

Delegation of Financial Powers

I CHIEF ADMINISTRATIVE OFFICER:

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.

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.

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.

2. Tour and traveling allowance: Full powers to approve tour of Group B, C & D Staff working under him.

3. Full Powers to sanction OTA to drivers of the Institute, as per rules

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/-

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.

6. Full powers to sanction reimbursement of conveyance hire charges incurred for official purposes in respect of staff working under him.

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

8. Purchase of books (required for Administration wing): Up to Rs. 15,000/- per annum

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. POL for vehicles: Full Powers.
10. Purchase of Newspapers and periodicals for office use: Rs. 1,500/- per month
11. Payment of bills on account of Postage, telegram, telephones: Full Powers.
Printing: Rs. 40,000/- in each case
12. Binding of books & records: Rs. 25,000/- per annum
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.
Repairs to furniture & equipments: 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 Equipments, powers are delegated to Civil Engineer and System Manager respectively
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 Equipments, powers are delegated to Civil Engineer and System Manager respectively.
Legal expenses: Up to Rs. 10,000/- in each case
13. Expenditure on hospitality: up to Rs.5,000/- per month.
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>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 Equipments, powers are delegated to Civil Engineer and System Manager respectively</p>
<p>14. Payment of electricity & water charges / license fee / rent / municipal & other taxes --Full Powers.</p>
<p>Demurrage: up to Rs. 1,000/-, not exceeding the value of the material</p>
<p>15. Insurance premium for vehicles. Full powers</p>
<p>16. Service contracts of equipments: Full powers up to Rs. 1,00,000/- p.a., which is as per the agreements approved by the Director</p>
<p>Hiring of Vehicles — Up to Rs. 10,000/- per month</p>
<p>17. Hiring of equipment/ furniture — Up to Rs. 10,000/- per month</p>
<p>18. To execute agreements, contracts, etc. on behalf of the Institute with the approval of competent authority.</p>
<p>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.,</p>
<p>19. Full Powers to draw and disburse pay bills, T.A. bills and all other bills pertaining to establishment as well as contingent bills.</p>
<p><u>Note common :-</u></p> <ul style="list-style-type: none"> i) Financial concurrence should be obtained in all cases where expenditure in excess of Rs.20,000 is incurred ii) The powers delegated shall be exercised in conformity with the rules / procedures formulated by the Institute and subject to budget provision iii) Wherever no rules are available, approval of the Director is to be obtained.