



**CIRCULAR**

No. VNIT/D/2022-23/5380

Date: ०४-12-2022

**Subject: Maintenance of records related to financial approvals, purchases related to DoE, plan grant (capital expenses), R&D projects/ consultancy projects etc. at Department/ Section level- reg**

During recent Internal Audit of Departments/ Sections as well as during verification by NBA teams, certain discrepancies regarding maintenance of records related to financial approvals, purchases related to DoE, plan grant (capital expenses), R&D projects/ consultancy projects etc. have been noticed. Following guidelines are hereby reiterated in order to enable streamlining of maintenance of records at Department/ Section level.

1. The delegation of financial powers has been circulated vide Office Order No.VNIT/D/Fin Powers/5662 dated 27-11-2018 and instructions regarding maintenance of record of financial approvals by the concerned authorities granting approval have also been circulated vide Circular No. VNIT/Dean (P&D)/2018-19/107 dated 08-01-2019 (copies enclosed at **Annexures-A1 and A2**). It is observed that these instructions are not being followed and records of approvals granted during the financial year are not being maintained properly at Department/ Section level. All concerned are hereby instructed to maintain records related to financial approvals in the prescribed format.

The expenditure should be restricted to the amount as prescribed under the delegation of financial powers. For example, when recoverable advance of Rs.25,000 /- through DoE is taken with the approval of HoD himself, the settlement thereof should be restricted to Rs.25,000 /-. If the settlement amount is Rs.26,000 /-, additional approval for Rs.1000 /- needs to be taken from next higher authority (i.e. concerned Dean); since the HoD is competent only for sanction of Rs.25,000 /- per occasion and within allotted DoE for the year. Similarly, whenever the allotted DoE or plan grant for the year gets exhausted, financial approval needs to be invariably got issued from the next higher authority.

2. It is also observed that copies of bills submitted to Accounts Section (as part of advance settlement/ third party payments/ payments through stores etc.) are not being maintained in some of the Departments/ Sections. In some instances, certified copy of invoice was submitted twice to Accounts Section for payment to the vendor, stating that the original invoice has been misplaced and later on it was revealed that payment was already made to the vendor on the basis of original invoice.

In order to overcome such issues, it is requested that copies of all the bills submitted to Accounts Section along-with corresponding financial approvals, Purchase orders, advance settlement forms/ third party payment forms/ delivery (and/or) installation reports/ warranty certificates etc. (in soft copy OR hard copy formats) may be maintained at Department/ Section. In case of consumable items, in lieu of bills, list showing vendor name, bill no. and date, particulars of goods/ services and total amount can be kept on record.

To the extent possible, entire details like vendor name/ Bill No. and date, advance settlement form reference No. & date / third party payment form reference No.& date/ financial approval reference No.& date etc. should be mentioned in the Consumable register/ DSR/ Project register OR registers specific to events like seminar/ workshop/ conferences, convocation, sports events, examinations, accreditation etc. ....2

3. The Department/ Section should designate a staff as **inventory holder** of the department for the aforesaid work, who should make the relevant records available for inspection, whenever called for by Audit. HoDs/ Section Heads should ensure proper handing/ taking over of all relevant records/ registers/ files in case there is any change or transfer of such staff.

4. Prompt action may be taken for write-off of items found missing as per physical verification report OR items which are rendered obsolete and beyond repairs with the efflux of time, with the approval of competent authority. After approval of write-off by the competent authority, appropriate endorsement to this effect may be taken in DSRs.

5. Further, instructions regarding maintenance of proper records related with expenditure (head-wise) from R&D projects by the Principal Investigators (PIs) were also circulated vide Circular No. VNIT/Acct/2018-19/R&D/2186 dated 25-08-2018 (copy enclosed at **Annexure-B**).

The PIs should maintain the information pertaining to all sanctions/ financial approvals issued, procurements made etc in separate registers and periodically reconcile the same with the ledgers maintained at Accounts Section. Before granting financial approval, HoD concerned should ensure availability of fund under particular account head of the project, from the register maintained by the PI.

Copies of all the related bills submitted to Accounts Section along-with corresponding financial approvals, Purchase orders, advance settlement forms/ third party payment forms/ delivery (and/or) installation reports/ warranty certificates etc. (in soft copy OR hard copy formats) shall be maintained by the PIs concerned. In case of consumable items, in lieu of bills, list showing vendor name, bill no. and date, particulars of goods/ services and total amount can be kept on record.

If separate DSRs are maintained for R&D project, all items in such DSR should be transferred to main DSR of the concerned department upon completion of the project.

6. Records pertaining to purchases made out of consultancy projects may also be maintained on the similar lines by the faculty coordinators concerned.

All are hereby requested to scrupulously follow these instructions, with immediate effect.

  
(Dr P M Padole)

**DIRECTOR**

निदेशक / Director

वि.रा.प्रौ.सं./ V.N.I.T.

