



AMBEDKAR UNIVERSITY, DELHI

DELEGATION OF FINANCIAL POWERS

(Approved by the Board of Management in its 12th Meeting
held on 31.7.2012)

**Finance Division
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Delhi 110 006**

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DELEGATION OF FINANCIAL POWERS To Various Officers in the University

The Board of Management is empowered vide Statute 11(2)(g) of AUD Act to delegate any of its powers to the Vice-Chancellor, Deans, Registrars, and Controller of Finance or any other Officer, employee or Authority of the University, or to a Committee appointed by it.

The Finance Committee of the University had approved the delegation of financial powers in its third meeting held on 29th April 2010 and the same was ratified by the Board of Management.

In view of the substantial increase in the educational/administrative and developmental activities it is essential to bring those activities under consideration for further Delegation of Financial Powers.

The exercise of these powers shall be subject to observance of the prevailing rules and regulations and general or special, conditions prescribed or which may be issued by the Competent Authority.

1. A budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred and approval of the competent authority to be obtained.
2. No expenditure on a 'New Item' can be sanctioned without prior approval of the competent authority
3. All purchases exceeding Rs.1.00 lakh shall be made through Registrar except in the cases in which the Divisions are specifically authorized to make purchases or stores exclusively required by them with prior approval.

All purchase proposals would be processed as per the procedure prescribed in the GFR/Purchase Procedures. The Deans of Schools and Heads of Divisions concerned will submit the proposals to the Vice-Chancellor/Registrar for administrative approval.

For cases other than Works: All cases of expenditure upto Rs.2.00 lakh shall be concurred by AR (Finance), cases exceeding Rs.2.00 lakhs and upto 10.00 lakhs shall be concurred by DR (Finance)/COF when and if DR is not available and cases exceeding 10 lakhs shall be concurred by Controller of Finance.

All cases of expenditure bills upto Rs.5.00 lakh shall be passed by AR (Finance) cases exceeding Rs.5.00 lakhs and upto 15.00 lakhs shall be passed by DR (Finance)/COF when DR is not available and cases exceeding 15 lakhs shall be passed by Controller of Finance.

For Works: All cases sanctioned by VC will be concurred by the Controller Finance and the same will be applicable for passing of bills.

A formal sanction for creation of posts or incurring of expenditure shall be communicated to all concerned indicating reference to the financial concurrence and existence of budget provision.

Notwithstanding these delegations, in cases, where adequate competition does not exist or emergent purchases are to be made expenditure is to be incurred in relaxation of the prescribed procedure, approval of the Vice-Chancellor with the concurrence of Controller of Finance will be necessary.

Contingent or other expenditure of an unusual character or involving departure from any general or special rule or order made by the BOM shall not be incurred nor any liability be undertaken in connection therewith without the prior sanction of the BOM.

The Heads of Divisions/Deans of Schools specified in the Schedules and the Drawing Officers in relation thereto will be as follows:

Sl. No.	Expenditure relating to	Drawing Officer
1.	Administrative Expenses	Registrar (Admn.)
2.	Student Services Division	Dean
3.	IT Services Division	Director
4.	Academic Services Division	Dean
5.	Library	Librarian
6.	Planning Division	Dean/Advisor Planning
7.	Finance Division	Controller of Finance
8.	Schools	Dean
9.	Projects sponsored by Govt. of India or any other funding agency	Project Director
10.	Any other Division/Centre/ School be notified from time to time	Head of the Division/Director/ Dean

Powers to write-off Losses shall vest in the Vice-Chancellor

Note:

- (i) Vice Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.
- (ii) Powers to sanction expenditure in respect of items not specified above, shall rest with the Vice-Chancellor
- (iii) Powers to sanction expenditure beyond the limits specified above shall rest with the Vice-Chancellor
- (iv) Powers to release all salary related payments shall rest with the Asstt. Registrar (Finance).

