

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

No. VNIT/D/Fin Powers/ 5662

Date: 2 7 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 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

and therease			
Nature of power	Expenditure Limit (Within approved Budget)	Competent Authority	
All kind of expenditure under OH-31 (Recurring expenditure). OH-35 (Capital	i) Up to Rs.8,00,00,000/- per occassion	Director	
Expenditure) and OH-36 (Salaries) and Other funds maintained by the Institute	ii) Above Rs.8,00,00,000 /- per occassion	BWC (if applicable) →FC →BOG	
2. Expenditure for campus development, repairs and maintenance and miscalleneous expenditure from MHRD grants not allotted to other Deans	Up to Rs.1,00,000/- per occassion 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 , Semainars, workshops etc. [R&D Fund and DD Fund]	Up to Rs.1,00,000/- per occassion 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 occassion 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 occassion AND Rs.1,00,00,000/- per year	Dean (Acad)	
6. a) Routine monthly payments/ signing of pay orders: Salary/Pension/Scholarship etc.	Full powers		
b) Statutory payments: Electricity/Water/Telephone bill, Govt.Taxes etc,	Full powers	Registrar	
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)	Up to Rs.1,00,000/- per occassion AND Rs.50,00,000/- per year		
7. Expenditure related to their oprational expenses (small equipments/ consumables etc)	Up to Rs.10,000/- per occassion AND within alotted DOE	All Deans	
8. Expenditure for medicines/ consumables/ equipments directly related with Health services	Up to Rs.15,000/- per occassion AND Rs.5,00,000/- per year	Sr Medical Officer	
9. Any contingent expenditure/ office expenses	Up to Rs.10,000 /- per occassion AND within alotted 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 occassion AND within allotted DOE per year	Head of the Department/ Prof-in-charge (T&P)	
11. Sanction of cash advance (related with	Up to Rs. 25,000	HOD/ Registrar [from respective Grants/Projects]	
delegated powers) to employees and settlement thereof	Up to Rs. 50,000	Concerned Deans	
settiement thereor	Beyond Rs.50,000/-	Director	
12. Signing of cheques and pay orders, subject	Up to Rs. 5,00,000	Any two of the three authorized signatories in the following priority order and availability: RegistrarDean (P&D)Director	
to approval(s)	Beyond Rs.5,00,000/-	Director and any one of the other two signatories in the following priority order and availability: RegistrarDean (P&D)	
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^{*} 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

DIRECTOR

authority concerned in writing.

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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[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:-						
	Department-					
Designation:	•					
Purpose & Justification :-						
Amount Rs. (Rs		Only)				
(2007)						
Account Head of Expenditure:	Year of Sanction:	Allocation for the year:				
Total approval Sought before:	Name of the S	Name of the Scheme:				
A A		Name of the Sponsoring Agency:				
Name of the Co-ordinator/ Indenter/ PI:	Name of the S	Sponsoring Agency:				
	oods/ services is involved): (Str Fhrough Local purchase comm 0,000 /-) (iv) Advertised Tende	ike out whichever is not applicable) ittee (Upto Rs.2,50,000 /-)				
Name of the Co-ordinator/ Indenter/ PI: Mode of tendering (In case of purchase of g (i) Direct purchase (Upto Rs.25,000 /-) (ii) T (iii) Limited Tender Enquiry (Upto Rs.25,00	oods/ services is involved): (Str Fhrough Local purchase comm 0,000 /-) (iv) Advertised Tende ed)	ike out whichever is not applicable) ittee (Upto Rs.2,50,000 /-)				
Name of the Co-ordinator/ Indenter/ PI: Mode of tendering (In case of purchase of g (i) Direct purchase (Upto Rs.25,000 /-) (ii) T (iii) Limited Tender Enquiry (Upto Rs.25,00	oods/ services is involved): (Str Fhrough Local purchase comm 0,000 /-) (iv) Advertised Tende ed)	ike out whichever is not applicable) ittee (Upto Rs.2,50,000 /-) r Enquiry d Signature of Indenter)				
Mode of tendering (In case of purchase of g (i) Direct purchase (Upto Rs.25,000 /-) (ii) T (iii) Limited Tender Enquiry (Upto Rs.25,00 (v) Single tender (Justification to be enclose Up-to Rs.1.00 lakh:	oods/ services is involved): (Str Fhrough Local purchase comm 0,000 /-) (iv) Advertised Tende ed) (Name, Designation and	ike out whichever is not applicable) ittee (Upto Rs.2,50,000 /-) r Enquiry d Signature of Indenter)				
Mode of tendering (In case of purchase of g (i) Direct purchase (Upto Rs.25,000 /-) (ii) T (iii) Limited Tender Enquiry (Upto Rs.25,00 (v) Single tender (Justification to be enclose Up-to Rs.1.00 lakh: (Recommended/ Not recommended)	oods/ services is involved): (Str Fhrough Local purchase comm 0,000 /-) (iv) Advertised Tende ed) (Name, Designation and	ike out whichever is not applicable) ittee (Upto Rs.2,50,000 /-) r Enquiry d Signature of Indenter)				

