



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 proposais 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	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, 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  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

**Proforma for Financial Approval (Up to Rs.25,000 /- and within allotted DOE)**  
**[For DOE & R&D Projects (Excluding Plan grant/ Capital Expenditure)]**

Date: - \_\_\_\_\_

Name of the Indenter:-

Designation: -

Department -

Purpose & Justification:-

Amount Rs.  
(Rs.....Only)

Account Head of Expenditure : DOE/ R&D Project

Year of Sanction :

Allocation for the year :

Total approval Sought before :

Name of the Scheme :

Name of the Co-ordinator/ Indenter/ PI :

Name of the Sponsoring Agency :

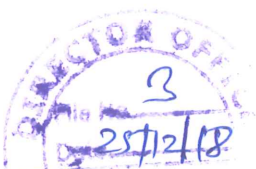
(Name, Designation and Signature of Indenter)

(Approved/ Not Approved)

(Head of the Department)

**Note:**

- The HoD 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 HoD shall also ensure that there is no splitting of proposals intended to avoid approval of the higher authority.
- Official holding temporary charge will not be eligible to exercise financial powers, unless otherwise specified by the competent authority concerned in writing.



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**Proforma for Financial Approval**

**[For Sponsored R&D Projects, Testing & Consultancy, Seminars, workshops etc.]**  
**[Sanctioning Authority: Upto Rs.1.00 lakh per occasion and Rs.1.00 Crore per year -Dean (R&C) /**  
**Above Rs.1.00 lakh - Director]**

Date : - \_\_\_\_\_

Name of the Indenter:-

Designation :-

Department-

Purpose & Justification :-

Amount Rs. \_\_\_\_\_ Only)  
(Rs.....)

Account Head of Expenditure :                      Year of Sanction :                      Allocation for the year :  
Total approval Sought before :                      Name of the Scheme :  
Name of the Co-ordinator/ Indenter/ PI :                      Name of the Sponsoring Agency :

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 Indenter)

Up-to Rs.1.00 lakh:  
(Recommended/ Not recommended)                      (Approved/ Not Approved)

(Head of the Department)                      DEAN (R&C)

Above Rs.1.00 lakh:                      (Approved/ Not Approved)

(Head of the Department)                      DEAN (R&C)                      DEAN (P&D)                      DIRECTOR

**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.

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**Proforma for Financial Approval**  
**[For Campus Development, Repair-Maintenance and Miscellaneous Expenditure from MHRD grants not allotted to other Deans]**  
**[Sanctioning Authority: Upto Rs.1.00 lakh per occasion and Rs.1.00 Crore per year -Dean (P&D) / Above Rs.1.00 lakh - Director]**

Date : - \_\_\_\_\_

Name of the Indenter:-

Designation :-

Department-

Purpose & Justification :-

Amount Rs. ....Only  
(Rs.....)

Account Head of Expenditure :                      Year of Sanction :                      Allocation for the year :

Total approval Sought before :                      Name of the Scheme :

Name of the Indenter :                      Name of the Sponsoring Agency :

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 Indenter)

Up-to Rs.1.00 lakh:  
(Recommended/ Not recommended)                      (Approved/ Not Approved)

(Head of the Department)                      DEAN (P&D)

Above Rs.1.00 lakh:                      (Approved/ Not Approved)

(Head of the Department)                      DEAN (P&D)                      DIRECTOR

**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.

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**Proforma for Financial Approval**  
**[For Student Activity Fund including Sports Events (Gymkhana Fund)]**  
[Sanctioning Authority: Upto Rs. 25,000 /- per occasion and Rs.5.00 Lakh per year -Dean (SW) /  
Above Rs. 25,000 /- - Director]

Date : - \_\_\_\_\_

Name of the Indenter:-

Designation :-

Department -

Purpose & Justification :-

Amount Rs. \_\_\_\_\_Only)  
(Rs.....)

Account Head of Expenditure :

Year of Sanction :

Allocation for the year :

Total approval Sought before :

Name of the Scheme :

Name of the Indenter :

Name of the Sponsoring Agency :

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 Indenter)

Up-to Rs.25,000 /-:  
(Recommended/ Not recommended)

(Approved/ Not Approved)

(Head of the Department)

DEAN (SW)

Above Rs.25,000 /-:

(Approved/ Not Approved)

(Head of the Department)

DEAN (SW)


DEAN (P&D)

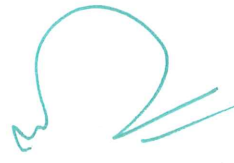
DIRECTOR

**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.









**Proforma for Financial Approval**

**[For Academics related expenditure like Convocation, Accreditation, NIRF, Examinations etc.]**

**[Sanctioning Authority: Upto Rs.1.00 lakh per occasion and Rs.1.00 Crore per year -Dean (ACAD.) / Above Rs.1.00 lakh - Director]**

Date : - \_\_\_\_\_

Name of the Indenter:-

Designation :-

Department -

Purpose & Justification :-

Amount Rs. \_\_\_\_\_ Only  
(Rs.....Only)

Account Head of Expenditure :                      Year of Sanction :                      Allocation for the year :

Total approval Sought before :                      Name of the Scheme :

Name of the Indenter :                      Name of the Sponsoring Agency :

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 Indenter)

Up-to Rs.1.00 lakh:  
(Recommended/ Not recommended)                      (Approved/ Not Approved)

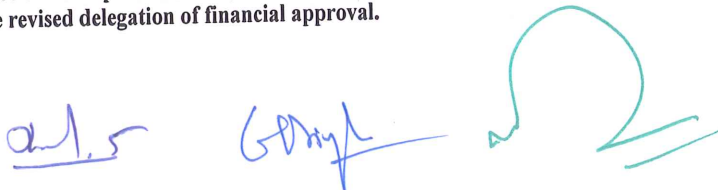
(Head of the Department)                      DEAN (ACAD)

Above Rs.1.00 lakh:                      (Approved/ Not Approved)

(Head of the Department)                      DEAN (ACAD)                      DEAN (P&D)                      DIRECTOR

**Note:**

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- \* 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.



**Proforma for Financial Approval**

**[Purchase of Office Equipment, Uniform, Consumables, Stationary, Spares and Accessories etc. for Registry and other Non-teaching Departments/ Sections]  
[Sanctioning Authority: Upto Rs.1.00 lakh per occasion and Rs.50.00 Lakh per year - Registrar / Above Rs.1.00 lakh - Director]**

Date : - \_\_\_\_\_

Name of the Indenter:-

Designation :-

Department-

Purpose & Justification :-

Amount Rs.

(Rs.....Only)

Account Head of Expenditure :

Year of Sanction :

Allocation for the year :

Total approval Sought before :

Name of the Scheme :

Name of the Indenter :

Name of the Sponsoring Agency :

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 Indenter)

Up-to Rs.1.00 lakh:

(Recommended/ Not recommended)

(Approved/ Not Approved)

(Head of the Department)

REGISTRAR

Above Rs.1.00 lakh:

(Approved/ Not Approved)

(Head of the Department)

REGISTRAR

DEAN (P&D)

DIRECTOR

**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.
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