



NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

NITC/P1/428/Imple/BOG/Decision/2012

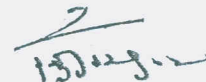
13.12.2012

PROCEEDINGS

**Sub: Delegation of financial powers to Deans and HoDs – reg.  
Ref: BG 20.12 of the 20<sup>th</sup> meeting of the BoG**

The BoG, in its 20<sup>th</sup> meeting, decided to delegate financial powers to Deans and HoDs, and enhance the imprest to Departments/ Centres/ Sections as per the details enclosed. Accordingly, Competent Authority has decided to implement the same. Initial administrative approval for incurring expenditure under heads PLAN and NON-PLAN will be granted by the Director and thereafter papers will be processed at the respective levels. The powers for signing cheques will continue to remain vested with DR/OSD (F)/ Registrar/ Director.

  
Registrar

  
13/12/2012

## PROPOSAL FOR DELEGATION OF FINANCIAL POWERS

Sl. No.	Item	Director	Registrar	Deans	HoDs	Conditions	Remarks
1	Purchase of equipment including computers, laptops, LCD projectors, Tablet PCs, printers, scanners etc required by the Departments/ Schools for teaching	Upto ₹.500lakhs on each occasion	Upto ₹.5 lakhs on each occasion	Upto ₹.5lakhs on each occasion – Dean (Planning & Development)	Upto ₹.75,000/- on each occasion	Subject to availability of funds, and fulfillment of purchase procedures	For purchases above ₹.500lakhs, clearance from the FC and BoG are required
2	All expenditure under PDA including those for purchase of equipment including computers, laptops, LCD projectors, Tablet PCs, printers, scanners etc	Above ₹.1 lakh	-	Upto ₹.1lakh on each occasion – Dean (Faculty Welfare)	-	Subject to availability of funds, and fulfillment of purchase procedures and PDA guidelines approved by the BoG	-
3	Purchase of raw materials and consumables for laboratories and workshops	Upto ₹.500lakhs on each occasion	Upto ₹.5 lakhs on each occasion	Upto ₹.5lakhs on each occasion – Dean (P & D)	Upto ₹.75,000/- on each occasion	Subject to availability of funds, and fulfillment of purchase procedures	For purchases above ₹.500lakhs, clearance from the FC and BoG are required
4	Purchase of office equipment including computers, intercom, photocopiers etc for office use	Upto ₹.500lakhs on each occasion	Upto ₹.5 lakhs on each occasion	-	-	Subject to availability of funds, and fulfillment of purchase procedures	For purchases above ₹.500lakhs, clearance from the FC and BoG are required
5	Repair and maintenance of all equipment including computers, printers, scanners, laptops, Tablet PCs, photocopiers etc	Upto ₹.500lakhs on each occasion	Upto ₹.5 lakhs on each occasion	Upto ₹.5lakhs on each occasion – Dean (Planning & Development)	Upto ₹.75,000/- on each occasion	Subject to availability of funds, and fulfillment of procedures	For purchases above ₹.500lakhs, clearance from the FC and BoG are required
6	Library books and journals including e-resources	Upto ₹.500lakhs on each occasion	-	Upto ₹.5lakhs on each occasion – Dean (Academic)	-	Subject to availability of funds, recommendation of the library purchase committee and fulfillment of purchase procedures	For purchases above ₹.500lakhs, clearance from the FC and BoG are required

*[Signature]*  
REGISTRAR.



**PROPOSAL FOR DELEGATION OF FINANCIAL POWERS**

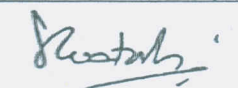
Sl. No.	Item	Director	Registrar	Deans	HoDs	Conditions	Remarks
7	Disposal of obsolete and unserviceable stores	Upto ₹.50 lakhs on each occasion	Upto ₹.5 lakhs on each occasion	-	-	Subject to the recommendations of a Committee to be set up specifically for this purpose	For disposal of items worth above ₹.50 lakhs, clearance from the FC and BoG are required
8	Academic expenses (including TA and DA) such as those incurred in connection with conducting exams, guest lectures, guest faculty etc	No Limit	-	Upto ₹.2 lakhs on each occasion – Dean (Acad)	-	Subject to availability of funds, initial approval by the Director and fulfillment of procedures and rules	-
9	Faculty Development Programmes, Seminars, Conferences, Workshops, Symposia etc	No Limit	-	Upto ₹.5 lakhs on each occasion – Dean (Faculty Welfare)	-	Subject to availability of funds, initial approval by the Director and fulfillment of procedures and rules	-
10	Student activities including cultural and technical festivals, Aid to needy students, activities connected with Physical Education, sports and games etc	Upto ₹.50 lakhs on each occasion	-	Upto ₹.5 lakhs on each occasion – Dean (Students Welfare)	-	Subject to availability of funds, and fulfillment of procedures and rules	For activities with a budget above ₹.50 lakhs, clearance from the FC and BoG are required
11	Purchase of furniture and fixtures	Upto ₹.500 lakhs on each occasion	Upto ₹.5 lakhs on each occasion	-	Upto ₹.75,000/- on each occasion	Subject to availability of funds, and fulfillment of purchase procedure	For purchases above ₹.500 lakhs, clearance from the FC and BoG are required
12	Repair of furniture and fixtures	Upto ₹.50 lakhs on each occasion	Upto ₹.5 lakhs on each occasion	-	Upto ₹.75,000/- on each occasion	Subject to availability of funds, and fulfillment of procedures and rules	For purchases above ₹.50 lakhs, clearance from the FC and BoG are required
13	Purchase of stationery	Upto ₹.500 lakhs on each occasion	Upto ₹.5 lakhs on each occasion	-	-	Subject to availability of funds, and fulfillment of purchase procedures	For purchases above ₹.500 lakhs, clearance from the FC and BoG are required

