। यह परिनियम, FINANCIAL POWERS OF SUBIS 2014 के रूप में प्राख्यापित होगा।

संलग्न : उक्त परिनियम

(कुलपति द्वारा अनुमोदित)

(राजेश गुप्ता)
कुलसचिव

✓ साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय

पृष्ठा. क्र. 05(30)/साँ.बौ.भा.ज्ञा.अ.वि.वि./2014-15
प्रतिलिपि :-

भोपाल, दिनांक 20/06/2014

1. कुलपति, साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय, भोपाल।
2.।
3. को साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय की वेबसाइट में अपलोड करने के लिए।
4. गार्ड फाइल।

कुलसचिव

✓ साँची बौद्ध-भारतीय ज्ञान अध्ययन विश्वविद्यालय

✓

**FINANCIAL POWERS OF SUBIS
2014**

STATUTE NO - 5

**SANCHI UNIVERSITY OF
BUDDHIST-INDIC STUDIES
BHOPAL**

General Limitations/Conditions of Powers

The powers contained in the Financial Powers are subject to the following general limitations/conditions.

- I. No expenditure shall be incurred from any University account except on approved objects of expenditure.
- II. Nothing contained in these delegations shall empower any sub-ordinate authority to sanction, without the previous consent General Council of SUBIS, any expenditure which involves introduction of a new principle likely to lead to any financial liability of expenditure in future.
- III. The powers shall be subject to the budget provision and also to the specific budget related powers wherever mentioned in the delegations.
- IV. The powers shall be subject to limits and conditions laid down for declaration of any expenditure ad new item/services in the budget.
- V. All sanctions which have a financial implication shall have recommendation of Finance Officer is posted of the University.
- VI. The powers contained in the delegation shall be subject to observation of statutes, ordinances & regulations issued by University from time to time.

SECTION - I
Administrative Matters

1. Section I: Administrative Matters

Sr. No.	Description	Authority competent to exercise the powers	Extent of delegation
1	2	3	4
1.1	Declare an officer as Head of Department	(i) VC	Full Powers
1.2	Declare an officer as Head of an office	(i) Registrar	Full Powers
1.3	Declare an officer as Controlling Officer	(i) VC	Full Powers
1.4	Power to depute for training, seminar, workshops, conferences or refresher course etc. within India.	(i) Registrar (ii) Head of Academic Department	(i) Full Powers (ii) Full powers within the department
1.5	Power to depute for training, seminar, workshops, conferences or refresher course etc. abroad under various schemes.	(i) VC (ii) Registrar (iii) Academic Committee	(i) Full Powers (ii) Full Powers for Non-Academic personals (iii) Full powers for Academic personals
1.6	Power to permit for teaching, training, seminar, workshops, conferences or refresher course etc. abroad on expenses not contingent upon university.	(i) VC (ii) Registrar	(i) Full Powers (ii) Full Powers for a period up to 15 days.
1.7	To accord administrative approval for new construction works under plan /non-plan.	(i) EC (ii) VC (iii) Registrar	Full Powers Up to Rs. 5.00 crores Up to Rs. 1.00 crores
1.8	To accord administrative approval for petty/minor original works in existing buildings.	(i) Registrar	Full Powers
1.9	To accord administrative approval for repair & maintenance in existing buildings.	(i) VC (ii) Registrar	(i) Full Powers (ii) Up to Rs. 1.00 crore
1.10	Continuance of temporary plan posts.	(i) EC	Full Powers
1.11	Continuance of temporary non-plan posts.	(i) EC	Full Powers
1.12	Sanction expenditure under plan/non-plan through other Government agencies/registered non government organization for execution of activities/ work/ consultancy services.	(i) EC (ii) VC (iii) Registrar	Full Powers Up to Rs. 5.00 crores Up to Rs. 1.00 crores
1.13	Declare an officer as Drawing and Disbursing officer.	(i) Registrar	Full Powers
1.14	Secret Service Expenditure.	(i) Registrar	Full Power
1.15	Power to abolish sanctioned post.	(i) EC	Full Powers

