

**# DELEGATION OF POWERS AND RESPONSIBILITIES TO VARIOUS
AUTHORITIES OF THE INSTITUTE ON DIFFERENT MATTERS
(As amended in 13th meeting of BOG)**

1. Leave

1.1 *Casual Leave/ Special Casual Leave*

- | | | |
|--|---|--------------------|
| a) Deputy Director, Deans, Registrar, HODs | : | Director |
| b) Heads of Sections(Faculty) | : | HOD concerned |
| c) Heads of Sections other than faculty | : | Registrar |
| d) Faculty and Staff in Departments | : | Head of Department |
| e) Staff in Sections | : | Head of Section |

1.2 *Earned/ Half-Pay/ Maternity Leave/ Commuted Leave/ Extra Ordinary Leave not exceeding 180 days*

- | | | |
|--|---|------------------------------|
| a) Deputy Director, Deans, Registrar, HODs | : | Director |
| b) Heads of Sections, ACF&A | : | Registrar |
| c) Faculty | : | Deputy Director |
| d) Other Group 'A' Staff | : | Registrar |
| e) Group 'B' 'C' &'D' Staff | : | Asstt. Registrar(Personnel)* |

1.3 *Vacation Leave*

- | | | |
|------------------------------------|---|--------------------|
| Deputy Director, Deans, HODs | : | Director |
| Other Faculty and vocational staff | : | Head of Department |

1.4 *Extra Ordinary Leave exceeding 180 days/ Sabbatical Leave/ Leave for Foreign Travel/ Foreign Tour*

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|-----------------------------------|---|--------------------------------------|
| All academic & non-academic staff | : | Chairman, BOG (Board to be informed) |
|-----------------------------------|---|--------------------------------------|

2. FINANCIAL MATTERS

2.1 *Re-Appropriation of Funds**

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|--|---|----------|
| a) Among non-plan financial recurring budget heads (no financial limits) | : | Director |
| b) Among plan budget heads up to Rs.50 lacs | : | Director |

*provided that no re-appropriation of funds would be allowed from the salary head to TA head and vice-versa.

2.2 *Writing off of irrecoverable losses and stores*

- | | | |
|---|---|---------------------------------|
| a) Losses up to Rs. 10,000/- | : | Director (Board to be informed) |
| b) Obsolete, surplus and unserviceable Stores which are bodily present on the basis of survey report (no financial limit) | : | Director(Board to be informed) |

The Delegated Authorities cannot be further delegated.

* After the positions are filled

2.3 **Sanction of LTC, LTC advance and Leave Salary advance**

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|----|---|---|-----------------|
| a) | Deputy Director, Deans, Registrar and Heads of Departments, ACF&A | : | Director |
| b) | Other Faculty | : | Deputy Director |
| c) | All other staff | : | Registrar |

2.4 **Sanction of travel and advance for travel within India**

- | | | | |
|----|---|---|-------------------------------|
| a) | Deputy Director, Deans, Registrar and Heads of Departments, ACF&A | : | Director |
| b) | Other Faculty | : | Deputy Director |
| c) | All other staff | : | Registrar |
| d) | Faculty, Guest speakers (including Honorarium), Students (including student Tours), M. Tech/ Ph.D. admissions, Staff of Departments | : | Head of Department |
| e) | Institute Guest Speaker | : | Deputy Director |
| f) | Travel Expenses of External Examiner in connection with examinations | : | |
| | Thesis evaluation, etc. of PEC students | : | HOD Concerned |
| g) | Other Group 'A' Staff | : | Registrar |
| e) | Group 'B' 'C' & 'D' Staff | : | Asstt. Registrar (Personnel)* |

2.5 **Sanction of travel and advance for travel outside India***

- | | | | |
|----|-----------|---|---|
| a) | All Staff | : | Director on the recommendation of Committee for the purpose |
|----|-----------|---|---|

**provided that the travel advance for visits abroad by the employees would be within the budgetary provisions of the Institute.*

2.6 **Permanent Imprest**

- | | | | |
|----|--|---|--------------------|
| a) | Sanction up to a maximum of Rs. 5000/- | : | Deputy Director |
| b) | Recoupment, Adjustment and Payment Order | : | DDO/ D. R. (F&A) * |

