

BGM 83.11 Modifications in Delegation of Financial Powers of the Director

The Board had delegated some of the powers vested in it to the Director of the Institute through resolution in the 6th meeting held on 25-02-1999 and modified by the Board in its 45th meeting held on 23-12-2008. During the 75th Board meeting held on 11 June 2016 few financial powers were further modified.

It is now felt necessary to modify certain powers to the Director as shown below –

II. PURCHASE

EXISTING:

1. To make purchase of equipment, furniture, motor vehicles, and stationery items required for the Institute upto Rs. 25 lakh in each case, within the overall budget approved by BOG.
2. Full powers to purchase books, journals and other library materials.
3. Full power to purchase consumable stores.

PROPOSED:

1. To make purchase of equipment, furniture, motor vehicles, and stationery items required for the Institute upto Rs. 40 lakh in each case, within the overall budget approved by BOG.
2. Full powers to purchase books, journals and other library materials – No Change
3. Full power to purchase consumable stores and Stationery –

VI. PLANNING AND EXECUTION OF WORKS

EXISTING:

1. Administrative approval:

For works included in the Budget – Up to Rs. 20 lakh in each case.

2. Technical sanctions to detailed estimates: Full powers.

3. (a) Excess over administrative approval: Full powers in all cases for which he is the approving authority.

(b) Excess over estimate: Upto 10% will be regularized by the Director.

4. Acceptance of tender :

a) Where more than one valid tenders have been received:

Full powers. Reason should be recorded in writing, if a tender other than the lowest technically suitable tender is accepted or negotiations are held before a decision. In such cases, acceptance of tender will be on recommendations of tender committee constituted by the Board and of which Director will be the Chairman.

b) Where only one valid tender has been received:
Rupees 10 lakh. All other conditions are as above.

PROPOSED:

1. **Administrative approval:** For works (Civil and Electrical) included in the Budget – Approving Authority for works up to Rs. 35 lakh in each case.
2. **Technical sanctions to detailed estimates:** Full powers in all cases for which Director is the approving authority.
3. **(a) Excess over administrative approval:** Full powers in all cases for which Director is the approving authority – No Change
(b) Excess over estimate: Upto 10% will be regularized by the Director – No Change
4. **Acceptance of tender :**

a) Where more than one valid tenders have been received:

Full powers upto the Administrative power Limit of 35 Lakhs. Reason should be recorded in writing, if a tender other than the lowest technically suitable tender is accepted. In such cases, acceptance of tender will be on recommendations of a duly constituted Tender Scrutiny committee constituted by the Director.

b) Where only one valid tender has been received: Upto Rupees 15 Lakh. In such a case, acceptance of tender will be on recommendations of a duly constituted Tender Scrutiny committee constituted by the Director.

The Director may delegate Financial Powers for approval of Purchase and execution of works for upto Rs. 5 lakhs transaction, to nominated Officer of the Institute. The powers delegated shall be exercised in conformity with the rules / procedures formulated by the Institute on the subject.

The Board may approve the above proposed Financial Powers to Director and Delegation of Powers by Director to nominated Officer of the Institute.

The Board approved the above proposed Financial Powers to Director and Delegation of Powers by Director to nominated Officer of the Institute.

BGM 98.12 Amendments in the Delegation of Financial Powers of the Director – Planning and execution of works – Regarding

The Board had delegated some of the powers vested in it to the Director of the Institute through resolution in the 6th meeting held on 25-02-1999 which were modified by the Board in its 45th and 75th meetings (held on 23 December 2008 and 11 June 2016 respectively). During the 83rd Board meeting held on 07 August 2018 a few financial powers of the Director were further modified.

In this context, considering the present circumstances and taking into account the fact that the academic activities of the Institute have since increased significantly, it is now felt necessary to amend certain powers to the Director in respect of planning and execution of works as mentioned below –

EXISTING:

5. **Administrative approval:** For works (Civil and Electrical) included in the Budget – Approving Authority for works upto Rs. 35 lakh in each case.

6. **Technical sanctions to detailed estimates:** Full powers in all cases for which Director is the approving authority.