2. Section II: Claims, Advances, Arrears Payments, Expenditures, Refunds and Reimbursements

Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
1	2	3	4
2.1	To investigate and sanction claims to arrears of pay or allowances or to increments which have been allowed to remain in abeyance for more than one year and are not time barred in accordance with the prevailing rules.	(i) Registrar (ii) Controlling Officer in the case of personal claims of Head of Office.	Full Power Full Power
2.2	Power to grant permission for presentation of bill in respect of Medical Reimbursement after the prescribed time period.	(i) Registrar	Full Power
2.3	To fix the amount of security required from staff under their control.	(i) Registrar	Full Power
2.4	Sanction refund of auction proceeds in case of sales which are not confirmed subsequently.	(i) Registrar	Full Power
2.5	To sanction refund of wrong of excess credit.	(i) Registrar	Full Power
2.6	Sanction advance to University Employees for i.) Purchase of plot/house. ii) construction/ repair/alteration in a house for residential purposes iii) Purchase of Motor Cars iv) Purchase of computers	(i) Registrar	Full Power
2.7	Sanction advance to University Employees for i) Purchase of motor cycle/scooter/cycle ii) Festival advance iii) Grain advance iv) Pay and travelling allowances on transfer	(i) Registrar	Full Power
2.8	Sanction advance to Employees on tours.	(i) Registrar	Full Power
2.9	Sanction advance to University Employees for proceeding on deputation outside India for a period of one month or more.	(i) Registrar	Advances covering more than one month salary but less than twelve month salary
2.10	Sanction advance for law suits to which university is a party.	(i) Registrar	Full Power
2.11	Power to sanction medical advance.	(i) Registrar	Up to 80% of the amount of estimated expenditure as rules
2.12	Sanction advance to University Employees on account of leave travel concession.	(i) Registrar	Full Power
2.13	Power to sanction advance to incur non-recurring contingent expenditure.	(i) Registrar	Full Power
2.14	Fix limits on permanent advance.	(i) Registrar	
2.15	Power to grant permission for presentation of bill w.r.t L.T.C. after prescribed time period.	(i) Registrar	Full powers.
2.16	Power to appoint legal Advisor/Standing Counsel.	(i) Registrar	Full Powers
2.17	To sanction fee to private legal practitioner engaged to represent for defense of University.	(i) EC (ii) VC (iii) Registrar	Full Powers Up to Rs. 5 Lakh Up to Rs. 1 Lakh
2.18	Sanction of expenditure on jury member.	(i) Registrar	Full powers.
2.19	To sanction refund of the value of stamps on the certificate of the Court.	(i) Registrar	Full powers.

2.20	Sanction advance to meet travel expenses for conveyance of family and personal effects of University who died while in service.	Authority competent countersign Travelling Allowanced claims.	Full Powers
2.21	Sanction reimbursement of cancellation charges for air, rail and bus tickets.	Controlling Officer (for Traveling Allowance)	Full Powers
2.22	Appointment of staff on deputation and contract.	(i) Registrar	Full powers.
2.23	Fixation and revision of qualifications and pay scale.	(i) Registrar	Full powers.
2.24	Recoveries from pay.	(i) Registrar	Full powers.
2.25	To approve tour programme.	(i) Registrar	Full powers.
2.26	To authorize/permit an employee to undertake journey by special means of conveyance including taxi & other, inclusive of travel by higher class.	(i) Registrar	Full powers.
2.27	Sanction ex-gratia payment to the family of a deceased University Employee.	(i) Registrar	Full Powers
2.28	Make payment of decretal dues.	(i) Registrar	Full Powers
2.29	Power to grant permission for payments prior to verification of quality and quantity of materials/service in exceptional cases.	(i) VC	Full Powers
	(i) Where the supplier is Semi Government organization. (ii) Where the supplier is Government.	(i) Registrar (ii) Head of Academic Department / Head of office	Full Powers Full powers
2.30	Payment of customs duty and other expenses in respect of imported items.	(i) Registrar	Full Powers
2.31	To sanction expenditure on suits filed by the University and on defense of suits filed against the University hiring of private counsels.	(i) Registrar	Full Powers
2.32	Sanction expenditure on demurrage and wharfage charges.	(i) Registrar	Full Powers
2.33	Power to sanction scrutinized new grants-in-aid to education, technical or sport institutions, non-government organizations and voluntary agencies.	(i) VC (ii) Registrar (iii) Head of Academic Department	Full Powers Up to Rs. 10.00 Lakh per year per agency Up to Rs. 5.00 Lakh per year per agency
2.34	Power to sanction continuation of grants-in-aid (except new grant) to educational, technical or sports institutions, non-government organizations and voluntary agencies in those cases where there is no change in the scope of activity or the strength of employee for which grant is claimed.	(i) Registrar	Full Powers
2.35	Sanction expenditure on establishment of Leased Line/Virtual Private Network.	(i) Registrar	Full Powers
2.36	Power to appoint External Advisors/Consultants.	(i) VC (ii) Registrar (iii) Head of Academic Department / Head of office	Full Powers Up to Rs. 25 lakhs per year. Up to Rs. 1 lakh per year.
2.37	Honorarium information Technology Experts.	Registrar	Up to Rs. 10 lakhs per year.
2.38	Charge development of customized application software	(i) VC (ii) Registrar	Full Powers. Up to Rs. 50 lakhs per year.
2.39	Charge development & maintenance of Website / Webcasting	(i) Registrar (ii) Head of Academic Department / Head of office	Full Powers. Up to Rs. 50,000 per year.
2.40	Sanction purchases of stationery from sources other than Government press.	Registrar	Full Power