2.7 **Temporary contingent advance**

- | | | | |
|-----|---|---|------------------------|
| a) | Up to Rs. 5000/- for departments/ Sections having allocated funds | : | |
| i) | Sanction | : | Head of Dept./ Section |
| ii) | Recoupment, Adjustment and Payment Order | : | DDO/ D. R. (F&A) * |
| b) | Up to Rs. 5000/- for Sections having no allocated funds | : | |
| i) | Sanction | : | Deputy Director |
| ii) | Recoupment, Adjustment and Payment Order | : | DDO/ D. R. (F&A) |

* After the positions are filled

- c) All cases above Rs.5000/- up to Rs.20000/-
 i) Sanction : Deputy Director
 ii) Adjustment and Payment Order : DDO/ D. R. (F&A) *
- d) Advances above Rs.20000/-
 i) Sanction : Director
 ii) Adjustment and Payment Order : DDO/ D. R. (F&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 : Director
 ii) Signing of bills and cheques : Registrar & ACF&A-I / D. R. (F&A) *
- b) Temporary advance and withdrawals from Provident Fund
 i) Sanction : Registrar
 ii) Signing of bills and cheques : Registrar & ACF&A-I / D. R. (F&A) *
- c) Monthly pension after sanction of Commutation
 i) Signing of bills and Payment Order : Registrar
 ii) Signing of Cheques : Registrar & ACF&A-I / D. R. (F&A) *

2.9 Sanction of purchase indents and orders

- a) All Purchase Indents within allocated budget of the Dept./ Section : Head of Dept./ Section
- b) Purchase orders for consumable supplies up to Rs.10,000/- and non consumable equipment up to Rs.50,000/- within the allocated budget of the Dept./ Section : Head of Dept./ Section
- c) Purchase orders for consumable supplies up to Rs.50,000/- and non-consumable equipment up to Rs.3,00,000/- within the budget provisions : Deputy Director
- d) Purchase indents and orders for all Furniture and office equipment : Deputy Director
- e) Purchase of stationary items within budget limits:
 Up to Rs. 1000/- : HOD
 Above Rs. 1000/- : Deputy Director
- f) Purchase of Books and Journals
 up to Rs. 10000/- : Sr. Librarian
 Above Rs. 10000/- : Deputy Director
- g) Recurring Office Expenditure including Elec., Water & Telephone Bills
 Up to Rs. 1000/- : DDO/ D. R. (F&A) *
 Above Rs. 1000/- : Deputy Director
- h) All cases not covered above : Director

* After the positions are filled

2.10 **Payment of purchase and contingent bills**

- a) Passing of all Bills : Registrar & DDO/
D. R. (F&A)
- b) Recording of payment orders and signing : Registrar & DDO/
of cheques : D. R. (F&A)

2.11 **Sanction of Medical Advances/ Claims**

- a) For outstation Hospitalization : Director
- b) For local Hospitalization : Deputy Director

2.12 **Miscellaneous Sanctions**

- a) Remuneration for thesis evaluation : HOD Concerned
& Viva voce honorarium
- b) Thesis, book and contingency grants : Dean Academic Affairs
- c) P.G. Scholarships : Dean Academic Affairs
- d) Refund of students' security : Dean Academic Affairs
- e) Reimbursement of book grant and : Deputy Director
membership fee to faculty members
- f) Expenditure from Student's Fund : DSW
- g) Freeship Concession on Tuition fee : DSW
to students
- h) All other cases not covered above : Deputy director
Up to Rs. 20000/- : Director
Above Rs. 20000/-

2.13 **Payment of personal claims**

- a) TA claims for candidates : Registrar & DDO/
(M. Tech/ Ph.D./Advertised positions) : D. R. (F&A)*
- b) Advances for LTC/ TA : Registrar & DDO/
(for travel within India) : D. R. (F&A)*
- c) Advances for travel outside India : Registrar & DDO/
: D. R. (F&A)*
- d) Advance from gratuity on the death : Registrar & DDO/
: D. R. (F&A)*
- e) All claims under item 2.12 : Registrar & DDO/
: D. R. (F&A)*
- f) All medical advances : Registrar & DDO/
: D. R. (F&A)*
- g) All Medical bills up to Rs.1000/- : Registrar & DDO/
: D. R. (F&A)*
- i) Medical bills above Rs.1000/- : Registrar & DDO/
: D. R. (F&A)*
- i) Adjustment of medical advances : Registrar & DDO/
: D. R. (F&A)*