7. (a) **Excess over administrative approval:** Full powers in all cases for which Director is the approving authority.

(b) **Excess over estimate:** Upto 10% will be regularized by the Director.

8. **Acceptance of tender:**

a) **Where more than one valid tenders have been received:**

Full powers upto the Administrative power limit of 35 Lakhs. Reason should be recorded in writing, if a tender other than the lowest technically suitable tender is accepted. In such cases, acceptance of tender will be on recommendations of a duly constituted Tender Scrutiny committee constituted by the Director.

b) **Where only one valid tender has been received:** Upto Rupees 15 Lakh. In such a case, acceptance of tender will be on recommendations of a duly constituted Tender Scrutiny committee constituted by the Director.

The Director may delegate Financial Powers for approval of Purchase and execution of works for upto Rs. 5 lakhs transaction, to nominated Officer of the Institute. The powers delegated shall be exercised in conformity with the rules / procedures formulated by the Institute on the subject.

PROPOSED:

5. **Administrative approval:** For works (Civil and Electrical)

included in the Budget – Approving Authority for works up to **Rs. 50 lakhs** in each case.

6. **Technical sanctions to detailed estimates:** Full powers in all cases for which Director is the approving authority – **No Change**.

7. (a) **Excess over administrative approval:** Full powers in all cases for which Director is the approving authority – **No Change**.

(b) **Excess over estimate:** Upto 10% will be regularized by the Director – **No Change**.

8. **Acceptance of tender:**

a) **Where more than one valid tenders have been received:**

Full powers upto the Administrative Power Limit of **Rs. 50 lakhs** and in accordance with the General Financial Rules (GFR) 2017 of the Government of India. Reason should be recorded in writing, if a tender other than the lowest technically suitable tender is accepted. In such cases, acceptance of tender will be on recommendations of a duly constituted Tender Scrutiny committee constituted by the Director.

b) **Where only one valid tender has been received:** Full powers upto the Administrative Power Limit of Rs. 50 lakhs and in accordance with the General Financial Rules (GFR) 2017 of the Government of India.

9. **Arrangement of works by constituting a committee:**

Arrangement of works costing above Rs. 25,000 (Rupees twenty-five thousand only) and upto Rs. 2,50,000/- (Rupees two lakhs and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted committee consisting of three members of an appropriate level as decided by the Director.

The Director may delegate Financial Powers for approval of purchase and execution of works for upto Rs. 5 lakhs transaction, to nominated Officer of the Institute. The powers delegated shall be exercised in conformity with the rules / procedures formulated by the Institute on the subject – **No Change**.

The Board may, therefore, kindly approve the Financial Powers to Director and Delegation of Powers by Director to nominated Officer of the Institute as proposed above.

The Board approved the Financial Powers to Director and Delegation of Powers by Director to nominated Officer of the Institute as proposed above.

BGM 83.12 Delegation of Financial Powers to Officers of IIM Kozhikode

The delegation of financial powers to the Officers of the Institute was approved by the Board in its 45th meeting held on 23 December 2008 and 57th meeting held on 21 January 2012. The Institute's academic activity has significantly increased with increased student's strength and also the market rates of various items have increased substantially. It is proposed to revise the delegation of powers to the officers of the Institute as under -

Existing Delegation of Powers	Proposed Delegation of Powers
<p>I. CHIEF ADMINISTRATIVE OFFICER</p> <p>1. Leave: Full Powers to sanction Casual Leave, Compensatory Leave and Restricted Holidays to Group B, C & D Staff reporting to him for work, as per the rules. Full powers to sanction EL, HPL,-Commuted Leave, Maternity Leave and Paternity Leave to Group B, C & D Staff on recommendations of concerned task heads. <i>Note: @ In the case of B, C & D Staff working under other task or department heads, Casual Leave, Compensatory Leave and Restricted Holidays will be sanctioned by those heads, as per the rules.</i></p>	<p>1. Leave: No change proposed</p>
<p>2. Tour and traveling allowance: Full powers to approve tour of Group B, C & D Staff working under him.</p> <p>3. Full Powers to sanction OTA to drivers of the Institute, as per rules.</p>	<p>2. Tour Authorization and traveling allowance: Full powers to approve tour and traveling allowance of Group B, C & D Staff working under him.</p> <p>3. No change proposed.</p>
<p>4. Full Powers to sanction claims on account of LTC / medical reimbursement as per rules in respect of employees in pay scales up to and inclusive of Pay Band-3 (Rs.15,600-39,100) Grade Pay of Rs.7,600/-</p>	<p>4. No change proposed (As per equivalent Scale in 7th CPC i.e. level-12).</p>
<p>5. Full Powers to admit claims on account of TA/ LTC/ Medical reimbursement submitted after the stipulated period up to 6 months of employees up to and inclusive of Pay Band-3 (Rs.15,600 – 39,100) Grade Pay of Rs. 7,600/-.</p>	<p>5. No change proposed (As per equivalent Scale in 7th CPC i.e. level-12).</p>