2.41	Sanction expenditure on installation of new Telephone including mobile & CUG.	(i) VC (iii) Drawing and Disbursing Officer	(i) Full Powers (ii) Up to 3 months.
2.42	Power to incur expenditure on the salaries and allowances of University Employees declared surplus.	(i) Registrar (ii) Drawing and Disbursing office	(i) Up to 3 year (ii) Up to 3 month
2.43	Sanction of expenditure under Externally Aided Projects.	(i) EC (ii) Registrar	Full Powers. Up to Rs. 10 lakhs per year.
2.44	Sanction of expenditure under the Central/State Finance Commission grants for specific purposes.	EC	Full Powers
2.45	Sanction of honorarium for setting up of papers and valuation of various examinations.	(i) Registrar	Full Powers
		(ii) Controller of Examination	Up to Rs. 50,000.
		(iii) Head of Academic Department / Head of office	Up to Rs. 10,000.
2.46	Countersign detailed contingent bill.	Controlling Officer	Full Powers
2.47	Sanction of encashment of earned leave at the time of retirement or after death while in service.	Controlling Officer	Full Powers
2.48	Sanction out-sourcing of security, cleaning & upkeep, gardening, hospitality, catering, photo copying, computer based works translation and typing services, any other skill based works & other similar support services.	(i) Registrar	Full Powers
		(ii) Head of Academic Department / Head of office	Up to Rs. 10,000.

SECTION – III
Contingent Expenditure

3. Section III: Contingent Expenditure

Sr. No.	Description	Authority competent to exercise the powers	Extent of delegation
1	2	3	4
3.1	Sanction recurring contingent expenditure	Registrar	Full Powers
		Head of Academic Department	Up to Rs. 0.50 Lakh per year
		Head of Office	Up to Rs. 20,000/- per year
3.2	Sanction non-recurring contingent expenditure	Registrar	Full Powers
		Head of Academic Department	Up to Rs. 0.50 Lakh per year
		Head of Office	Up to Rs. 20,000/- per year
3.3	Sanction other contingent expenditure not specified elsewhere.	Registrar	Full Powers
		Head of Academic Department	Up to Rs. 0.50 Lakh per year
		Head of Office	Up to Rs. 20,000/- per year

SECTION – IV

Sales, Auction, Write-off and Disposals

4. Section IV: Sales, Auction, Write-off and Disposals

Sr. No.	Description	Authority competent to exercise the powers	Extent of delegation
1	2	3	4
4.1	Condemnation & Dismantling of Building	(i) EC (ii) VC (iii) Registrar	Full Powers Up to capital cost of Rs. 5 crore Up to capital cost of Rs. 1 crore
4.2	Power to write off advance for purchases of plot/house or for construction of house and /or interest in case of deceased employee outstanding for recovery on the date of death.	(i) VC	Full Powers
4.3	Powers to write off - (i) Irrecoverable value of stores including deficiencies. (ii) Loss of public money. (iii) Irrecoverable revenue.	(i) VC (ii) Registrar	Full Powers Rs. 1.50 Lakh for each item/case
4.4	Write off of unserviceable articles of dead stock.	(i) Registrar	Full Powers
4.5	Write off losses or irrecoverable value of stores in theft cases where it has been established that recovery of stores is not possible.	(i) VC (ii) Registrar	Full Powers Up to Rs. 6.00 lakh in each case
4.6	Write off of irrecoverable decretal dues.	(i) VC (ii) Registrar	Full Powers Up to Rs. 6.00 lakh in each case
4.7	Write off of infructuous expenditure due to abandonment of work.	(i) Registrar	Full Powers
4.8	To write off given and festival advance in the event of death before full recovery.	(i) Registrar	Full Powers
4.9	Powers to dispose of written off articles of dead stock and other stores by public auction, tender or any other procedure prescribed by the University.	(i) Registrar	Full Powers
4.10	Power to dispose of surplus articles/stores by transfer to other department or any other procedure prescribed by the University.	(i) Registrar	Full Powers
4.11	Powers regarding condemnation and auction of old Vehicles.	(i) Registrar	Full Powers

SECTION – V

Purchase of Goods and Services

5. Section V: Purchase of Goods and Services

Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
1	2	3	4
5.1	Sanction purchase of spare parts, accessories and other equipment for working of machines.	(i) Registrar (ii) Head of Academic Department/Head of Office	Full Power Up to Rs. 50,000/- per year
5.2	Sanction purchase of vehicles.	(i) VC (i) Registrar	Full Power Up to Rs. 50.00 lakh
5.3	Purchase of office supplies and equipment.	(i) EC (ii) Registrar (iii) Head Academic of Department (iv) Head of Office	Full Powers Up to Rs. 50.00 lakh in a year. Up to Rs. 0.50 lakh in a year. Up to Rs. 10,000 in a year.
5.4	Sanction purchase of new computer hardware and peripherals for a project.	(i) VC (ii) Registrar (iii) Head of Department	Full Powers Up to Rs. 1 crore in a project. Up to Rs. 1.00 lakh in a project.
5.5	Sanction purchase of new computer hardware and peripherals for normal official use.	(i) VC (ii) Registrar (iii) Head Academic of Department	Full Powers Up to Rs. 50.00 lakh per year Up to Rs. 1.00 lakh per year
5.6	Sanction purchase of consumable stores e.g., petrol oil, lubricants.	(i) Registrar	Full Powers
5.7	Purchase of furniture, upholstery, gadgets, equipments and crockery for University Guest Houses.	(i) Registrar	Full powers

