

NATIONAL INSTITUTE OF TECHNOLOGY

DURGAPUR

*Registrar's Secretariat*

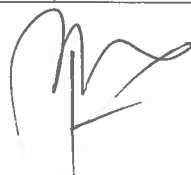
No. NITD/Reg/OR/2012/19

Date 13.08.14

Office Order

The Board of Governors at its 35th Meeting held on August 09, 2014 has revised Delegation of Financial Powers in NIT Durgapur as follows:-

Sl. No.	Nature and particulars of powers	BOG Chairman Powers	Director Powers	Registrar Powers	Remarks
1	To approve/sanction expenditure in respect of Electricity and Water Supply Systems, Electric and Water Charges, Audit Fees, Printing & Stationery, Advertisement, Telex, Telephone and Fax, Rent, Rates and taxes, Legal Expenses/charges, Insurance Premia.	-	Full Powers	Full powers	In accordance with approved rules, regulations and norms
2	To approve and sanction engagement of daily rated workers	-	Up to Rs. 2 Lakh for a specific proposal	Up to Rs. 50,000/- for a specific proposal	To be engaged for work of casual nature only and payment to be made as per Minimum Wages Act.
3	To approve training programme and sanction expenditure on training to employees in India	-	Full powers up to the max. limit of Rs. 2 Lakhs for a specific period	Full powers up to the max. limit of Rs. 1 Lakh for a specific proposal for employees up to the GP Rs. 7600/-	As per Govt. Rules



4	To sanction advances/withdrawals and final payment from GPF/CPF	-	Full powers	Full powers	In accordance with PF Rules
5	To sanction School's membership fees and contributions to Professional bodies.	-	Full powers	Up to Rs. 1.5 lakh for a specific proposal	Subject to approval of proposal for membership by the Executive Board.
6	To sanction recruitment benefits to employees including PF, Pension, Gratuity etc.	-	Full powers	Full Power for PF	As per Govt. of India Orders from time to time.
7	To sanction TA Bills of employees for travel within India	-	Full powers	Full powers in respect of employees up to the pay scale of Rs. 37400/- - 67000/-, AGP Rs. 9000/-	Subject to prior approval of tour programme by the competent authority
8	To sanction expenditure on construction of new building(s), roads, electrical installation(s), water supply and sanitary facilities and other civil developments in the campus; and additions/alternations/modification thereto	-	Upto Rs. 100 lakhs	Upto Rs. 5 lakhs	The proposal should have the recommendation of the Building & Works Committee.
9	To sanction expenditure on purchase of Plant, Machinery & Equipments, Furniture & Fixtures, Computer / Communication Systems, Books & Journals	-	Upto Rs. 100 lakhs	Upto Rs. 5 lakhs	The proposal should have the recommendation of Central Purchase Committee
10	To sanction expenditure on purchase of Motor vehicle(s) as additions to/replacement(s) in the existing fleet	-	Upto Rs. 10 lakhs	-	Subject to the approval of the BoG and observance of GOI directives.

11	To approve/ sanction Pay & Allowances; and benefits to employees including Bonus, LTC etc.	-	Full powers	Full powers	As per MHRD/GOI Orders
12	To sanction overtime allowance; honoraria and other incentives for extra work.	-	Full powers for extra work on holidays	Full powers for extra work on working days	As per GOI rules/directives/ As approved by BOG
13	To approve tour programme and sanction TA Bills of outside faculty/experts/ examiners/ official etc.	-	Full powers	Full powers	-
14	To sanction advances to employees.	-	Full powers	Full powers	As per Govt. of India rules
15	To approve/sanction expenditure in respect of : a Education/Examinations/Students Welfare activities b Uniform to staff, running & maintenance of vehicles c Hiring of vehicles/machinery/ Equipment d Computer software and consumables e Expenditure on consultancy/ short term courses / Testing / Executive Dev. Programmes etc. f Health Centre maintenance expenses including cost of medicines, consumables. g Repair, maintenance to buildings, roads, furniture & fittings, electrical appliances / installations,	-	Full powers	Up to Rs. 5 Lakhs for a specific proposal	In accordance with approved rules, regulation and norms.

*me.*

h	Office machinery/ equipment, sanitary and water supply system, computer/ communication systems etc. R&D Projects and sponsored research projects, payment of interest, bank charges etc.				
16	To approve short term investments (within the financial year)	-	-	Full powers	
17	To approve long term investments		Full powers	-	To be reported to the FC/ BOG, at the meeting which follows
18	To sanction payment of penal interest/fines/penalties / demurrage/ wharf age charges levied by Govt/PSU authorities		Up to <b>Rs.</b> 50,000/- for a specific proposal subject to maximum of <b>Rs. 25 Lakhs</b> in a year	Up to <b>Rs.</b> 10,000/- for a specific proposal subject to maximum of <b>Rs. 5 Lakhs</b> in a year	To be reported to the FC/BOG at the meeting which follows
19	To approve write off/ disposal of old, used, obsolete of unserviceable assets/ stores	-	Up to <b>Rs.</b> 25000 for a specific proposal subject to maximum of <b>Rs. 2 Lakhs</b> in a year	Up to <b>Rs.</b> 5,000/- for a specific proposal subject to maximum of <b>Rs. 0.50</b> Lakhs in a year	This powers is to be exercised as per Para17 (5) of NIT Statues and recommendation of relevant committee. To be reported to the FC/BOG at the meeting which follows.

*me.*

20	To write off losses and irrecoverable advances/loans/revenue not due to theft/negligence of employees	-	Up to Rs. 0.50 lakhs for a specific proposal subject to maximum of Rs. 2 Lakhs in a year	Up to Rs. 0.05 Lakhs for a specific proposal subject to maximum of Rs. 1 Lakhs in a year	Specific proposal to be reported to the FC/BOG at the meeting which follows
21	Re-appropriation of Budget Allocations	-	From one major head to another major head subject to maximum of 15% of the approved budget	From one sub-head to another sub-head under same major head.	-
22	Expenditure to meet unforeseen contingencies for an item other than the ones listed at Sl. Nos. 1 to 21 above		Up to Rs. 5 lakhs for a specific proposal	Upto Rs. 25000/-	Action taken by Chairman/Director/Registrar should be reported to FC/BOG at the meeting which follows for ratification
23	Contractual Services, Social Welfare Expenses, Security Service, Expenses on meeting/seminars/Conferences	-	Full powers	Full powers	In accordance with approved rules, regulations and norms
24	Payment of interest and contribution to GPF/CPF	-	Full powers	Full powers	In accordance with approved rules, regulations and norms



25	In really urgent matters for which action has to be taken urgently and can not be kept pending till convening of FC/BOG meetings	Any amount within the power of BOG/FC	-	-	Action taken by Chairman would be put up for ratification to the FC/BOG at the next meeting
----	--	---------------------------------------	---	---	---



Registrar

Copy to:

1. Director's Secretariat
2. Registrar's Secretariat
3. All HODs
4. Office Copy