6. Full powers to sanction reimbursement of conveyance hire charges incurred for official purposes in respect of staff working under him.	6. No change proposed.
7. Purchase of stationery and other consumable stores: Up to Rs. 50,000/- in each case subject to an annual limit of Rs. 8.00 Lakhs.	7. Purchase of stationery and other consumable stores: a) Up to Rs 75000/- in each case subject to an annual limit of Rs. 10.00 Lakhs. b) Purchase of Housekeeping Cleaning Materials and Consumables - Up to Rs 50000/- in each case subject to an annual limit of Rs. 08.00 Lakhs.
8. Purchase of books (required for Administration wing): Up to Rs. 15,000/- per annum.	8. Up to Rs. 20,000/- per annum.
9. Purchase of crockery etc. for hostel and Guesthouse: Rs. 15,000/- in each case, subject to an annual limit of Rs. 1.00 Lakh	9. Purchase of crockery, Furnishing etc. for Hostel, Guesthouse and office: Rs. 20,000/- in each case, subject to an annual limit of Rs. 2.00 Lakh.
10. POL for Vehicles: Full Powers.	10. POL for Vehicles, Grass cutting equipment and Generator Set: Full Powers.
11. Purchase of Newspapers and periodicals for office use: Rs. 1,500/- per month.	11. Purchase of Newspapers and periodicals for office/Guest House use: Upto Rs. 2500/- per month.
12. Payment of bills on account of Postage, telegram, telephones: Full Powers.	12. Payment of bills on account of Postage, franking Machine and telephone: Full Powers.
13. Printing: Rs. 40,000/- in each case.	13. Printing: Upto Rs. 50,000/- in each case.
14. Binding of books & records: Rs. 25,000/- per annum.	14. Binding of books & records: No change proposed.
15. Repairs to Vehicles including spare parts: Full Powers in the case of routine repairs to vehicles including spare parts, subject to annual ceiling of Rs. 50,000/- per vehicle.	15. Repairs to Vehicles including purchase of spare parts, tyres and painting: Full Powers in the case of routine repairs to vehicles. Purchase of spare parts, tyres and painting, subject to annual ceiling of Rs. 1.00 Lakh per vehicle.