SCHEDULE I**POWER TO CREATE SEASONAL/ CASUAL POSTS**

Sl.No.	Nature of Posts	Powers of Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
1.	Research Assistants/ Academic Fellows Seasonal/Casual posts of Assistant level and Clerical and other staff for seasonal/emergent work	Upto six months	-	-	The appointment shall be against the posts at the prevailing rates & Guidelines
2.	Seasonal/Casual Group 'D' staff	-	Upto 6 Months	-	-do-

SCHEDULE II**CONTINGENT & MISC. EXPENDITURE****(General Powers not specified in any other Schedule)**

Sl. No.	Authority	Extent of Power	
		Recurring	Non-Recurring
1.	Vice-Chancellor	Upto Rs.2,00,000 per annum in each case	Upto Rs.5,00,000 in each case
2.	Registrar	Upto Rs.25,000/- per annum in each case	Upto Rs.1,00,000 in each case

SCHEDULE-III

**ADMINISTRATIVE EXPENSES
(COMMON TO ALL DIVISIONS)**

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
1.	Purchase of Infrastructural Fixed Assets Ex. Land/Building; and Construction of new Buildings	Full powers	-----	-----	With approval of BOM (on the recommendation of the Steering Committee)
2.	Purchase of office equipment including telephone instruments, calculators and photocopiers	Full powers	Upto Rs.5 lakh in each occasion	Upto Rs.25000 p.a. Rs. 5000 in each occasion	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
3.	Fixtures and furniture purchase	Full powers	Rs 5 lakh on each Occasion within the norms approved by the VC.	-	Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
4.	Freight/Demurrage/wharfage charges	Full powers	Upto Rs.50,000 in each case	-	With prior approval of VC
5.	Merits, Awards, Stipends, Loans and other educational scholarships to Students, fee waiver	Full powers	-	-	Subject to availability of funds, completion of codal formalities as per laid down procedure approved by the BOM
6.	Advertisement & Publicity charges	Full powers	Upto Rs.1 lakh in each case	-	The expenditure is subject to guidelines issued.
7.	Hostel Expenses	-		Full powers (Dean Student Services)	Subject to completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
8.	Electricity & Water charges	-	Full powers	-	

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
9.	Insurance	-	Full powers	-	Subject to Insurance cover being taken from a nationalised General Insurance Company and annual premium approved by VC and guidelines issued available
10.	Legal Charges	Full Powers	Upto Rs.50,000/- in each case	-	
11.	Audit Charges	Full Powers	Upto Rs.50,000/- in each case		
12.	Other Professional (Administrative) Charges	Full Powers	Upto Rs.50,000/- in each case		
13.	Transportation				Subject to available guidelines and fund availability
	(a) Purchase of Motor vehicle	Full powers	-	-	
	(b) Maintenance and repairs of staff cars/Machinery	-	Full Powers	-	Subject to reasonableness of the rates being determined by call of Tenders/ Quotations
	(c) Hiring of Vehicles for official purpose		Full Powers		Subject to reasonableness of the rates being determined by call of
	(d) Pollution charges	-	Full Powers	-	
14.	Municipal rates and taxes	-	Full powers	-	
15.	Postal expenses on outgoing dak, telegrams etc. (Postage, Speed Post Charges, Courier Charges etc.)	-	Full Powers	Rs.5000 p.a.	
16.	(a) Publications of the University/Printing & Binding	Full powers		Full powers Dean/Advisor Planning	Subject to availability of Empanelled printers at rates prescribed with due approval of the competent authority.
	(b) Admission Brochure	Full Powers		Full Powers Dean (SS)	

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
17.	Purchase of Publications for administrative use (Newspapers, Books)	Full powers	Up to Rs.1 lakh p.a.	-	Upto Rs.20,000 p.a. for Controller of Finance.
18.	Security Expenses payment of Wages of Security Staff	-	Full Powers	-	As per GFR.
19.	(a) Stationery Store including computer stationary and other consumables	-	Full powers after call of open tender and on the recommendation of a Purchase Committee	Rs.25000 p.a. Rs. 5000 per occasion	Purchase procedure as prescribed in GFR may be followed.
	(b) Office Equipment including electronic or manual, intercom Equipment, Photocopies Franking machine, (excluding computers)	Full powers	Upto Rs.5 lakhs in each case on the recommendation of a Purchase Committee following the purchase procedure as per GFR	-	Purchase procedure as prescribed in GFR to be followed.
20.	Purchase of ACs, Desert Coolers, Heat Convectors, etc.	Full Powers	Upto Rs.2 lakh on each occasion	-	Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
21.	Wages in respect of outsourced contractual staff Expenses	-	Full Powers	-	Subject to the approval of VC for deployment of manpower
22.	Remuneration (including conveyance charges to staff for attending duty on holidays and late hours).	-	Full Powers	Rs. 5000 p.a.	
23.	Horticulture	-	Full powers	-	Subject to approval of the competent authority
24.	Sanitation	-	Full powers	-	Subject to approval of the competent authority
25.	(a) EPABX	-	Full Powers	-	
	(b) Official Telephones	-	Full Powers	-	Subject to the ceilings approved