SECTION-VI
Maintenance & Repair

6. Section VI: Maintenance & Repair

Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
1	2	3	4
6.1	To accord sanction for maintenance/repair of buildings. This includes Sanitary fitting, Water supply and Electrical installations and their repairs.	(i) Registrar	Full Power
		(ii) Head of Academic Department	Up to Rs. 10,000 for whole year
6.2	Sanction repairs to office equipment.	(i) Registrar	Full Powers
		(ii) Head of Academic Department/ Head of Office	Up to Rs. 20,000 for whole year
6.3	Sanction repairs to plant, machinery and equipment.	(i) Registrar	Full Powers
		(ii) Head of Academic Department	Up to Rs. 25,000/- per job
		(iii) Head of Office	Up to Rs. 25,000/- per job
6.4	Sanction Expenditure on maintenance and repairs of vehicles.		Full Powers
	(i) Repairs of Vehicles.	(i) VC (ii) Registrar	Rs. 20,000/- p.a. for Vehicles < 1200 cc petrol engines & < 1500 cc diesel engines Rs. 30,000/- p.a. for Vehicles > 1200 cc petrol engines & > 1500 cc diesel engines
	(ii) Purchase of Tyre-Tubes & batteries.	(i) Registrar	Full Powers
6.5	Powers to relax the normal milage limit in respect of tyres due to damage or otherwise.	(i) Registrar	Full powers in respect of his own office and subordinate offices.

SECTION-VII
Hiring & Leasing

7. Section VII: Hiring & Leasing

Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
1	3	4	5
7.1	Sanction hiring of accommodation for office, hostels, guest house, residences of university employees.	(i) VC	Full Powers
		(ii) Registrar	Up to Rs. 50.00 lakh
7.2	Sanction hiring of hall/ furniture and other services for conducting specific events like examination /seminars /workshops /trainings.	(i) Registrar	Full Powers
7.3	Hire/Lease of Computer hardware and Computer Peripherals.	(i) Registrar	Full Powers
		(ii) Head of Academic Department	Up to Rs. 25,000 per year
7.4	Hire/Lease of vehicles for general use of university.	(i) Registrar	Full Powers
		(ii) Head of Academic Department	Up to Rs. 25,000 per year
7.5	Hire/Lease of all kind of equipments for university.	(i) Registrar	Full Powers
		(ii) Head of Academic Department	Up to Rs. 25,000 per year
7.6	Sanction of all types of specialist services required by university.	(i) VC	(i) Full Powers
		(ii) Registrar	(ii) upto Rs. 25 lakhs.

SECTION – VIII

Budget Matters

8. Section VIII: Budget Matters

Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
1	3	4	5
8.1	Re-appropriation of funds within the same grant.	(i) VC	Full Power
8.2	Re-appropriation detail heads within the same scheme and Object Head.	Budget Controlling Officer (BCO)	Full Powers
8.3	Re-appropriation of funds within demand of grants related to tribal sub plan (TSP) and scheduled caste sub plan (SCSP)	Schedule Caste and Schedule Tribe Welfare Department	Full Powers
8.4	Financial sanction under the plan schemes included in the budget.	(i) Registrar	Full Powers
		(ii) Head of Department	Rs. 10.00 crore
8.5	Financial sanction under Non-Plan schemes for implementation of items included in the budget after due scrutiny by the Finance Department.	(i) EC	Full Powers
8.6	Continuation of Plan Schemes during plan period.	(i) EC	Full Powers