* After the positions are filled

2.14 *Power to grant honorarium to an employee holding charge of another post in addition to his own duties* : Director

3. ADMINISTRATIVE MATTERS

3.1 Crossing of ACP for all Staff Members and confirmation of all Staff members who are BOG appointee : Director

3.2 Approval of Promotion Orders of Group 'A', 'B', 'C' and 'D' Staff : 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

3.5 Issue of Appointment Letters

i) All Group 'A' Staff : Director

ii) All Group 'B', 'C' and 'D' Staff : Registrar

3.6 Deputation of non-academic staff for training and courses in India : Deputy Director

3.7 Sanction of Overtime payment : Deputy Director

3.8 Sanction for employment of daily wage workers : Deputy Director

3.9 Forwarding of applications for outside employment as per rules

i) All Group 'A' Staff : Deputy Director(For faculty) & Registrar for others

ii) All other Staff : Registrar

3.10 Forwarding of applications for Higher Studies as per rules

i) All Group 'A' Staff : Deputy Director (For faculty) & Registrar for others

ii) All other Staff : Registrar

3.11 Issue of No Objection Certificate for Passport

i) All Group 'A' Staff : Deputy Director(For faculty) & Registrar for others

ii) All other Staff : Registrar

3.11 Issue of Service Certificate

i) All Group 'A' Staff : Deputy Director(For faculty) & Registrar for others

ii) All other Staff : Registrar

3.12 Signing of contracts for contractual Appointments

i) All Group 'A' Staff : Deputy Director(For faculty) & Registrar for others

ii) All other Staff : Registrar

3.13 Signing of other contracts:

i) Mortgage against House Building Advance : Registrar

ii) Motor Vehicle Advance : DDO

iii) Allotment of institute premises for commercial use : Registrar

* After the positions are filled

3.14	Waiver of late registration fine and re-admission fee	:	Dean Academic Affairs
3.15	Power to appoint an employee to officiate in a vacant post	:	Director
3.16	Power to define the scope of duties of an employee	:	Director
3.17	Power to dispense with the production of a medical certificate of fitness	:	Director
3.18	Power to appoint an employee to hold charge of another post in addition to his own duties	:	Director
3.19	Power to sanction the taking of consultancy cases against fee	:	DPR&D
3.20	Power to grant extension of joining time	:	Director
3.21	Power to sanction re-employment	:	Director
3.22	Power to certify that the air travel is urgent and necessary in the public interest	:	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
3.24	Power to sanction TA to an employee for journey to attend conference while on leave	:	Director

* After the positions are filled

**DELEGATION OF POWERS, RESPONSIBILITIES AND AUTHORITIES
FOR PROJECT MANAGEMENT AND OTHER AGENCY GRANTS LIKE
AICTE,CSIR,DST ETC.)**

I. FINANCIAL MATTERS

1. SANCTIONING POWERS DELEGATED TO THE DEANP,R&D FOR PAYMENTS OUT OF PROEJCT FUNDS.

- i) Overtime and Honorarium Payments
- ii) Disbursement of Consultancy and Testing Fees
- iii) Travel within India including special cases
- iv) Travel advances for all types of travel
- v) Leave Travel Concession (LTC) and LTC Advance to Project employees
- vi) Leave salary and Medical Advance to project employees
- vii) Medical Reimbursement, LTC claims and other personal claims of project employees
- viii) Encashment of Leave salary for Project employees
- ix) Refund of caution Money to project employees
- x) Refund of unused funds to Sponsoring Agencies
- xi) Fellowship Advance against sanctioned projects
- xii) Permanent Imprest up to Rs.5,000/- (including recoupment and adjustment)
- xiii) Temporary Contingent advance up to Rs.20,000/- (including adjustment)
- xiv) Purchase Indents
- xv) Purchase orders for consumable supplies up to Rs.50,000/-
- xvi) Purchase orders for Non-consumable items up to Rs.3,00,000/-

2. PROVIDENT FUND/ GRATUITY/ PENSION

- i) Sanction of Final Payments : Director
- ii) Sanction of Monthly Pension : Registrar
after sanction of Commutation
- iii) Sanction of Temporary Advances : Registrar
and withdrawals from Provident Fund

ALL PAYMENTS AND ADJUSTMENTS UNDER HEADS 1 AND 2 ABOVE.