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
	(c) Residential Telephone	-	Full Powers	-	-do-
	(d) Telex, Fax charges	-	Full Powers	-	-do-
	(e) Telephone Bills received after due date	-	Full Powers	-	Payment of surcharge/late fee after due date will be made with the approval of Registrar (Admn.)
	f) Internet	-	Full Powers	-	
	g) Repairs and maintenance of Telephones, Telex and Fax Machines, Batteries etc.	-	Full Powers in case of agreement approved by the VC	-	
26.	Repair and Maintenance of office equipments furniture etc.	-	Full Powers	-	Full powers where maintenance is entrusted to the same party who originally installed/ supplied the equipment. In other cases subject to invitation of tenders and recommendation of a committee constituted for the purpose.
27.	General Common Services (i) Inaugural functions (ii) Conferences and Seminars/workshops/ Guest Lectures	Full powers Full powers	Upto Rs.2.00 lakhs p.a -----	----- Upto Rs.2 lakhs p.a.	Subject to general instructions and availability of funds.
28.	Expenses at official meetings, functions, Consultative Meetings, Board of Schools, Expert Fee etc.	-	Full powers	Upto Rs.50,000 p.a	Subject to prescribed rates approved by competent authority, per head as per entitlement
29.	Bills of University guests accommodated at Guest Houses etc.	-	Full powers	-	1. Sanction of VC is required to declare any person as University Guest. 2. Subject to prescribed rates and limits
30.	(a) Sports/Games/ Cultural Expenses	-		Dean (SS) Full Powers	Subject to prescribed rates and limits and approval of

Sl. No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
	(b)Creche Expenses		Full powers		competent authority
31.	Signing of Annual Maintenance Contracts	-	Full powers	-	To sign all AMCs on behalf of the University after the Terms and Conditions are approved by the competent authority.
32.	Engagement of Visiting Faculty/Adjunct faculty/Guest Faculty	Full powers	-	Rs. 25,000 per occasion subject to Rs. 1 Lak p.a	Subject to the approval of the Vice-Chancellor and payment is made approved norms
33.	Payment to Members of Statutory Board, Assessment Committee Expert Committees, Sub-committee	-	Full powers	Full powers in respect of Board/Committees in which Dean is Member/Member Secretary Convenor	
34.	Consultative/Course/ Curricular	-	Full Powers	Upto Rs.1 lakh	Subject to the constitution of the committee thru due process
35.	Earn while you Learn Scheme	Full powers	Upto Rs.5,000/- p.a.	Upto Rs.25,000/- p.a. only for Dean (Student Services)	Subject to approval of the rates by the competent authority
36.	Conveyance/TA Reimbursement		Full powers within the prescribed norms for the staff working under their control	Full powers within the prescribed norms for the staff working under their control	All HODs will have full powers within the prescribed norms for the staff working under their control
37.	Miscellaneous jobs/unforeseen expenses	Full powers	Rs.10,000/- in each case	-	From office contingency fund Sr Warden Rs. 10,000 each occasion only for Hostel Purposed
38.	Selection Committees			Dean (AS) Full Powers	Subject to the constitution of the committee thru due process
39.	Repairs and Renovation of Buildings	Full powers	Upto Rs.20 lakhs per annum	-	Subject to concurrence of Finance Division