* 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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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:-
ame of the Indenter:-		
Designation :-	Department-	
urpose & Justification :-		
	e gode	
Amount Rs.		Only)
Account Head of Expenditure :	Year of Sanction:	Allocation for the year:
Total approval Sought before :	Name	e of the Scheme:
Name of the Indenter:	Name	e of the Sponsoring Agency:
Mode of tendering (In case of purchase (i) Direct purchase (Upto Rs.25,000 /-) (iii) Limited Tender Enquiry (Upto Rs.2 (v) Single tender (Justification to be end	(ii) Through Local purchase comme 25,00,000 /-) (iv) Advertised Tender	ttee (ohto resizionioni
	(Name, Designation and	Signature of Indenter)
Up-to Rs.1.00 lakh: (Recommended/ Not recommended)	(Approved/ Not Approv	ved)
(Head of the Department)	DEAN (P&D)	
Above Rs.1.00 lakh:		(Approved/ Not Approved)
	DEAN (D&D)	TANK CHOR
(Head of the Department)	DEAN (P&D)	DIRECTOR

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[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:-
ame of the Indenter:-				
esignation :-		Department -		
urpose & Justification :-				
Amount Rs.	,			.Only)
Account Head of Expenditure :	Year	of Sanction :	Allocati	on for the year:
Total approval Sought before :		Name of th	e Scheme:	
Name of the Indenter:		Name of th	e Sponsoring	Agency:
Mode of tendering (In case of purcha (i) Direct purchase (Upto Rs.25,000 /- (iii) Limited Tender Enquiry (Upto R (v) Single tender (Justification to be	-) (11) Through Rs.25,00,000 /-)	I deal bulchase com	HILLICCOO (OPOO	chever is not applicable) Rs.2,50,000 /-)
		(Name, Designation	and Signature	of Indenter)
Up-to Rs.25,000 /-: (Recommended/ Not recommended)		(Approved/ Not App	proved)	
(Head of the Department)		DEAN (SW)		
Above Rs.25,000 /-:			(Approved/ Not Approved
(Head of the Denartment)	DEAN (SW)	DEAN (P&	&D)	DIRECTOR
	DEAN (SW)	DEAN (P&		

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[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:-
nme of the Indenter:-				
esignation :-	D	epartment -		
rpose & Justification:-				
mount Rs.	•••••			Only)
.ccount Head of Expenditure :	Year of	Sanction:	Allo	cation for the year:
otal approval Sought before :			Name of the	Scheme:
ame of the Indenter:			Name of the	Sponsoring Agency:
Mode of tendering (In case of pu i) Direct purchase (Upto Rs.25,0 iii) Limited Tender Enquiry (U)00 /-) (11) Through Lo pto Rs.25,00,000 /-) (i	ces is involved): ocal purchase co	(Strike out v	whichever is not applicable) oto Rs.2,50,000 /-)
Mode of tendering (In case of pu i) Direct purchase (Upto Rs.25,0 iii) Limited Tender Enquiry (U	000 /-) (11) Through Lopto Rs.25,00,000 /-) (i b be enclosed)	ces is involved): ocal purchase co	(Strike out v ommittee (Uj ender Enqui	whichever is not applicable) nto Rs.2,50,000 /-) ry
Name of the Indenter: Node of tendering (In case of puil) Direct purchase (Upto Rs.25,0ii) Limited Tender Enquiry (Upto) Single tender (Justification to	(1) Through L. (1) Through L. (1) to Rs.25,00,000 /-) (if the children chil	ces is involved): ocal purchase co v) Advertised T	(Strike out vommittee (Upender Enqui	whichever is not applicable) nto Rs.2,50,000 /-) ry
Mode of tendering (In case of puing) Direct purchase (Upto Rs.25,6) (Upto Rs.1.00 lakh: Recommended/ Not recommende	(1) Through Lopto Rs.25,00,000 /-) (in the processing of the processed) (f)	ces is involved): ocal purchase co v) Advertised T Name, Designatio	(Strike out vommittee (Upender Enqui	whichever is not applicable) nto Rs.2,50,000 /-) ry
Mode of tendering (In case of pu i) Direct purchase (Upto Rs.25,0 iii) Limited Tender Enquiry (U v) Single tender (Justification to Up-to Rs.1.00 lakh:	(1) Through Lopto Rs.25,00,000 /-) (in the processing of the processed) (f)	ces is involved): ocal purchase cov) Advertised Townson Name, Designation Approved/ Not A	(Strike out vommittee (Upender Enqui	whichever is not applicable) nto Rs.2,50,000 /-) ry

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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: -
lame of the Indenter:-				
Designation :-		Department-		
urpose & Justification:-				
Amount Rs. Rs				Only)
Account Head of Expenditure :	Yea	ar of Sanction :	Allocat	ion for the year :
Total approval Sought before:		Na	me of the Scl	neme:
Name of the Indenter:		Na	me of the Sp	onsoring Agency:
Mode of tendering (In case of p (i) Direct purchase (Upto Rs.25 (iii) Limited Tender Enquiry (U (v) Single tender (Justification (,000 /-) (ii) Throug Jpto Rs.25,00,000 /-	th Local purchase com	mittee (Opto ler Enquiry	Ks.2,50,000 /-)
<u>Up-to Rs.1.00 lakh:</u> (Recommended/ Not recommend	ed)	(Approved/ Not Appr	oved)	
(Head of the Department)		REGISTRAR		
Above Rs.1.00 lakh:			(4	Approved/ Not Approved)
(Head of the Department)	REGISTRAR	DEAN (P&	D)	DIRECTOR
Note:				

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