



No:10th BoG/AT/Order/ RDO/623/18

Date: 7th December, 2018

ORDER

Sub : **Delegation of Financial Power to the functionaries of the Institute**

This for information of all concerned that the Board of Governors in its 10th meeting held on 10th October 2018 vide its Resolution No. 10.08 has approved the Delegation of Financial Power to the different functionaries of the Institute on the recommendation of the 3rd meeting of the Finance Committee held on 10th October 2018(vide Resolution No. 03.05). The same is attached herewith (Annexure-A).

It would come into force with immediate effect.

This is issued with the concurrence of the Director.

Sd/-
(Dr. B. Bandyopadhyay)
Registrar, IEST, Shibpur &
Secretary to BOG

Encl. : As stated above.

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/ All HODs /All Heads of Schools and Centres/ All Officers
3. Institute Website

M. 7/12/18
Registrar

As recommended by the Finance Committee in its 3rd Meeting dated 10.10.2018 and approved by the BOG in its 10th Meeting dated 10.10.2018

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR, HOWRAH

Annexure-A

Delegation of financial powers to various authorities of the Institute for smooth functioning of the Department/School/Centre/Office/Section

Sl. No.	Nature and Particulars of Powers	Financial Limit (For a specific proposal and within the approved budget)	Approving Authority	Order Placing Authority	Remarks
1.	All kind of expenditure (Recurring & Non-Recurring)	Any amount within the approved Budget	BOG through F.C. and B&WC	Registrar	Order will be issued after concurrence of the Director.
2.	Prior (in-Principle) administrative approval for purchase of Equipment, Computer & Computer Peripherals, A.C. Machines, Xerox etc. from Non-recurring grant	Any Amount	Director	Dy. Registrar (S&P)	As per GFR 2017
3.	(a) For Research Project : All kinds of purchases and other expenditure out of recurring and non-recurring grants subject to budget provision being available (b) For Consultancy Work : All kinds of purchases and other expenditure out of recurring and non-recurring grants subject to budget provision being available	a) Upto Rs.2.00 lakh b) Above Rs.2.00 lakhs a) Upto Rs.2.00 lakh b) Above Rs.2.00 lakhs	a) Principal Investigator b) Director a) Dean (R&C) b) Director	Principal Investigator Dy. Registrar (S&P) Principal Investigator Dy. Registrar (S&P)	As per GFR 2017 As per GFR 2017
4.	Routine monthly payments: (a) Salary, Pension, Scholarship, Bonus, LTC, Medical Expenses, Retirement benefits, PF, Gratuity, Leave Salary, Contribution to NPS/ EPF, Electricity, Telephone, Water, Internet, Govt. Tax etc.	Any amount within the Sanctioned Budget	Director	Dy. Registrar (Finance)	For all Funds
5.	Payment of Administrative Expenses- Recurring e.g., Meeting Expenses, Legal Charges, Advertisement, Printing & Stationary, Vehicle, Contingency & Consumables, Audit Fees, Car Insurance, Membership Fees, Conveyance, Expenses for Outsource Agency, Security Services, Maintenance of Equipment and Instruments etc.	a) Upto Rs.1.00 lakh b) Above Rs.1.00 lakh for a specific proposal	a) Registrar b) Director	a) Registrar b) Registrar	As per GFR 2017.
6.	All kind of Academic Expenses under allotted Recurring Grant	a) Upto Rs.1.00 lakhs b) Above Rs.1.00 lakhs	a) HOD/ HOS/ Librarian b) Director	Head of the Department/ Section	As per GFR 2017

[Signature]
19/12/18


[Signature]

As recommended by the Finance Committee in its 3rd Meeting dated 10.10.2018 and approved by the BOG in its 10th Meeting dated 10.10.2018

7.	All kind of expenditure under allotted Recurring Grant related to Students activities including Sports, Students Senate etc.	Any Amount	Director	Registrar	As per GFR 2017
8.	Purchases of Books, Journals, e-Journals and Learning Resources etc. from budgetary allocation of the year	Any Amount	Director	Librarian	In accordance with approved rules, regulations, norms and recommendation of the Library Committee.
9.	Any kind of advance (imprest and other advance for specific official purpose) to Departments/ Schools/Sections/Officers	Any Amount	Director	Dy. Registrar (Finance)	As per Govt. of India Rules
10.	Sanction of advances/withdrawals and final payment from GPF/CPF	Any amount	Director	Dy. Registrar (Finance)	In accordance with PF Rules
11.	All kinds of expenditure for Training Programme, Seminar, Conference by the Department/ Office	Any amount	Director	Registrar	As per Govt. Rules
12.	Sanction of TA Bills of employees for travel within India	Full Power	Director	Dy. Registrar (Estab.) / Assistant Registrar (Estab.)	The recommendation of the concerned Controlling Officer is needed
13.	Sanction of TA Bills of employees for travel outside India	Any amount	Director	Registrar	The recommendation of the concerned Controlling Officer is needed
14.	Approval of short term/ long term investments	Any amount	Director	Dy. Registrar (Finance)	The proposal should have the recommendation of the Investment Committee.
15.	Sanction of payment of penal interest/ fines/ penalties/ demurrage levied by Govt./PSU authorities	Upto Rs.1.00 lakh for a specific proposal subject to maximum of Rs.5.00 lakhs in a year.	Director	Registrar	
16.	Write off/ disposal of old, used, obsolete of unserviceable assets/ stores	Upto Rs.25,000/- for a specific proposal subject to maximum of Rs.2 lakhs in a year.	Director	Registrar	This power is to be exercised in terms of Para 17(5) of Statues
17.	Write off losses and irrecoverable advances/ loans/revenue not due to theft/ negligence of employees	Upto Rs.50,000/- for a specific proposal subject to maximum of Rs.2 lakhs in a year.	Director	Registrar	This power is to be exercised in terms of Para 17(5) of Statues
18.	Expenditure to meet unforeseen contingencies for an item other than above	Upto Rs.5 lakhs for a specific proposal.	Director	Registrar	As per GFR 2017

- All approvals should be as per GFR-2017 and CVC Guidelines.


 [Deputy Registrar (Finance)]


 (Registrar)