IT SERVICES DIVISION

Sl. No.	Item of Expenditure	Powers of the Vice-Chancellor	Registrar	Powers of the Director, IT Services Division	Remarks
1.	Purchase of Computer, Printers, Computer Hardware, Add-ons, Upgrades etc., Networking, software purchase, development, installation	Full powers	Upto Rs.10 lakhs per annum	-	Subject to due process through IT Procurement Committee on the justification provided by the IT User Committee, general instructions and as per GFR
2	Maintenance of Computers and peripherals (AMC/contingency)	-	Full powers for award of AMC on the recommendation of a committee	Upto Rs.50,000/- in each case (Upto Rs. 1 lakh on the recommendation of a committee where AMC doesn't exist)	Subject to availability of funds, and completion of codal formalities. Purchase above Rs.10,000 will be made with concurrence of Finance
3	IT Consumables (small peripherals)	Full powers	-	Full powers	Subject to approval of Rate Contract/ Norms approved by VC

(B) Library

Sl. No.	Item of Expenditure	Powers of the Vice-Chancellor	Librarian	Dean	Remarks
1.	Purchase of books and journals/ e-resources/ periodicals/Audio/Video etc.	Full powers	Upto Rs.5 lakhs on each occasion	-	Chairman, Library Committee also vested with full powers
2.	Material for packing, binding indexing library cards special registers etc.	-	Full powers subject to call of the tenders and on recommendation of Purchase Committee	-	Purchase above Rs.50,000 will be made with concurrence of Finance.
3.	Purchase of publications like Newspapers & Periodicals, etc. and special library stationary	Full powers	Up to Rs. 1 lakh p.a.	5000 p.a (Subject to approval of the Vice-Chancellor)	Library Committee will have full powers. Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.

(C) Student Services

Sl. No.	Item of Expenditure	Powers of the VC	Registrar	Dean (SS)	Remarks
1.	Educational Tours/Field based learning	Full Powers	-	Upto Rs. 1 lakh p.a.	Subject to Budgetary allocation
2.	Refund of Fee	-	-	Full powers	Subject to guidelines and norms approved by the Vice-Chancellor
3.	(a)Examination Expenses (b) Admission Expenses	-	-	Full powers	Subject to guidelines and norms approved by the Vice-Chancellor
4.	Convocation	Full Powers	Upto Rs. 5 lakhs p.a.		

SCHEDULE IV**DEPARTMENTAL ADVANCES**

Sl.No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Imprest	VC in the first instance	Full powers	
2.	Temporary Advances	Vice-Chancellor Registrar/Deans/HODs	Full powers Upto Rs.1 lakh p.a	To be Settled within one month with finance concurrence
3.	Advances in connection with conduct of examinations/ Admission Tests	Vice-Chancellor Dean (SS)	Full Powers Upto Rs.50,000 in each case	

SCHEDULE-V**STUDENT FEES, SECURITY DEPOSIT ETC.**

Sl.No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Extension in date of payment of fees, Remission of Readmission Fees	Dean (SS)	Full powers	Subject to the guidelines
2.	Grant of freeship to students	Dean(SS)	Within the percentage prescribed	On the recommendation of the Committee set up for the purpose.
3.	Refund of Security Deposits/EMD	Controller of Finance	Full powers	Subject to approval of VC
4.	Refund of Fees	Controller of Finance Dean (SS)	Full powers	Subject to approval of the Vice-Chancellor

SCHEDULE-VI**Re-appropriation of Funds**

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Re-appropriation from one sub-head or detailed head to another within the same major head of account.	Vice-Chancellor	Full Powers	
2.	Re-appropriation from one major head of account to another major head of account of Revenue Expenditure	Vice-Chancellor	Full powers	Subject approval of Finance Committee

SCHEDULE-VII

Signing of Contracts and Documents

Sl. No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Collaboration with external agencies/ Institutions/ Signing of MoUs	Registrar	Full Powers	Subject to approval of the collaboration with Internal Organisations by VC and Foreign Organisations with the prior approval of the Government
2.	Execution of documents relating to supplies, hiring of residential or office accommodation, maintenance agreements, service contracts with the employees, agreements relating to advances	Registrar	Full Powers	Subject to the terms and conditions and form of documents having been approved by the Board of Management
3.	Execution of documents relating to sale, endorsement, transfer, negotiation etc. of securities standing in the name of the University.	Registrar	Full Powers	Subject to provisions of the Act and Statute.
4.	Signing of Receipts for moneys received on account of the University	Controller of Finance	Full Powers	Powers can be delegated to the officers in the Finance Division