SECTION – IX
Activities Specific to the University

9. Section IX: Specific Activities of University

Sr. No.	Description	Authority competent exercise the powers	Extent of delegation
1	2	3	4
9.1	Powers regarding condemnation and auction of old vehicles.	(i) Registrar	Full powers.
9.2	Powers to invite & approve bids.	(i) VC (ii) Registrar (iii) Head of Academic Department/Head of Office	Full powers. Up to Rs. 5 crores Up to Rs. 1 lakh
9.3	To make advance payments to suppliers for construction & infrastructure development :- (a) up to 90% of value of materials including sales tax etc. on proof of dispatch if contract includes such a clause to suppliers approved by Director General and Disposal. (b) Up to 95% of value of materials on proof of dispatch, to the sole authorized distributors of manufacturers of repute approved by Director General and Disposal.	(i) VC (ii) Registrar (iii) Executive Engineer (i) VC (ii) Registrar (iii) Executive Engineer	Full Powers Up to Rs. 5 lakhs. Up to Rs. 2 lakhs. Full Powers. Up to Rs. 5 lakhs. Up to Rs. 1 lakh.
9.4	To accord technical sanction to the new construction of buildings, roads, gardens etc.	1. Technical committee of university	Full powers.
9.5	To accord technical sanction to the repair & maintenance of buildings, gardens etc.	1. Technical committee of university. 2. Technical committee of department/office	Full powers. Up to Rs. 50,000.
9.6	To accord technical sanction to the estimate for repairs to plants, machinery, equipment etc.	1. Technical committee of university 2. Technical committee of department/office	Full powers. Up to Rs. 25,000.
9.7	To accord technical sanction to estimate for repairs to special plants and machinery.	1. Technical committee of university 2. Technical committee of department/office	Full powers. Up to Rs. 50,000.
9.8	To fix and revise schedule of rates for Electrical/Mechanical Works.	(i) Technical committee of department/office	Full powers.
9.9	To take plant/machinery on hire from any agency.	(i) Registrar	Full powers.
9.10	Power to accept tender. (a) Power to accept tender for works. (b) Power to accept lump sum tender on Form F. (c) Power to accept tender for supply on Form	(i) VC (ii) Registrar (iii) Executive Engineer	Above Rs. 5 crores. Up to Rs. 5 crores Up to Rs. 25 lakhs.

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9.11	To sanction cultural programmes.	(i) VC	Full Powers
		(ii) Registrar	Up to Rs. 1 Lakh
9.12	To purchase full and short length films and documentary films.	(i) VC	Full Powers
		(ii) Registrar	Up to Rs. 5 Lakh in each case.
9.13	To sanction expenditure on purchase of Art-objects and antiquities.	(i) VC	Full Powers
		(ii) Registrar	Up to Rs. 5 Lakh in each case.
9.14	To sanction expenditure on purchase of photography and related consumable items.	1. Registrar	Full powers.
		2. Head of Academic Department/Head of Office	Up to Rs. 25,000 in each case.
9.15	Power to sanction honorarium.	(i) VC	Full powers.
		(ii) Registrar	Up to Rs. 1 Lakh
		(iii) Head of Academic Department/Head of Office	Up to Rs. 10,000
9.16	Power to incur expenditure on maintenance of museum/ monuments.	(i) Registrar	Full powers.
9.17	Sanction of grants-in-aid to fully funded autonomous bodies, non-government organisations and voluntary agencies.	(i) EC	Full powers.
		(ii) VC	Up to Rs. 50 lakh per case.
		(iii) Registrar	Up to Rs. 10 lakh per case.
		(iii) Head of Academic Department/ Head of Office	Up to Rs. 25,000 per case
9.18	Reservation, renting and fixation of rent and other charges of cultural hall/auditorium.	Registrar	Full powers.
9.19	Powers to sanction expenditure on study groups (survey work) aerial survey maps and allied materials from Survey of India and such other agency directed by Survey of India to undertake such works.	Registrar	Full powers.
9.20	Powers to sanction expenditure on inviting designs preparation of layouts etc. from experts.	Registrar	Full powers.
9.21	To sanction purchase of furniture for training classes/hostel/guest house/community center etc.	(i) VC	Full powers.
		(ii) Registrar	Up to Rs. 10 lakh per indent.
		(iii) Head of Academic Department/ Head of Office	Up to Rs. 25,000 per indent.
9.22	Powers to accord administrative & financial sanction to the courses organized in the University with or without the aid of other organisations in the country.	(i) VC	Full Powers
		(ii) Registrar	Up to Rs. 1 lakh per indent.
9.23	To sanction T.A. and D.A. to visiting Faculty members / experts for courses organized at the University.	(i) Registrar	Full powers.
9.24	Powers to sanction payment of fees to consultants for designing courses.	(i) Registrar	Up to Rs. 25,000 in each case.
9.25	Powers to provide free transport to guest faculty members.	(i) Registrar	Full powers.
		(ii) Head of Academic Department/ Head of Office	Up to Rs. 10,000 in year
9.26	Powers to sanction expenditure for serving	Registrar	Full powers within

