



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS
TRAINING AND RESEARCH,
SECTOR 26, CHANDIGARH -160019**

DELEGATION OF POWERS

OF

The Chairman : 02

The Director : 03-16

The Heads of Department : 17-18

The Sr. Admn. Officer/ F.I.A : 19-21

The Accounts Officer : 22-23

Approved by Board of Governors time to time in its meetings:

- Vide Item No.B.30.12 (F.18.2) dated 28.08.1981
- Vide Item No.B.94.18 held on 06.03.2003
- Vide Item No.B.18.4.1 (F.18.2.1) held on 09.11.2010

SCHEDULE OF DELEGATION OF POWERS IN RESPECT OF NITTTR CHANDIGARH

Relevant Provisions of Memorandum of Association (MOA) of the
NITTTR, Chandigarh Society Rules

Powers of the Board

Rule 11 (a), 11(b) and 11(c) of MOA of NITTTR Chandigarh Society

Functioning of the Board

Rule 12 (a) to (h) of MOA of NITTTR Chandigarh Society

Chairman

Rule 14 (a) to (c) of MOA of NITTTR Chandigarh Society

Director

Rule 15 (a) to (h) of MOA of NITTTR Chandigarh Society

Existing Powers	Delegation of	Authority vide which delegated	Amended Delegation Powers	of	Remarks
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Delegation of Power of the Chairman

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| <p>i) In emergent cases the Chairman of the Board may exercise the powers of the Board. Such cases shall be reported to the Board at the next meeting for confirmation.</p> | <p>BOG 11.4 dated 06.12.1973</p> | <p>No Change</p> |
| <p>ii) The BOG after detailed deliberations resolved to delegate the authority to the Chairman, Board of Governors to initiate necessary disciplinary action and issue, under his signatures, Memorandum of charges for minor penalties and charge sheet for major penalties against staff members whose appointing authority is the Board of Governors. The Board of Governors also delegated authority to the Chairman to impose minor penalty to such staff members, keeping in view the substance of a particular case, subject to report to the Board of Governors in its next meeting. The powers regarding imposition of major penalty would continue to vest with the Board of Governors.</p> | <p>BOG 33.5 dated 21.09.1982</p> | <p>No Change</p> |

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
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DELEGATION OF POWERS OF DIRECTOR AS ON 09.11.2010 APPROVED BY THE BOARD OF GOVERNORS VIDE ITEM NO.B.18.4.1 (AGAINST FINANCE ITEM NO.F.18.2.1) HELD ON 09.11.2010.

Existing powers approved by BOGs in 94th meeting vide item No.94.18 held on 06.03.2003 (Column No.3).

1.	To permit retention of lien on a post under the Institution	Full power, provided he is authorized to make appointment to the post in question.	No change	FRSR 14 B	
2.	To transfer an employee from one post to another	Full power	No Change	FRSR-15(a)	
ω	3.	To sanction grant and to permit acceptance of honorarium	Full power upto a maximum of Rs.2500/- in each case. In the case recurring honorarium, this limit applies to the total of the recurring payments made to an individual in a year.	Full power upto a maximum of Rs.5000/- in each case. In case of recurring honorarium, this limit applies to the total of the recurring payments made to an individual in a year.	FRSR 46 (b)
4.	To retain an employee in service after the age of 58 but not beyond the age of 60	DELETED on 28.08.1981			
5.	To allow mileage allowance by a route other than the shortest	Full power, provided selection of the route is in the Institute's interest	No Change	SR 31, TA Rules	

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
6.	To decide the shortest of two or more routes	Full power	No Change	SR 30(b) TA Rules
7.	To permit a menial servant to draw intermediate class fare when accompanying an officer on a train which provides no third class.	DELETED on 28.08.1981		
8.	To decide whether particular absence is absence on duty	Full power	No Change	SR 62 TA Rules
9.	To grant exemptions from the 10 days halt rule.	DELETED on 28.08.1981		
10.	To allow the exchange of daily allowance for mileage allowance, as provided in the Central Govt. rules.	DELETED on 28.08.1981		
11.	To impose restrictions on exchange of daily allowance for mileage allowance on particular days by employees as provided in the Central Govt. Rules.	DELETED on 28.08.1981		