  
**REGISTRAR**



**PROPOSAL FOR DELEGATION OF FINANCIAL POWERS**

Sl. No.	Item	Director	Registrar	Deans	HoDs	Conditions	Remarks
14	All purchases and expenditure in sponsored R&D projects and FRG projects	Upto ₹.500lakhs on each occasion	-	Upto ₹.5 lakhs on each occasion – Dean (Research and Consultancy)	Upto ₹.75,000/- on each occasion – Principal Investigator of the Project	Subject to availability of funds, and fulfillment of procedures and rules	For purchases above ₹.500lakhs, clearance from the FC and BoG are required
15	All purchases and expenditure in consultancy projects	Upto ₹.500lakhs on each occasion	-	Upto ₹.5 lakhs on each occasion – Dean (Research and Consultancy)	Upto ₹.75,000/- on each occasion – Consultant/ Co-ordinator of the Consultancy Group	Subject to availability of funds, and fulfillment of procedures and rules	For purchases above ₹.500lakhs, clearance from the FC and BoG are required
16	Distribution of consultancy fee in consultancy projects (payment to staff and faculty)	Above ₹.5lakhs on each occasion	-	Upto ₹.5 lakhs on each occasion – Dean (Research and Consultancy)	-	Subject to fulfillment of procedures and rules.	-
17	All expenditure in connection with Training & Placement activities for students	No Limit	-	-	Upto ₹.75,000/- on each occasion – Professor (T&P)	Subject to availability of funds, and fulfillment of procedures and rules	-
18	Local conveyance	Full powers	Full powers	-	-	-	-
19	Postal and courier charges	Full powers	Full powers	₹. 10,000/- per month (average)	₹. 5,000/- per month (average)	Subject to availability of funds, and fulfillment of procedures and rules	-
20	Local purchase of rubber stamps and official seals	Full powers	Full powers	Full powers	Full powers	Subject to approval of the contents and form by the Director, availability of funds, and fulfillment of procedures and rules	-

  
 REGISTRAR.

**PROPOSAL FOR DELEGATION OF FINANCIAL POWERS**

Sl. No.	Item	Director	Registrar	Deans	HoDs	Conditions	Remarks
21	Purchase of air conditioners	Upto ₹.50lakhs on each occasion	Upto ₹.5 lakhs on each occasion	-	-	Subject to availability of funds, and fulfillment of procedures and rules	-
22	Freight demurrage/ wharfage	Upto ₹.50lakhs on each occasion	Upto ₹.5 lakhs on each occasion	-	-	Stores shall be airlifted only with the approval of the Director. All cases where payment of demurrage/ wharfage is due shall be reported to the Director at the initial stage itself	
23	Maintenance and upkeep of motor vehicles	Full powers	Upto ₹.5 lakhs on each occasion	-	-	Subject to availability of funds, and fulfillment of procedures and rules	-
24	Hiring of motor vehicles	Full powers	Upto ₹.50,000/- on each occasion	-	Upto ₹.5,000/- on each occasion in the respective Department	Subject to availability of funds, and fulfillment of procedures and rules	-
25	All sanctions and purchases in connection with Training and Placement activities	Upto ₹.50lakhs on each occasion	-	-	For items 1,3,5, 11,12, 13, 19, 20, and 24 - Professor (T&P)	Subject to availability of funds, and fulfillment of procedures and rules	For purchases above ₹.50lakhs, clearance from the FC and BoG are required
26	All sanctions and purchases in TBI	Upto ₹.500lakhs on each occasion	-	Upto ₹.5 lakhs on each occasion - Dean (Research and Consultancy)	-	Subject to availability of funds, and fulfillment of procedures and rules	For purchases above ₹.500lakhs, clearance from the FC and BoG are required

Imprest amount of departments/ sections will be ₹. 20,000/- (Rupees Twenty Thousand Only).

*[Signature]*  
REGISTRAR.

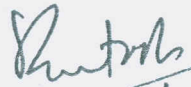


**PROCEEDINGS**

**Sub:- Enhancement of the limit for signing cheques consequent to enhancement of financial powers-reg.**

**Ref:- This office Proceedings of even No dated 13-12-2012**

The BOG in its 21<sup>st</sup> meeting, decided to enhance the financial power of the Deputy Registrar/Officer on Special Duty in charge of Finance and Accounts and the Registrar with respect to signing of cheques. Accordingly the Deputy Registrar/Officer on Special Duty in charge of Finance and Accounts will be empowered to sign cheques for amounts up to ₹.50,000/- and the Registrar will have power to sign cheques for amounts up to ₹. 5,00,000/-. Cheque for amounts above ₹. 5,00,000/- will be signed by the Director.

  
11/21/2013  
REGISTRAR

2  
11/21/13

Copy to: All Deans, All HODs, All DRs, OSDs

**BG21.17 : Enhancing the limit for signing cheques consequent to enhancement of financial powers**

The BoG approved recommendation of the FC and accepted the proposal to enhance the financial powers of the Deputy Registrar/ Officer on Special Duty in charge of Finance and Accounts and the Registrar with respect to signing of cheques. According to the proposal, the Deputy Registrar/ Officer on Special Duty in charge of Finance and Accounts will be empowered to sign cheques for amounts upto ₹. 50,000/- and the Registrar will

have powers to sign cheques for amounts upto ₹.5,00,000/-. Cheques for amounts above ₹.5,00,000/- will be signed by the Director.