	tea/coffee, snacks, lunches (including working lunch and packet lunch), dinner etc. to participants and faculty members in courses, seminars and workshops where the terms so require.		the scale prescribed by the University.
9.27	Powers to sanction expenditure on boarding arrangement of visiting faculty members who are invited to conduct various courses in the University.	Registrar	Full powers within the scale prescribed by the University.
9.28	Powers to sanction expenditure for entertainment of trainees and persons accompanying them.	Registrar	Full powers.
9.29	Powers to sanction expenditure on honoraria / allowances and other contingent expenditure to guest lecturers/course directors/ participants in connection with the course to be conducted by the University in any part of the country.	Registrar	Full powers.
9.30	Powers to fix charges for occupation of rooms in the hostel/guest house at the University by the trainee guests.	Registrar	Full powers.
9.31	To sanction use of motor vehicle for private purposes at rates fixed by University.	Registrar	Full powers.
9.32	To sanction honoraria to the employees / officers for the additional work relating to Seminar, Workshops, Training programmes, cultural programmes etc. during holidays & after office hours.	Registrar	Full powers.
9.33	To sanction expenditure on purchase of teaching aids	(i) VC	Full Powers
		(ii) Registrar	Up to Rs. 5 lakh per indent.
		(iii) Head of Academic Department/ Head of Office	Up to Rs. 10,000 in year
9.34	To sanction expenditure on purchase of books, periodicals, journals, manuscript, e-books, transcripts, films for reference library.	(i) VC	Full Powers
		(ii) Registrar	Up to Rs. 10 Lakh
		(iii) Head of Academic Department/ Head of Office	Up to Rs. 50,000 in a year
9.35	To approve all kinds of extra-curricular activities.	(i) VC	Full Powers
		(ii) Registrar	Up to Rs. 5 Lakh
		(iii) Head of Academic Department/ Head of Office	Up to Rs. 50,000 in a year
9.36	Powers to sanction grants to recognised aided schools.	(i) VC	Full Powers.
		(ii) Registrar	Up to Rs. 5 lakh per institution.
		(iii) Head of Academic Department/ Head of Office	Up to Rs. 1 lakh per institution.
9.37	Excursion & study trips of students.	(i) VC	Full Powers.
		(ii) Registrar	Full Powers within India.
		(iii) Head of Academic Department/ Head of Office	Up to Rs. 1 lakh in a year

9.38	To sanction newspaper/periodicals/magazines for offices, Information Centers.	(i) VC	Full Powers
		(ii) Registrar	Up to Rs. 5 Lakh
		(iii) Head of Academic Department/ Head of Office	Up to Rs. 50,000 in a year
9.39	To sanction expenditure on Departmental functions including refreshment and boarding expenditure.	(i) Registrar	Full powers.
		(ii) Head of Academic Department/ Head of Office	Up to Rs. 10,000 in each case.
9.40	To sanction the selling price of Milk produced, live stock, Wool and other farm products at the Government Farms.	(iii) Head of Academic Department/ Head of Office	Full powers.
9.41	To sanction purchase of apparatus, chemicals, books, journals, catalogues, periodicals, maps, machinery and other stores.	(i) VC	Full powers.
		(ii) Registrar	Up to Rs.1 lakh per item and Rs. 5 lakhs per indent.
		(iii) Head of Academic Department/ Head of Office.	Up to Rs.5,000 per item and Rs. 20,000 per indent.
9.42	To sanction purchase of laboratory furniture.	(i) VC	Full powers.
		(ii) Registrar	Up to Rs.1 lakh per item and Rs. 5 lakhs per indent.
		(iii) Head of Academic Department/ Head of Office	Up to Rs.5,000 per item and Rs. 20,000 per indent.
9.43	To countersign stipend bills.	(iii) Head of Academic Department	Full powers.
9.44	Sanction and renewal of scholarship.	Registrar	Full powers.
9.45	Powers to sanction expenditure for arranging exhibition.	(i) VC	Full powers.
		(ii) Registrar	Rs. 5.00 lakhs in a year.
		(iii) Head of Academic Department/ Head of Office	Rs. 20,000 in a year
9.46	Sanction purchase of instruments minor equipment and apparatus in the hospital.	(i) VC	Full Powers.
		(ii) Registrar	Up to Rs. 1.0 lakh in a year.
		(iii) Medical Officer	Up to Rs. 10,000 in a year.
9.47	Powers to incur expenditure on conservancy, washing, purifying and water supply.	Registrar	Full powers.
9.48	Purchase of seed, fertilizer, plants & other inputs etc.	(i) Registrar	Full powers.
		(ii) Head of office /horticulture officer.	Up to Rs. 1,00,000 in a year
9.49	To sanction expenditure on plant protection work.	Registrar	Full powers.
		Head of Office/ horticulture officer.	Up to Rs. 1 lakh in a year.
9.50	Power to sanction nursery & green houses etc.	Registrar	Full powers
9.51	Powers to incur miscellaneous dietary, garden and agriculture expenses.	(i) VC	Full Powers
		(ii) Registrar	Up to Rs. 10 lakhs
		(iii) Head of Academic Department/ Head of Office	Up to Rs. 10,000 in year