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
12.	To allow actual expenses for carriage of personal effects by road between stations connected by rail as permissible by the Central Government Rules.	Full power	No Change	SR 116 (a)GOI decision (I) and (II)
13.	To sanction non-recurring contingent charges within budget limits	Rs.40,000/- in each case. Full power beyond Rs.40,000/-, if the item is specifically approved by F&PC/BOG in Budget Estimates.	Rs.1,00,000/- in each case. Full power beyond Rs.1,00,000/-, if item is specifically approved by F&PC/BOG in Budget Estimates.	Sr. No. of item 13 (Schedule V), of Delegation of Financial Powers Rules GFR 146
14.	To purchase working stores and equipment etc.	Rs. 25,000/- in each case. Full power beyond Rs.25000/- if the item is specially approval by F&PC/BOG in Budget Estimate.	Rs.1,00,000/- in each case. Full power beyond Rs.1,00,000/-, if item is specifically approved by F&PC/BOG in Budget Estimates.	Sr. No. of item 22 (Schedule V) of Delegation of Financial Power rules and GFR 146
15.	To sanction permanent advance.	Purchase cases costing Rs.50,000/- and above only need to be referred to the Purchase Committee at the Institute	Purchase cases costing Rs.1,00,000/- and above only need to be referred to the Purchase Committee of the Institute	Full power upto a limit of Rs.2000/- in each case subject to the report to the BOG GFR 291

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
16.	To sanction municipal or cantonment taxes	Full Power	No Change	Sr. No. of item 11 & 13 (Schedule V) of Delegation of Financial Powers Rules
17.	To sanction the renting of ordinary office accommodation	When the accommodation is provided in separate building and is entirely for office use upto Rs.3000/- per month. When the accommodation is partly used as office and partially as residence Rs.1500/- per month.	No Change	Sr. No. of item 16 (1) (a) and (b) (Schedule V) of Delegation of Financial Power Rules
18.	To sanction fixed recurring charges of a contingent character	Upto Rs.10,000/- p.a. in each case or upto the budget provision for such purposes, whichever higher.	Upto Rs.25,000/- p.a. in each case or upto the budget provision for such purposes, whichever is higher.	Sr. No. of item 4 and 13 (Schedule V) of Delegation of Financial Power Rules
19.	To sanction advance of one month's pay to an officer under transfer	Full power	No Change	-
20.	To vary the term of repayment of advance in exceptional cases.	Full power in case in which he is competent to sanction the grant of advance provided that in the case of interest bearing advance the	No Change	Rule 9 of Compendium of Rules on Advances (GFR

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
21.	To sanction the purchase of typewriter	period of payment is not extended. Full power	Deleted	Part-II) --
22	To order destruction of records	Full power	No Change	GFR 289
23.	Power in regard to writing off the irrecoverable value of stores etc. Provided that (i) the loss is not due to theft and (ii) it does not disclose the defect of system or serious negligence on the part of some individual employees of the Institute which might possibly call for disciplinary action requiring the orders of a higher authority.	Upto Rs.1,000/- in a year subject to report to the Board of Governors	Upto Rs.2,000/- in a year subject to report to the Board of Governors.	GFR 202 (1, 2, 3)
23A	Power to write-off obsolete or unserviceable stores due to normal wear and tear	Deleted	Powers restored subject to report to the Board of Governors	GFR 196, 197
24.	To order sale by auction or otherwise in the interest of the Institute of unserviceable stores of perishable article.	Full power	No Change	GFR 196,197