नागपुर-10 / Nagpur-10

**Through:**

- |  |   |   |                         |
|--|---|---|-------------------------|
| 1. E-mail to all Department/ Section heads   | } | - | For n.a. please.        |
| 2. E-mail to all Deans/ Asso. Deans/ Faculty |   |   |                         |
| 3. Registrar                                 | } | - | For information please. |
| 4. Jt. Registrar (Accts)/ IAO                |   |   |                         |
| 5. Director Office                           |   |   |                         |

**Encl:** As stated



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 52<sup>nd</sup> 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 63<sup>rd</sup> 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 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--<br>-- 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: 3	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 [Gymkhana 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, NIRF, 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  Full powers  Up to Rs.1,00,000/- per occasion AND Rs.50,00,000/- per year	Registrar
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



Annex. A2

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

No. VNIT/Dean (P&D)/2018-19/107


Date: .....Jan 2019

08 JAN 2019

CIRCULAR

SUB: MAINTENANCE OF RECORD OF FINANCIAL APPROVALS - Reg

1. This refers to Office Order No. VNIT/D/Fin Powers/5662 dated 27 Nov 2018 on the captioned subject. As per the said Office Order, 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).
2. To streamline the procedure, it is instructed that the authority granting the approval should invariably mention unique **Sanction Code (SC)** on every Financial Approval. It may be noted that the Sanction Code is to be generated and mentioned on the right corner of the Financial Approval form by the **authority granting approval only** (as per Office Order dated 27 Nov 2018) and **not by the forwarding or recommending officials**. The record of all such financial approvals granted shall be maintained on quarterly basis. The specimen format for maintenance of such record is enclosed herewith. Copy of this record may be furnished to Director on quarterly basis, with a copy to Dean (P&D).
3. All concerned are requested to follow these guidelines scrupulously. This issues with the approval of the Director.

  
(Dr G P Singh)  
DEAN (P&D)

To:


- |                              |  |
|------------------------------|--|
| 1. All HODs/ Sectional Heads | - For necessary action pl.                     |
| 2. All Deans/ Asso. Deans    | - For information and necessary action pl.     |
| 3. Director's Office         | - For information of the Director pl.          |
| 4. Dispatch Section          | - For circulation to all concerned, by e-mail. |

**SPECIMEN QUARTERLY FORMAT FOR MAINTENANCE OF RECORD PERTAINING TO  
FINANCIAL APPROVALS GRANTED, IN LINE WITH OFFICE ORDER**

**No. VNIT/D/Fin Powers/5662 dated 27/11/2018**

Name of the officer/ faculty : Dr G.P.Singh  
Designation : Dean (P&D)  
Financial Year : 2018-19  
Quarter : Q4 (Jan 2019 to Mar 2019)  
Nature of Power : Expenditure for campus development, repairs and maintenance and miscellaneous expenditure from MHRD grants not allotted to other Deans  
Financial limit : Up to Rs.1,00,000 /- per occasion & Rs.1,00,00,000 /- per year

Sl No.	Sanction Code (SC) (To be mentioned on Financial approval)	Name of the Indenter	Purpose of Sanction	Total Cost (Amount in Rs.)
1	Dean (PD)/2018-19/Q4/01	Sh. K G Barapatre, Exe. Engr	Minor repairs to Hostel block-01	50,000
2	Dean (PD)/2018-19/Q4/02			
3	Dean (PD)/2018-19/Q4/03			
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14				
15	Dean (PD)/2018-19/Q4/15			
Total for Q4 2018-19				

  
**DEAN (P&D)**

Copy to:

Dean (P&D) / Director - For information please.



Annex. B

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपूर - 440 010

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

CIRCULAR

No. VNIT/Acct/2018-19/R&D/ 2186

25 APR 2018  
Date: 23 Apr 2018

SUB: MAINTENANCE OF RECORDS RELATED WITH SPONSORED PROJECTS- Reg

1. It is stated that sponsored projects funded by various external agencies are being undertaken by faculty of the Institute. These projects usually span over a period of one year to five years.

2. The head wise budget allocation is indicated in the Sanction orders issued by the funding agencies. Further, yearly statement of expenditure (SE) and Utilization certificate (UC) (duly audited by IAO) is required to be submitted by the Principal Investigators (PIs) to the sponsoring agency, in the prescribed format.

3. Though the expenditure vouchers and ledgers are maintained at the Accounts Section, it is essential that proper records of the entire expenditure (head-wise) are maintained by the PIs. The Principal Investigators (PIs) should maintain the information pertaining to all sanctions issued, procurements made etc in separate registers and periodically reconcile the same with the ledgers maintained at Accounts Section. In absence of such records, the PIs have to solely depend upon the record of Accounts Section and the possibility of errors in the statement of expenditure (SE) and Utilization certificate (UC) can not be ruled out.

4. In order to streamline the procedure, the concerned Principal Investigators (PIs) are hereby directed to maintain proper records in the form of head wise registers for all the sponsored projects undertaken by them. Further, it will be the responsibility of Principal Investigators (PIs) to prepare the Statement of expenditure (SE) and Utilization certificate (UC) in the prescribed format, which will be audited and certified by Accounts Section. Also, institutional overheads should be transferred to Institute account, from time to time in terms of the sanction orders and utmost care should be taken to avoid the expenditure overruns in the project accounts.

5. All are requested to scrupulously follow these instructions.

*This has been issued with the approval  
for Director.*

*[Signature]*  
(Dr R R Yerpude)  
DEAN (P&D)

Through:

1. E\_mail to all Department heads
2. E\_mail to all Deans
3. Registrar
4. Dy Registrar (Accts)
5. Director Office

} For information please.

*[Handwritten mark]*