9.52	To sanction auction sale of milk/farm/garden crops.	Registrar	Full powers.
9.53	To contract out maintenance of garden.	Registrar	Full powers.
9.54	To sanction & maintain goshalas of the university.	(i) VC	Full powers.
		(ii) Registrar	Up to Rs. 50 lakh
9.55	Purchase of feed and fodder	(i) Registrar	Full powers.
		(ii) Head of office	Up to Rs. 1,00,000 in a year
9.56	To sanction disposal of surplus live stock in farms and gardens.	Registrar	Full powers.
9.57	Powers to incur expenditure on local purchase of medicines /chemicals/ dressing material for the University hospital.	(i) Registrar	Full powers.
		(ii) Medical Officer	Up to Rs. 1,00,000 in a year
9.58	To accord administrative approval and financial sanction for purchase of photographic equipments and projector including multimedia players, projectors, panels etc. Cinematic and display equipments/Audio Visual equipments.	Registrar	Full powers.
9.59	To accord administrative approval and financial sanction to promote activities facilitating fund raising from national & international donors agencies.	(i) EC	Full powers.
		(ii) VC	Up to Rs. 50 lakhs.
		(ii) Registrar	Up to Rs. 5 lakhs.
9.60	To accord administrative approval and financial sanction to undertake pilot works & field studies.	Registrar	Full powers.
9.61	To accord administrative approval and financial sanction to undertake preparation and training, modules, literature, pamphlets in various. massages/medium etc.	Registrar	Full powers.
9.62	To accord administrative approval and financial sanction for innovative items.	(i) VC	Full powers.
		(ii) Registrar	Up to Rs. 50 lakhs.
9.63	To supply free copies of various publications	Registrar	Full powers.
9.64	To accord administrative approval and financial sanction for grant in aid for reward official/non official individual/body institutions.	Registrar	Full powers.
9.65	To accord administrative approval and financial sanction for various developmental projects to NGOs, government deptt. and other agencies.	Registrar	Full powers.
9.67	To accord administrative approval and financial sanction for accepting donations from various national & international agencies.	(i) EC	Full powers.
		(ii) VC	Up to Rs. 5crores
		(iii) Registrar	Up to Rs. 1crores

SECTION - X
Miscellaneous Items

10. Section VII: Hiring & Leasing

Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
1	3	4	5
10.1	Get printing work done through local private press in urgent and emergent cases.	(i) VC (ii) Registrar (iii) Head of Academic Department/ Head of Office	Full Powers Rs. 50.00 lakh in a year and Rs. 5.00 lakh in each case Rs. 1.00 lakh in a year
10.2	Direct Government press to print special forms peculiar to a Department, except new forms which are required to be standardized.	(i) Registrar	Full Powers
10.3	Direct Government press to print literature pamphlets and leaflets.	(i) Registrar	Full Powers
10.4	Get binding work done through local press/book binders in emergency.	(i) Registrar (ii) Head of Academic Department/ Head of Office	Full powers up to Rs. 5000 in a year
10.5	Travelling allowance to Government servant retiring from service to return to home town or at any other place, whichever is less where he/she wants to settle down after retirement.	Authority competent to countersign his or her Travelling Allowance claims.	Full Powers
10.6	To permit travel by air on medical advice in exceptional cases.	Registrar	Full Powers
10.7	Sanction clothing and other utility items such as umbrellas, uniform/dress, bicycles and raincoats to Class IV	Registrar	As per scales prescribed by EC
10.8	Supply of Camp equipments.	Registrar	As per prescribed scales
10.9	Reward paid to persons whose names are not disclosed.	Registrar	Full Powers

APPENDICES

**Appendix 1.A: List of items under Recurring Contingent Expenditure
(For 3.1 University Administration)**

New Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
1.A.1	Sanction expenditure on hosting lunch/dinner or other hospitality to delegates for apex level meetings/conferences/committee.	(i) VC	Full Powers
		(ii) Registrar	Rs. 1 crore

**Appendix 1.B: List of items under Recurring Contingent Expenditure
(For 3.1 Head of Academic Department)**

New Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
1.B.1	Sanction expenditure for refreshment served to members of meeting/conferences/ Committees.	Registrar	Full powers
		Head of Academic Department/ Head of Office	Up to Rs. 50,000 in year
1.B.2	Sanction expenditure on internet charges (Data Usages)	Registrar	Full Powers
		Head of Academic Department/ Head of Office	Up to Rs. 5,000 in month

**Appendix 1.C: List of items under Recurring Contingent Expenditure
(For 3.1 Head of Office)**

New Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
1.C.1	Postage (Including courier) and telephone charges.	Registrar	Full powers
		Head of Academic Department/ Head of Office	Up to Rs. 20,000 in year
1.C.2	Obtaining of standard forms by indent on the controller, Government Printing Press.	Registrar	Full Powers
1.C.3	All freight Charges	Registrar	Full powers
		Head of Academic Department/ Head of Office	Up to Rs. 10,000 in year
1.C.4	Sanction section-writing and copying charges at piece work rates.	Registrar	Full powers
		Head of Academic Department/ Head of Office	Up to Rs. 10,000 in year
1.C.5	Sanction expenditure on internet charges. (Data Usage)	Registrar	Full powers
1.C.6	Sanction expenditure on Hiring of Vehicles for contingencies.	Registrar	Full Powers
		Head of Academic Department/ Head of Office	Up to Rs. 10,000 in year
1.C.7	Loading and unloading of goods.	Registrar	Full powers
1.C.8	Payment of Rent, Rates and Taxes, Electricity and Water charges.	Registrar	Full powers
		Registrar	Full powers
1.C.9	Sanction expenditure for refreshment served to members of meeting /conferences/ committee.	Registrar	Full powers
		Head of Academic Department/ Head of Office	Up to Rs. 20,000 in year