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
25.	To countersign T.A. bill of Officers including his own	Full power	No Change	SR - 191
26.	To grant any leave other than special disability leave to the staff under him as provided in the Central Government Rules.	Full power	No Change	CCS Leave Rules 1972
27.	To fill substantively category C and D posts. (This power includes the power to appoint, to confirm and to terminate). Category 'D' posts now converted into category 'C' posts after implementation of recommendation of 6 th Central Pay Commission.	Full power subject to report to Board of Governors and to the right of appeal by individual to the Board of Governors. Also has full power to constitute such Selection Committees and Promotion Committees as may be considered appropriate by him for posts upto the level of those in the pay scale of Rs.5500-9000. (Revised PB-2, Grade Pay Rs.4200/-)	This was agreed in case of equivalent scales of these posts (old and new pay scales)	Sr. No. 20 (b) as per Rules & Regulations of NITTTR Chd. Society (MOA)
28.	To make officiating appointment up to 3 months against vacancies caused on account of leave, retirement or death.	Full power, subject to the concurrence of the Chairman in case of posts whose minimum pay scale exceeds Rs.8,000/- P.M. (Revised PB-3, Grade Pay RS.5400/-)	No change	FR-9 (19)

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
29.	To withhold increment	Full power in respect of posts carrying a pay scale not more than Rs.5500/- P.M.	Full Power in respect of posts upto Group 'B' Category.	F.R. 24
30.	To allow an employee to count extraordinary leave for increment	Full power in respect of posts carrying a pay scale of not more than Rs.9,000/- P.M.	Full power Upto Group 'B' Posts	FR 26
31.	To grant subsistence allowance as admissible under Central Government rules to an employee under suspension	Full power in respect of incumbent which he can fill substantively	No Change	FR 53
32.	To allow actual travelling allowance expenses to technical staff on first appointment in the institute	Full power according to rules	No Change	S.R. 105 TA Rules (GOI order there under)
33.	To allow travel by air to employees	Full power in the case of officials entitled to first class railway fare subject to the instructions issued by the Government of India from time to time.	No Change	SR 48A TA Rules & GOI decision
34.	To sanction telephone installations	Full power	No Change	Sr. No. of item 24 (Schedule V) of Delegation of Financial Powers

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
35.	To sanction the purchase of cycles	Full power	No Change	Sr. No. of item 1 (Schedule V) of Delegation of Financial Powers
36.	To admit students	Full power upto the limit of sanctioned strength	No Change	Rule 22(a) Rules & Regulations of NITTTR Chd Society (MoA)
37.	To grant stipends to students according to rules	Full power within the prescribed restrictions of budget provisions	No Change	-do-
38.	To take disciplinary action against students	Full power	No Change	Rule 22(a) of Rules & Regulations of NITTTR, Chd Society Rule
39.	To act as Controlling authority for all students funds in hostel and extracurricular activities	Full power	No Change	-do-
40.	To declare certain days as closed days	Full power upto the limit of 3 days in a year	No Change	-
41.	To incur expenditure on bank charges	Upto Rs.100/-	No Change	-

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
42.	To create full time temporary posts in respect of category C and D employees	DELETED on 06.03.2003		
43.	To create part-time posts on a consolidated salary upto a maximum of Rs.700/- per month	DELETED on 06.03.2003		
44.	To accord administrative approval in regard to works expenditure	Upto a limit budget provision	No Change	
45.	Employment of technicians and workmen on daily rate basis	Full power subject to the rate approved by the Local District authorities, Administration	No Change	Sr. No. of item 20 (Schedule V) of Delegation of Financial Powers Rules
46.	Power to be delegated to the HOD/ADO OR any other Officer specially nominated by the Director	Earned leave / Half pay leave / Extraordinary leave not exceeding 30 days in respect of all staff members except Professor / Head of Department	No Change	Rule 15(d) Rule & Regulation of NITTTR, Chandigarh Society
47.	Power to purchase locally materials and stores for execution of work	Upto a limit of Rs.5000/- for each item subject to maximum of 20,000/- for each work	Upto a limit of Rs.15,000 for each item subject to maximum of Rs.50,000/- for each work.	GFR 132 (v) ,and 146