SCHEDULE-VIII

(A) Miscellaneous

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Grants in aid to staff/student Welfare Fund.	Vice-Chancellor	Full Powers	Subject to the rates and conditions prescribed in the Rules approved by the Board of Management.
2.	Power to alter and correct date of birth in case of bonafide clerical errorIn case of staff	Registrar	Full Powers	
3.	Sanction for leasing out shops, premises etc. in University campus	Vice-Chancellor	Full Powers	Subject to available guidelines
4.	Acceptance of outside work and remuneration by teachers	Vice-Chancellor	Full Powers	As per the prescribed norms
5.	Deputation of Research staff and fellows for field work pertaining to research schemes with TA/DA as per rules concerning the grants received for research	Dean / Heads of Centers	Full powers for research staff & School related activities within India	Subject to availability of Funds. Project Director will have full powers for projects within India. For visits abroad only Vice-Chancellor will have full powers

Note: The provision to Statute 9(5)(b) for powers of the Controller of Finance for incurring expenditure and making investment upto Rupees three lakhs.

(B) Reimbursement of Medical Expenses Etc.

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Medical Advance	Registrar	Full Powers within normal limits approved in the medical rules	Within normal limits and subject to production of estimate from an approved hospital and fulfillment of preconditions for outdoor bills.
2.	Outdoor Medical Claims	Asstt. Registrar Dy. Registrar Registrar	Upto Rs.5000/- Upto Rs. 8000/- Above Rs.8000/-	
3.	Indoor Medical Bills	Asstt. Registrar Dy. Registrar Registrar	Upto Rs.20,000/- Upto Rs. 50,000/- Above Rs.50,000/-	

(C) Reimbursement of Tuition Fee/Education Allowance

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Children Edn. Allowance/Tuition Fee	Dy. Registrar (Admn.)	Full Powers	Subject to limits prescribed by Govt.

(D) Group Insurance Payment

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Monthly Premium	Registrar	Full Powers	-
2.	Final Payment	-do-	-do-	-

(E) Membership Fee Payment

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Foreign Institutions	Registrar	Full Powers	Subject to VC's approval initially to become a member
2.	Inland Institutions	Registrar	Full powers	Subject to VC's approval initially to become a member

(F) CPF/GPF Advance/Part Withdrawals

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Advances	Asstt. Registrar (Admn.) Dy. Registrar (Admn.) Registrar	Upto Rs.50,000/- Rs.50,001/- to Rs.1 lakh Above Rs.1,00,001	
2.	Withdrawals/Final Payment	Registrar	Within the prescribed limit in terms of the rules	

SCHEDULE IX

APPROVAL OF TOURS/ACADEMIC VISITS

Sl.No.	Official seeking approval for Tour/Academic Visits	Approving Authority	Extent of Powers	Remarks
1.	Head of Division/All Deans/Directors of Centres	VC	Full Powers	
2.	Professor /Associate Professor/Assistant Professor/other Teaching or Academic staff & equivalent status	Dean of School/HOCs Vice- Chancellor	Upto 10 days of total absence More than 10 days of total absence Full Powers	Subject to apportionment of budget approved by the competent authority. Some reserve will be under VC's Jurisdiction.
3.	Registrar and Equivalent	VC	Full Powers	
4.	Dy. Registrar and equivalent and all other Group 'A' employees below the rank of Dy. Registrar or equivalent	Head of Division/Director of School	Upto 10 days of total absence	
		VC	More than 10 days of total absence	On the recommendation of Dean of School/Head of Division/Centre
5.	All Group B&C employees	Head of Division/Dean/Director	Upto 10 days of total absence	
		VC	More than 10 days of total absence	On the recommendation of Head of Division/Dean of School
6.	Group 'D' employees	DR/AR of the respective Division/School/Centre	Upto 10 days of total absence	
		Registrar/Head of Division/Dean/Director	More than 10 days of total absence	On the recommendation of DR/AR concerned