Appendix 2.A: List of items under Recurring Contingent Expenditure

(For 3.2 University Administration)

New Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
2.A.1	Sanction expenditure on redeployment of personnel, machinery and other assets rendered surplus from one place to another within the State.	Registrar	Full powers

Appendix 2.B: List of Items under Non Recurring Contingent Expenditure

(For 3.2 Head of Academic Department)

Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
1	3	4	5
2.B.1	Sanction expenditure of organization of workshops seminars, conferences, exhibitions, trainings, fairs, campaign camps & similar activities.	(i) VC (i) Registrar Head of Academic Department/ Head of Office	Full Power Up to Rs. 1 crore Up to Rs. 20,000 in year
2.B.2	Sanction expenditure on advertisement charges.	Registrar Head of Academic Department/ Head of Office	Full Power Up to Rs. 20,000 in year

Appendix 2.C: List of items under Recurring Contingent Expenditure

(For 3.2 Head of Office)

New Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation
2.C.1	Sanction expenditure for payment of rent to educational and other institutions for taking hall/furniture/ service for conducting examination.	Registrar	Full powers
2.C.2	Other charges eg. Petty items needed for day to day running of office cost of which does not exceed Rs 1000 per item.	Registrar	Full powers
2.C.3	Payment of Sales Tax/VAT, other taxes and duties as applicable on Government purchases.	Registrar	Full powers
2.C.4	To incur expenditure for State Festivals on Independence Day and Republic Day	Registrar	Full powers
2.C.5	Sanction non-recurring charges on account of shifting of telephone	Registrar	Full powers
2.C.6	Sanction reconnection charges for disconnected telephone	Registrar	Full powers

Appendix 2.C: List of items under Office Supplies and Equipment

New Sr. No.	Description	Authority competent to exercise the powers	Extent of Delegation		
			Purchase	Maintenance & Repair	Annual Maintenance Contract
1	Telephone equipments including cordless phones	Registrar	Full powers	Full Powers	NA
2	Intercom equipment/ PABX	Registrar	Full powers	Full Powers	Full Powers
3		Head of Academic Department/ Head of Office	NA	Up to Rs. 5,000 in year	NA
4	Electronic stencil cutters	Head of Office	Full Powers	Full Powers	NA
5	Dictaphones	Registrar	Full powers	Full Powers	NA
6		Registrar	Full powers	Full Powers	Full Powers
7	Fax Machines	Head of Academic Department/ Head of Office	NA	Up to Rs. 5,000 in year	Full Powers
8		Registrar	Full powers	Full Powers	Full Powers
9	Copiers	Head of Academic Department/ Head of Office	NA	Up to Rs. 10,000 in year	Full Powers
10		Registrar	Full powers	Full Powers	Full Powers
11	Air-Conditioners	Registrar	Full powers	Full Powers	Full Powers
12		Head of Academic Department/ Head of Office	NA	Up to Rs. 20,000 in year	Full Powers
13	Computer and Peripherals including Printers, Memory Space for Electronic Storage	Registrar	Full powers	Full Powers	Full Powers
14		Head of Academic Department/ Head of Office		Up to Rs. 20,000 in year	Full Powers
15	Furniture in own and subordinate offices	Registrar	Full Powers	Full Powers	NA
16		Head of Academic Department/ Head of Office	NA	Up to Rs. 20,000 in year	NA
17	Cash Boxes	Registrar	Full Powers	NA	NA
18	Type Writers	Registrar	Full Powers	Full Powers	NA
19	Clocks & Timepieces	Registrar	Full Powers	NA	NA
20	Tents and camp furniture	Registrar	Full Powers	Full Powers	NA
21	LCD Projector, OHP, Film Projectors, display monitors & like items.	Registrar	Full Powers	Full Powers	NA
22		Head of Office	NA	Full Powers	
23	Curtains and Furnishings	Registrar	Full Powers	Full Powers	NA
24	Water Cooler/ Purifiers	Registrar	Full Powers	Full Powers	Full Powers
25	Fire extinguishers	Registrar	Full Powers	Full Powers	Full Powers
26	Articles of dead stock including survey appliances & instruments	Registrar	Full Powers	NA	NA
27					
28	Calculating, Punching and sorting machines	Registrar	Full Powers	NA	NA
29	Bicycles for office	Registrar	Full Powers	Full Powers	NA
30	Diaries and calendars, Books, publications and newspapers for officers, & maps and top sheets	Registrar	Full Powers	NA	NA
31					
32	Umbrellas, water proof caps and rain coats	Registrar	Full Powers	NA	NA
33	Stamp franking machine	Registrar	Full Powers	NA	NA
34	Fans	Registrar	Full Powers	Full Powers	NA
35	Air Cooler	Registrar	Full Powers	Full Powers	Full Powers
36	Paper Shredder	Registrar	Full Powers	Full Powers	NA
37	Binder, Laminator	Registrar	Full Powers	Full Powers	NA