<p>16. Repairs to furniture & equipment's: Rs. 10,000/- in each case subject to annual ceiling of Rs. 1,00,000/- in respect of General Administration only. In the case of Engineering and Computers Equipment's, powers are delegated to Civil Engineer and System Manager respectively.</p>	<p>16. Purchase and repairs to furniture & equipment's: a) Purchase of office furniture upto Rs 25,000 in each case with an annual ceiling of Rs. 2 Lakhs.</p> <p>b) Repair of equipment and repair of furniture of Classroom, Computer Lab, Auditorium and office upto Rs. 25,000 in each case subject to annual ceiling of Rs. 5 Lakhs.</p>
<p>17. Repairs & maintenance of Institute's campus: Rs. 10,000/- in each case subject to annual ceiling of Rs. 1,00,000/- in respect of General Administration only. In the case of Engineering and Computers Equipment's, powers are delegated to Civil Engineer and System Manager respectively.</p>	<p>17. a) Purchase, Petty repair, maintenance and painting of Institute's campus - Rs. 25,000/- in each case subject to annual ceiling of Rs. 5.0 Lakh.</p> <p>b) Purchase of Horticulture maintenance items and Plants - Rs. 25,000/- in each case subject to annual ceiling of Rs. 5.0 Lakh.</p>
<p>18. Legal expenses: Up to Rs. 10,000/- in each case.</p>	<p>18. Legal cases /expenses: Up to Rs. 25,000/- in each case.</p> <p>To execute Vakalathnama on behalf of the Institute and file Counter affidavits to defend the Institute, Director and its officials including the Chairman and Board members, for all Court cases.</p>
<p>19. Expenditure on hospitality: up to Rs.5,000/- per month.</p>	<p>19. No change proposed.</p>
<p>20. Employment of casual labour — Up to Rs. 10,000/- per month at the approved rates, subject to the condition that the same person shall not be employed for more than 60 days in a year.</p>	<p>20. Employment of casual labour — Up to Rs. 15,000/- per month at the approved Labour rates or the prevailing Local market rates, subject to the condition that the same person shall not be employed for more than 60 days in a year.</p>
<p>21. Refund of Security Deposit/ EMD and Caution Money Deposits: - Full powers in respect of General Administration only on the advice of FA&CAO. In case of Engineering and Computer Equipment's, powers are delegated to Civil Engineer and System Manager respectively.</p>	<p>21. Refund of Security Deposit/ EMD and Caution Money Deposits: - Full powers in respect of General Administration (GA/Estate/Purchase Department).</p>

22. Payment of electricity & water charges / license fee / rent / municipal & other taxes --Full Powers.	22. Payment of electricity & water charges / license fee / rent / Panchayat/municipal & other taxes - Full Powers.
23. Demurrage: up to Rs. 1,000/-, not exceeding the value of the material.	23. Demurrage: up to Rs. 5,000/-, not exceeding the value of the material.
24. Insurance premium for vehicles. Full powers.	24. Insurance premium for vehicles. No change proposed.
25. Service contracts of equipment's: Full powers up to Rs. 1,00,000/- p.a., which is as per the agreements approved by the Director.	25. Renewal of AMC / Service contracts of equipment's / Net Subscription/Licence etc.: Up to Rs. 1.5 Lakhs p.a., for Equipment's / net subscription; which are already under AMC as approved by the Director earlier.
26. Hiring of Vehicles — Up to Rs. 10,000/- per month.	26. Hiring of Vehicles — Up to Rs. 15,000/- per month.
27. Hiring of equipment/ furniture — Up to Rs. 10,000/- per month.	27. Hiring of equipment/ furniture — Up to Rs. 15,000/- per month.
28. To execute agreements, contracts, etc. on behalf of the Institute with the approval of competent authority.	28. To execute agreements, contracts, etc. on behalf of the Institute for execution of works/projects/purchase/ AMC, which are approved by the competent authority.
29. Any other item of contingent expenditure not otherwise provided — Rs. 2,500/- at a time subject to a maximum of Rs. 50,000/- p.a.	29. Expenditure of petty nature or any other item of contingent expenditure not otherwise specifically provided — Rs. 5000/- at a time subject to a maximum of Rs. 1,00,000/- p.a.
30. Full Powers to draw and disburse pay bills, T.A. bills and all other bills pertaining to establishment as well as contingent bills.	No change proposed