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
48.	Power to sanction temporary allocation of building	Full power	No Change	FRSR 311
49.	Power to advertise in papers regarding vacancies of staff and courses of study	Full power within the budget provision	No Change	-
50.	To make local purchase of articles of Stationery & miscellaneous items out of contingencies for the working of the Institute, without calling for quotations but after enquiry of local rates	Full power provided the amount does not exceed Rs.1000/- on each occasion.	Full power provided the amount does not exceed Rs.10,000/- on each occasion.	Sr. No. of item 21(B) (Schedule V) of Delegation of Financial Power Rules
51.	To permit the members of the teaching and research staff to engage in consultancy practice and to accept the fees thereof	Full power in accordance with the prescribed rules	No Change	
52.	To accord financial sanction for incurring recurring expenditure	Full power within the budget provision of the financial year	No Change	
53.	To Purchase rare and out of print books at prices higher than the published prices	Full power to the extent of Rs.1000/- per annum	Full power	Sr. No.15 (i) & (ii) DFPR,

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
54.	To sanction Festival advance to staff	Full power as applicable to similar staff in the Central Government service	No Change	Rule 53 Para II of Compendium of Rules on Advances
55.	To sanction House Building Advance to permanent Institute staff.	Full power upto limits laid down by the Central Government for its employees subject to budget provision and report to Board of Governors	No Change	Rule No.86 of Compendium of Rules on Advances
56.	To incur legal expenses for engaging lawyer in connection with Institute work.	Upto a limit of Rs.8,000/- plus 10% as clerkage in each case. The fee of the counsel should be decided by the Director on case to case basis.	A panel of lawyers may be prepared and the cases may be assigned to any of the lawyers in the panel with the amount of fee approved by the competent authority	Sr. No. of item 9 (i) & (ii) Schedule V) Delegation of Financial Powers Rules
57.	Expenditure on Electric, Gas & water charges	Full Power	No Change	Sr. No. of item 4 (Schedule V) of delegation of Financial Powers Rules
58.	Expenditure on Fixtures and Furniture, Purchase & Repairs	Full Power	No Change	Sr. No. of item 5 (Schedule V) of delegation of Financial Powers Rules

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
59.	Expenditure on Freight and demurrage/wharfage charges	Full Power	No Change	Sr. No. of item 6 (Schedule V) of Delegation of Financial Powers Rules
60.	Expenditure on Postal and Telegraphs charges	Full Power	No Change	Sr. No. of item 13 (Schedule V) of Delegation of Financial Powers Rules
61.	Expenditure on Printing and Binding	Full Power	No Change	Sr. No. of item 14 (Schedule V) of Delegation of Financial Powers Rules
62.	Expenditure on supply of Uniforms, badges & other articles of clothing etc. & washing allowance to Group D & Staff Car Drivers	Full Power	Expenditure on supply of Uniforms, badges & other articles of clothing etc. & washing allowance to Group C (earlier known as Group D, eligible for liveries) and Staff Car Drivers – Full power	Sr. No. of item 23 (Schedule V) of Delegation of Financial Powers Rules

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
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63.	Expenditure on Telephone charges	Full Power	No Change	Sr. No. of item 24 (Schedule V) of Delegation of Financial Powers Rules
64.	Maintenance of Computers, Typewriters, Calculators, Photocopiers, Electrical appliances and Office & Lab. Equipments	Full Power	No Change	Sr. No. of item 26 A (Schedule V) of Delegation of Financial Powers Rules
65.	Director may allow teacher trainees to live outside the hostel under exceptional circumstances without charging rent	Full Power	No Change	
66:	Powers to sign cheques	The Accounts Officer will be Drawing & Disbursing Officer for all financial transactions of the institute.	The Accounts Officer will be Drawing & Disbursing Officer for all financial transactions of the institute.	
		i) Upto Rs.15,000/- Accounts Officer	i) Upto Rs.15,000/- Accounts Officer	
		ii) Rs.15,001/- to Rs.60,000/-	ii) Rs.15,001/- to Rs.One lakh Accounts Officer and Senior Admn. Officer (Now Faculty-in-charge Administration)	
			iii) Beyond Rs. One lakh Accounts Officer/Senior Admn. Officer	

