

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

PA/BoG-47/15

Date: 24.11.15

The Board of Governors in its 47th meeting held on 11.08.2015 vide item no. BOG-47/15/12 approved the delegation of powers of various authorities of the Institute. A comprehensive delegation of power to various Authorities of the Institute for smooth functioning of the Department/Section of the Institute approved by BoG are as under:

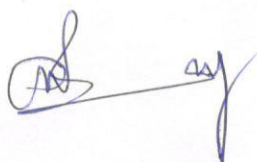
SL No.	Particulars	Functionaries	Proposed Financial Power
1.	a) All kind of expenditure under plan and non -plan budget with the approval of FC, BW&C and BoG. b) Sanction and incur Minor Expenditure under Plan & Non-Plan budget.	Director	a) Full Powers b) 1 crore subject to maximum of Rs. 20(twenty) crores in a Financial Year
2.	All kind of purchases and other expenditure from Sponsor Research Projects, Schemes and Consultancy Fund.	Dean (R&C)	Rs. 10 Lakhs
3.	For Purchase of consumables from Projects, Schemes and Consultancy Fund	Principal Investigator	Rs. 1 Lakh
4.	a) Stores, spares, accessories under allotted operating grant (Non Plan). b) Purchases under allotted Plan Grant	Head of Deptts, Prof-in-Charge(T&P), Librarian	a) Rs. 15000/- for single item subject to maximum of Rs. 3 lakhs in a FY. b) Rs. 1 lakh for single item subject to maximum of Rs. 5 lakhs in a FY.



5.	a) All expenditure related to i. Hostel Maintenance/Repair Works ii. Purchase related to hostels iii. Students activities including sports b) Payment of Scholarship	Dean (Student Welfare)	a) Rs. 1,00,000/- b) Full Powers
6.	Purchase, Payments of scholarship and other allied expenditure within approved and allotted grant of the year. All related expenditure of PG students and research scholars within approved budget.	Dean (Academics)/Dean(R &C)	Rs. 1,00,000/-
7.	Expenditure related to their operational expenses (Office, small equipment, consumables etc).	All Deans	Rs. 1,00,000/-
8.	Expenditure for campus development, minor repairs, cleaning, minor repair of roads, parks, convocation and miscellaneous for which the administrative approval is accorded and fund is allotted for the purpose.	Dean (P&D)	Rs. 1,00,000/-
9.	Purchases of Journals, consumables, spares and accessories etc. from budgetary allocation of the year.	Chairman, Library Committee	Rs. 1,00,000/-for single item subject to maximum of Rs. 20 lakhs in a FY.
10.	Expenditure for medicine / consumables / equipments directly related to Health Service expenses.	Chairman, Health Centre	Rs. 1,00,000/-
11.	a) Payment of Telephone Bill, FAX Bill, Electricity bills, Water bills, Local TA, Etc. b) Purchase of equipment, uniform, consumables, stationeries, computer consumables, spares and accessories for registry/requirement for departments not covered above within allotted grant of the year.	Registrar	a) Full Powers b) Rs.50000/-



12.	a) After receipt of sanction from Director for payment of pensionary benefit in respect of retiring employee all documents such as PPO, GPO, CPO shall be signed by. b) On receipt of sanction from Director for Restoration of commuted value of pension. c) On receipt of sanction from Director regarding enhanced pension on attaining the age of 80 yrs, 85 yrs, 90yrs, 95yrs, 100 yrs. d) On receipt of sanction from Director for payment of family pension. PPO.GPO shall be signed by.	Registrar	Full powers
13.	All contracts except relating to works, lease, service contracts relating to security, sanitation, maintenance of garden and other outsourcing of services shall be signed by	Registrar	Full Powers
14.	On receipt of sanction for tour, LTC and medical expenses, adjustment bill of the advance shall be signed by	Registrar	Full Powers
15.	Adjustment of other advances sanctioned by Director to departments and for any other works shall be signed by	Registrar	Full Powers
16.	Children Education Allowance Bill approved by Director shall be signed by	Registrar	Full Powers
17.	Allotment /Cancellation of Quarters	Deputy Registrar (Admn)	Full Power
18.	Imprest Advance to departments/sections	Respective Deans/Registrar	Full Power
19.	All letters relating to administrative matter shall be signed by	Registrar/Dy Registrar/Asst. Registrar	Full Power
20.	All letters relating to administrative matter address to State Authorities, other NIT's, IIT's shall be signed by	Registrar	Full Power
21.	Letters to MHRD, other Ministries and Director General Audit(Central) or any	Director	Full Power



	other Audit Authorities under C&AG of India		
22.	Advance from Provident Fund	Registrar	Full Power
23.	All kinds of leave except Casual Leave to staff in teaching cadre	Dean F/W	Full Power
24.	All kinds of leave except Casual Leave to Non-Teaching Staff including officers	Registrar	Full Power
25.	Casual Leave	Respective HoD/Section Head	Full Power
26.	Payment of statutory dues such as Income Tax, Service Tax, Profession Tax, VAT etc	Registrar	Full Power

Note:

1. All purchase files above Rs.5 lakhs should be routed through IPC/Internal Auditor.
2. Person holding temporary charge of the post will not be eligible to exercise financial power automatically unless the same has been delegated to him/her by the person who holds the permanent charge of the post.
3. All purchases should have financial concurrence before obtaining approval from the competent authority.

This is for information to all concerned.


Registrar

Copy to, with a request to circulate among all the staff of their concerned department/section:

1. All Deans/HoDs
2. Librarian/ Deputy Registrar(Administration)/In charge DR Accounts/Assistant Registrar/ Engineer/Asstt Engineer
3. Section Heads
4. Sr. Technical officer with a request to upload the same in the Institute website.