II. <u>FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER</u> 1. Full Powers to verify and pass all bills in respect of pay and allowances, TA, LTC, Medical Reimbursements, OTA, Honorarium etc. 2. Disallowance from claims made by	III. <u>CHIEF FINANCE OFFICER</u> 1. Full Powers to verify and pass all bills in respect of pay and allowances, TA, LTC, Medical Reimbursements, OTA, Honorarium etc. - No change proposed. 2. No change proposed. (As per
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employees of the Institute will be approved by the CAO in respect of employees up to and including Pay Band-3 (Rs. 15,600 – 39,100) Grade Pay of Rs. 7,600/- and the Director in other cases.	equivalent Scale in 7 th CPC i.e. Level-12).
3. Power to pass for payment all claims for supplies services etc. in accordance with rules and with reference to sanction of competent authority. To sanction petty contingent expenditure – Rs. 1,000/- at a time, subject to a maximum of Rs. 10,000/- per annum.	3. Power to pass for payment all claims for supplies services etc. in accordance with rules and with reference to sanction of competent authority. To sanction petty contingent expenditure – Rs. 2,500/- at a time, subject to a maximum of Rs. 25,000/- per annum.
4. Refund of Security Deposit / EMD and Caution Money Deposits -Full powers in respect of Engineering and Computer Centre only on the advice of the Civil Engineer and System Engineer respectively.	4. Refund of Security Deposit / EMD and Caution Money Deposits -Full powers in respect of Engineering and Computer Centre on the advice of the CM (I) and CSM respectively.
III. <u>LIBRARIAN</u> Power to purchase books as per requisition of users up to Rs. 25,000/- at a time subject to the limit of Rs. 50,000/-per quarter in accordance with the procedure prescribed for purchase of library books.	III. <u>CHIEF LIBRARIAN & INFORMATION OFFICER</u> Power to purchase books as per requisition of users up to Rs. 35,000/- at a time subject to the limit of Rs. 75,000/-per quarter in accordance with the procedure prescribed for purchase of library books.

IV. <u>CHIEF SYSTEM MANAGER</u> 1. Repairs to Computers and other Equipment and Accessories — Rs. 25,000/- in each case subject to annual ceiling of Rs. 01 Lakh. 2. Purchase of Computer Stationery and Consumable Stores: - Up to Rs. 50,000/- in each case, subject to annual limit of Rs. 03 Lakhs.	IV. <u>CHIEF SYSTEM MANAGER</u> 1. Purchase of IT Equipment, Accessories and other Peripheral Devices - Rs. 40,000/- in each case subject to annual ceiling of Rs. 02 Lakh. 2. Repairs to Computers and other Equipment and Accessories — Rs. 30,000/- in each case subject to annual ceiling of Rs. 02 Lakh. 3. Purchase of Computer Stationery and Consumable Stores: - Up to Rs. 75,000/- in each case, subject to annual limit of Rs. 05 Lakhs.
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V <u>CIVIL ENGINEER:</u> - 1. Repairs to Buildings, Electrical & other	V <u>CHIEF MANAGER (Infrastructure)</u> -
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<p>Equipment's: -</p> <p>Upto Rs.25,000/- in each case subject to annual ceiling of Rs. 05 Lakhs.</p> <p>2. Purchase of Civil and Electrical Consumable Stores: Upto Rs. 20,000/- in each case, subject to annual limit of Rs. 03 Lakhs.</p>	<p>1. Repairs to Buildings, Painting works, Electrical works & repair of Equipment's: - Upto Rs.35,000/- in each case subject to annual ceiling of Rs. 06 Lakhs.</p> <p>2 (a) Purchase of Civil Engineering Consumable Stores: Upto Rs. 40,000/- in each case, subject to annual limit of Rs. 02 Lakhs.</p> <p>2 (b) Purchase of Electrical Consumable Stores: Upto Rs. 40,000/- in each case, subject to annual limit of Rs. 02 Lakhs.</p>
<p><u>Note common to CAO, FA & CAO, Librarian, System Manager and Civil Engineer:-</u></p> <p>i) Financial concurrence should be obtained in all cases where expenditure in excess of Rs.20,000 is incurred.</p> <p>ii) The powers delegated shall be exercised in conformity with the rules / procedures formulated by the Institute and subject to budget provision.</p> <p>iii) Wherever no rules are available, approval of the Director is to be obtained.</p>	<p><u>Note common to CAO, CFO, CLIO, CSM and CM(I):-</u></p> <p>i) Financial concurrence should be obtained where expenditure in excess of Rs.1,00,000 in each case, is incurred.</p> <p>ii) The powers delegated shall be exercised in conformity with the rules / procedures formulated by the Institute and subject to budget provision.</p> <p>iii) Wherever no rules are available, approval of the Director is to be obtained.</p>

The Board may kindly approve the above proposed Delegation of Financial Powers to Officers of IIM Kozhikode.

The Board approved the above proposed Delegation of Financial Powers to Officers of IIM Kozhikode.