Sr.No.	Particular of delegation of powers	Existing powers as approved by BOGs on 28.08.1981 & 06.03.2003	Amended Powers as approved by BOGs on 09.11.2010	Remarks
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Accounts Officer and Senior Admn. Officer

(Now Faculty-in-charge Administration) and Director

iii) Beyond Rs.60,000/- Accounts Officer / Senior Admn. Officer and Director

67. Disciplinary/Punitive action against staff members

To execute / convey the decision taken by the Board from time to time regarding disciplinary proceedings against a person to the concerned quarter.
(Decision taken vide item No.B.19.1(b) against item No.B.18.4.5 dated 15.03.2011)

Existing Powers	Delegation of	Authority vide which delegated	Amended Delegation of Powers	Remarks
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Delegation of Powers of the Heads of Department

Sanction of Expenditure

The Heads of Department has been delegated powers to incur expenditure upto Rs.1000/- in each case, without prior approval of the Principal, subject to Budget allocation.

Item No. B.29.24 dated 27.05.81
Item No.B.45.10 (F.16.13) dated 25.04.87

The Heads of Department has been delegated powers to incur expenditure on any item of stores and repairs etc upto Rs.2500/- subject to the following conditions:

-do-

Head of departments and Senior Administrative Officer (Now Faculty-in-charge Administration) may purchase articles of stationery and miscellaneous items out of contingencies up to Rs.500/- for the working of the institute without calling for quotations but after enquiry of local rates.

1. Budget provision and availability of funds should be checked from Accounts Section before granting sanction.

2. Monthly statement of sanction and expenditure be maintained by respective departments and the same be sent to the Accounts Section.

Vide Item No. B.6.3.1 (F.6.6) dated 13.10.2006

Existing Delegation of Powers	Authority vide which delegated	Amended Delegation of Powers	Remark
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To Counter sign the TA Bills

<p>The Heads of Department may approve tour programme of the staff working under them in respect of official journeys performed by them within the framework of the approval projects/activities, directly connected with his own department.</p>	<p>Item No.B.45.10 (F.16.13) dated 25.04.87</p>	<p>No Change</p>	
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<p>For Professors and Heads of Department, the Director will continue to approve tour programmes.</p>	<p>Item No.F.16.13 dated 18.03.87</p>	<p>No Change</p>	
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3. Grant of Leave

<p>Heads of Department may grant casual leave to the staff working under them</p>	<p>Item No.B.45.10 (F.16.13) dated 25.04.87</p>	<p>No Change</p>	
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Existing Powers	Delegation of	Authority vide which delegated	Amended Delegation of Powers	Remarks
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**Delegation of Powers of the Sr. Admn. Officer
(now Faculty Incharge Administration)**

1. Delegation to sanction expenditure

<p>Sr. Admn. Officer (now Faculty Incharge Administration) has been delegated to incur expenditure upto Rs.1,000/- in each case without prior approval of the Director, subject to budget allocation</p> <p>Heds of Departments and Sr. Admn. Officer (now Faculty Incharge Administration) may purchase articles of stationery and miscellaneous items out of contingencies upto Rs.500/- for the working of the institute without calling quotations but after enquiry of local rates.</p>	<p>Item No.B.29.24 dated 27.05.81 Item No.B.45.10 (F.16.13) dated 25.04.87 item No.B.95.2 (against Item No.B.94.18)</p> <p align="center">-do-</p>	<p>The Heads of Department has been delegated powers to incur expenditure on any item of stores and repairs etc upto Rs.2500/- subject to the following conditions:</p> <p>1. Budget provision and availability of funds should be checked from Accounts Section before granting sanction.</p> <p>2. Monthly statement of sanction and expenditure be maintained by respective departments and the same be sent to the Accounts Section.</p> <p>Vide Item No. B.6.3.1 (F.6.6) dated 13.10.2006</p>
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2. Delegation to Sign Cheques