- i) Payment Orders, signing of bills : Registrar & DDO/
and signing of cheques D. R. (F&A) *
- ii) Signing of Bills and cheques : Registrar & DDO/
for temporary advances and withdrawals D. R. (F&A) *
from Provident Fund
- iii) Signing of Bills and cheques for Monthly : Registrar & DDO/
Pension D. R. (F&A) *
- iii) Signing of Bills and cheques for Final : Registrar & DDO/
Payment of PF/Gratuity/Commutation D. R. (F&A) *
of Pension

* After the positions are filled

II. ADMINISTRATIVE MATTERS

1. SANCTION OF LEAVE TO PROJECT EMPLOYEES
 - a) Casual Leave : Project Coordinator
 - b) All other Leaves : DPR&D

2. ADMINISTRATIVE POWERS AND AUTHORITIES DELEGATED TO THE DPR&D FOR PROJECT EMPLOYEES
 - a) Issue of appointment and extension letters
 - b) Forwarding of applications as per rules
 - c) Deputation for training and courses in India
 - d) Permission for foreign travel
 - e) Approval of crossing of efficiency bar
 - f) Disciplinary actions leading to minor penalties
 - g) Issue of Service Certificates
 - h) Issue of No Objection Certificates
 - i) Acceptance of Resignations
 - j) Signing of contractual appointments out of Project Funds

III. OTHER MATTERS

1. Issue of Statement of Accounts and utilization Certificates for projects : DPR&D
2. Issue of contingent bill for Project Funds : DPR&D

* After the positions are filled

HEADS OF VARIOUS DEPARTMENTS/ SECTIONS AND THEIR NEXT SUPERIOR OFFICERS

Department/ Section	Head	Next superior Officer
Academic	A.R.(Acad.)	D.A.A.
Research & Development	DPR&D	Director
QIP Section	DPR&D	Director
Central labs	Coordinator	Director
Administration & Establishment	Section In charge/ A.R. (Personnel)	Registrar
Teaching Departments	Head	Director
Physical Education & Sports	Chairman(Sports)	Director
Interdisciplinary Programmes/Centers	Programme Head	HOD
Computer Center	Head	DD
Central Library	Head Librarian	DD
Finance & Accounts Section	ACF&A/AR (Audit & Accounts)*	Registrar/ DR(F&A)*
Audit & PF Section	ACF&A/AR (Audit & Accounts)*	Registrar/ DR(F&A)*
Store Purchase Section	ACF&A/AR (Purchase)*	DR(F&A)*
Student Welfare	DSW	Director
Training & Placement Section	T&PO	Director
NSS	Coordinator	DSW
NCC	Coordinator	DSW
Hostels	Warden	DSW
Institute Auditorium	DSW	DD
Institute Dispensary	Medical Officer	DSW
Civil works and Maintenance	O/I Buildings	DD
Electrical Installations	O/I Elec.	DD
Water supply	O/I	DD
Sewage disposal	O/I	DD
Refrigeration & Air-conditioning	O/I	DD
Workshops	Workshop Supdt.	DD
Telephone Service	O/I Telephones	DD
Horticulture Unit	Estate Officer	Registrar
Institute Estate	Estate Officer	Registrar
Sanitation Section	Estate Officer	Registrar
Health Service	Estate Officer	Registrar
Security Service	Estate Officer	Registrar
Guest House	Estate Officer	Registrar
Public Relations	PRO	Registrar
Routine Maintenance and record of Residences	Estate Officer	Registrar
Student Canteen, Shopping Center	Estate Officer	Registrar

* After the positions are filled