

Delegation of financial powers

Institution should explicitly mention financial powers delegated to the Principal, Heads of Departments and relevant in-charges. Demonstrate the utilization of financial powers for each of the assessment years.



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

No. VNIT/D/Fin Powers/ 5662

Date: 27 NOV 2018

OFFICE ORDER

SUB: REVISION IN DELEGATION OF FINANCIAL POWERS - Reg

1. The Finance Committee in its 52nd meeting held on 14 Sep 2018 vide item No.52.04 has recommended revision in prevailing delegation of financial powers, which are approved by the Board of Governors in its 63rd meeting held on same date.
2. Details of the revised delegation of financial powers and copy of proforma to be used for obtaining financial approval are enclosed herewith. Ceiling limits for according financial approvals, both per occasion and per year, are to be strictly observed. Further, the authorities granting approval are required to maintain record of approvals granted during the year and furnish the same to Director on quarterly basis, with a copy to Dean (P&D). It shall also be ensured that there is no splitting of proposals intended to avoid approval of the higher authority.
3. This Circular supersedes all previous orders on the subject and shall come into force with immediate effect.

(Dr P M Padole)
DIRECTOR

To:

- | | | |
|--|---|---|
| 1. All HODs/ Registrar/ Sectional Heads- | - | For information and necessary action. |
| 2. All Deans/ Asso. Deans | - | For information pl. |
| 3. Director's Office | - | For information of the Director pl. |
| 4. Dy Registrar (Accts) | - | For necessary action pl. |
| 5. Dispatch Section | - | For circulation to all concerned, by e-mail. |
| 6. Network Centre | - | For uploading the circular under 'Notices--
-- Accounts Related Circulars' on website. |



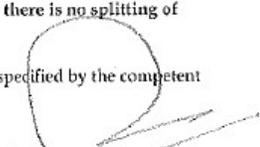
**VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY,
NAGPUR - 440 010**

Nature of power	Expenditure Limit (Within approved Budget)	Competent Authority
1. All kind of expenditure under OH-31 (Recurring expenditure), OH-35 (Capital Expenditure) and OH-36 (Salaries) and Other funds maintained by the Institute	i) Up to Rs.8,00,00,000/- per occasion	Director
	ii) Above Rs.8,00,00,000/- per occasion	BWC (if applicable) →FC →BOG
2. Expenditure for campus development, repairs and maintenance and miscellaneous expenditure from MHRD grants not allotted to other Deans	Up to Rs.1,00,000/- per occasion AND Rs.1,00,00,000/- per year	Dean (P&D)
3. All kinds of purchases and other expenditure from Sponsored Research Projects, Schemes and Testing & Consultancy, Seminars, workshops etc. [R&D Fund and DD Fund]	Up to Rs.1,00,000/- per occasion AND Rs.1,00,00,000/- per year	Dean (R&C)
4. All kinds of purchases and other expenditure from Student Activity Fund including sports events [Cynkhana fund]	Up to Rs.25,000/- per occasion AND Rs.5,00,000/- per year	Dean (SW)
5. Scholarship and other academic related expenditure like convocation, accreditation, NIRE, examinations etc	Up to Rs.1,00,000/- per occasion AND Rs.1,00,00,000/- per year	Dean (Acad)
6. a) Routine monthly payments/ signing of pay orders: Salary/Pension/Scholarship etc. b) Statutory payments: Electricity/Water/Telephone bill, Govt.Taxes etc, c) Purchase of Office equipment, uniform, consumables, Medical claims, stationary, spares and accessories for Registry/ requirement of departments not covered above (OH-31 Institute Fund)	Full powers	Registrar
	Full powers	
	Up to Rs.1,00,000/- per occasion AND Rs.50,00,000/- per year	
7. Expenditure related to their operational expenses (small equipments/ consumables etc)	Up to Rs.10,000/- per occasion AND within allotted DOE	All Deans
8. Expenditure for medicines/ consumables/ equipments directly related with Health services	Up to Rs.15,000/- per occasion AND Rs.5,00,000/- per year	Sr Medical Officer
9. Any contingent expenditure/ office expenses	Up to Rs.10,000/- per occasion AND within allotted DOE	Dy Registrar/ Asst. Registrar (Independent Charge)
10. Stores, spares, accessories under allotted Departmental operating grant, R&D projects within the Department	Up to Rs.25,000/- per occasion AND within allotted DOE per year	Head of the Department/ Prof-in-charge (T&P)
11. Sanction of cash advance (related with delegated powers) to employees and settlement thereof	Up to Rs. 25,000	HOD/ Registrar [from respective Grants/Projects]
	Up to Rs. 50,000	Concerned Deans
	Beyond Rs.50,000/-	Director
12. Signing of cheques and pay orders, subject to approval(s)	Up to Rs. 5,00,000	Any two of the three authorized signatories in the following priority order and availability: Registrar---Dean (P&D)---Director
	Beyond Rs.5,00,000/-	Director and any one of the other two signatories in the following priority order and availability: Registrar---Dean (P&D)

* The competent authority shall maintain record of approvals granted during the year and furnish the same to Director on quarterly basis, with a copy to Dean (P&D). Further, the competent authority shall also ensure that there is no splitting of proposals intended to avoid approval of the higher authority.

* All purchase files above Rs.10 lakhs should be routed through Internal Audit Officer

* Official holding temporary charge will not be eligible to exercise financial powers, unless otherwise specified by the competent authority concerned in writing.


 DIRECTOR

Proforma for Financial Approval

Date : - _____

Name of the Indentor:-

Designation :- _____ Deptt.- _____

Purpose & Justification :-

Amount Rs. _____ (Rs.Only)

Account Head of Expenditure :

Allocation for the year :

Total approval Sought before :

Name of the Scheme :

Name of the Co-ordinator :

Name of the Sponsoring Agency :

Year of Sanction :

Mode of tendering (In case of purchase of goods/ services is involved): *(Strike out whichever is not applicable)*

- (i) Direct purchase (Upto Rs.25,000 /-) (ii) Through Local purchase committee (Upto Rs.2,50,000 /-)
(iii) Limited Tender Enquiry (Upto Rs.25,00,000 /-) (iv) Advertised Tender Enquiry
(v) Single tender (Justification to be enclosed)

(Name, Designation and Signature of Employee)

(Channel for approval as per revised delegation of financial powers to be followed)

Forwarded	HoD/ Sectional Head
Recommended	HoD/ Sectional Head/ Concerned Dean
Approved	HoD/ Sectional Head/ Concerned Dean/ Director

(Tick whichever is applicable and strike out whichever is not applicable)

Note:

- * The competent authority shall maintain record of approvals granted during the year and furnish the same to Director on quarterly basis, with a copy to Dean (P&D). Further, the competent authority shall also ensure that there is no splitting of proposals intended to avoid approval of the higher authority.
- * All purchase files above Rs.10 lakhs should be routed through Internal Audit Officer
- * Official holding temporary charge will not be eligible to exercise financial powers, unless otherwise specified by the competent authority concerned in writing.
- * Cash advance shall be processed only with copy of financial approval in original and further subject to ceiling limits prescribed in Para-11 of the revised delegation of financial approval.
- * Enclose separate sheet for purpose and justification, if required.