<p>The Accounts Officer will be drawing and disbursing Officer for all financial transactions of the Institute.</p> <p>i) Upto Rs.15,000/- Accounts Officer.</p> <p>ii) Rs.15,001/- to Rs.60,000/-Accounts Officer and Sr. Administrative Officer (now Faculty Incharge</p>	<p>Item No.B.29.24 dated 27.05.81 Item No.B.65.7 (F.34.4) dated 04.06.93 Item No.94.18 dated 06.03.03</p>	<p>The Accounts Officer will be drawing and disbursing Officer for all financial transactions of the Institute.</p> <p>i) Upto Rs.15,000/- Accounts Officer ii) Rs.15,001/- to Rs. One lakh : Accounts Officer and Senior Admn. Officer (now Faculty-in-charge</p>
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Existing Powers	Delegation of Authority vide which delegated	Amended Delegation Powers	Remarks
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	Administration.	Administration)	
iii)	Beyond Rs.60,000/- Accounts Officer / Sr. Admn. Officer (now Faculty Incharge Administration and Director	iii) Beyond Rs.one lakh : Accounts Officer / Senior Admn. Officer (now Faculty-in-charge Admn) and Director	
3.	<u>Delegation to grant Annual Increment</u>		
	The Director delegated the power to Sr. Admn. Officer (now Faculty-in- charge Admn) on 19.08.83 to grant Annual Increments in respect of class 'C' & 'D'	Item No.B.29.24 dated 27.05.81	No Change
4.	<u>Delegation to Sanction Leave</u>		
	Head of Department may continue to sanction casual leave to staff working under them. On the recommendations of the Heads of Department, the Senior Administrative Officer (now Faculty-in- charge Admn) is authorized to issue sanction for grant of various kinds of leave on behalf of the Director	Item No.B.29.24 dated 27.05.81 Item B.45.10 (F.16.13) dated 25.04.87	No Change
	In respect of Professors and Heads of Department, the power to sanction Earned Leave will continue to be with the Director		No Change
5.	<u>Grant of Advance</u>		
i)	All admissible advances to Category C & D staff like Cycle / Festival / Fan advances and other advances as may be admissible to these employees under Govt. of	Item No.B.29.24 dated 27.05.81	No Change

Existing Powers	Delegation of Authority vide which delegated	Amended Delegation Powers	of	Remarks
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India Rules be sanctioned by the Senior Admn. Officer (now Faculty-in-charge Admn).

ii) Scooter Advance

To all eligible employees of the Institute be sanctioned by the Senior Administrative Officer (now Faculty-in-charge Admn) subject to the budget allocation approved by the Director. Cases of relaxation of rules be referred to Director.

Item No.B.29.24 dated 27.05.81

No Change

iii) GPF / CPF Advances

GPF/CPF admissible under rules be allowed to the institute staff by the Senior Admn. Officer (now Faculty-in-charge Admn). Cases of relaxation of rules will be referred to the Director

Item No.B.29.24 dated 27.05.81

No Change

iv) Sign Legal Documents

Sign legal documents with the approval of Director

Item No.B.4.4.9

No Change

Existing Delegation of Powers	Authority vide which delegated	Amended Delegation of Powers	Remarks
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Delegation of Power of the Accounts Officer

<u>Powers to Sign Cheques</u>		<u>Powers to Sign Cheques</u>	
1. The Accounts Officer will be Drawing and Disbursing Officer for all financial transactions of the institute	B.20.12 dated 06.06.77 Sr. 1-12 B.65.7 (F.34.4) dated 04.06.93	The Accounts Officer will be drawing and disbursing Officer for all financial transactions of the Institute.	
i) Upto Rs.15,000/- Accounts Officer	Item No.94.18 dated 06.03.03	i) Upto Rs.15,000/- Accounts Officer	
ii) Rs.15,001 to Rs.60,000/- Accounts Officer and Sr. Admn. Officer (Now Faculty-in-charge)		ii) Rs.15,001/- to Rs. One lakh : Accounts Officer and Senior Admn. Officer (Now Faculty-in-charge Administration)	
iii) Beyond Rs.60,000/- Accounts Officer / Sr. Admn. Officer (now Faculty-in-charge Admn.) and Director		iii) Beyond Rs.one lakh: Accounts Officer / Senior Admn. Officer (Now Faculty-in-charge Admn.) and Director	
2. All sanctions involving finance will be routed through him and he shall act as the Financial Adviser to the Director on all Accounting matters.	Item No.B.20.12 dated 06.06.77	No Change	
3. He will be responsible for the correct accounts of all financial transactions including framing of budget estimates of the Institute and Hostel.	-do-	No Change	
4. He will be responsible for implementing the decisions of the Board in regard to financial matters.	-do-	No Change	
5. He will be responsible for the preparation and scrutiny of establishment bills, TA Bills, contingent bills, stipend bills, medical bills and in general all the recurring	Item No.B.20.12 dated 06.06.77	No Change	

Existing Powers	Delegation of Authority which delegated	Amended Delegation Powers	Remarks
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and non-recurring charges.

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| 6. | <u>Grant of TA Advance</u>
Accounts Officer has been permitted to grant TA advances to the employees under Rules after tour programme has been approved by the competent authority | Item No.B.20.12 dated 06.06.77 | No Change |
| 7. | He will be custodian of one set of keys of the Cash chest and the other set of keys being with the cashier. | Item No.B.20.12 dated 06.06.77 | No Change |
| 8. | He will check and sign the cash books and other allied books. | Item No.B.20.12 dated 06.06.77 | No Change |
| 9. | The internal audit shall be in his immediate charge and he shall be responsible to see that the accounts are audited and defects rectified. | Item No.B.20.12 dated 06.06.77 | No Change |
| 10. | Accounts Officer may admit claim not exceeding Rs.100/- in each case paid out of permanent imprest relating to contingent expenditure. | Item No.B.22.2 (against Item No.B.21.8) dated 25.02.78 | Accounts Officer may admit claim not exceeding Rs.100/- in each case paid out of permanent Imprest relating to contingent expenditure. |
| 11. | He will be responsible for all the receipts of the institute and Hostel. | Item No.B.20.12 dated 06.06.77 | No Change |
| 12. | He shall be responsible for such functions the Director may from time to time allocate. | Item No.B.20.12 dated 06.06.77 | No Change |
| 13. | He will be Accounts Officer for the purpose of GPF a/c, CPF A/c, Pension etc. maintained in this institute | Item No.B.20.12 dated 06.06.77 | No Change |
| 14. | To sanction expenditure on petty items | | Upto Rs.1000/- in each case |

TABLE AGENDA

ITEM NO .F. 44.3.7 TO CONSIDER THE ENHANCEMENT THE DELEGATION OF POWERS of DIRECTOR AND HEADS OF DEPARTMENT/ESTATE OFFICER-REG.

1. Hon'ble Board of Governors in its 18th Meeting held on 09.11.2010 vide item No. B. 18.4.1. (against Finance Item No. F. 18.2.1) has approved delegation of powers of Director to purchase the goods upto a value of Rs. 15,000/- without inviting quotation/bids.

As per Revised GFR 2017 Rule No. 154 Competent authority has enhanced the power "To Purchase of Goods without quotations", purchase of goods upto a value of Rs. 25,000/- (Rupees Twenty Five Thousand Only) is permissible on each occasion without inviting quotations/bids.

It is proposed that Finance Committee may kindly recommended the enhancement of power of Director to purchase the goods upto a value of Rs. 25,000/- without inviting quotation/bids as per GFP - 2017.

2. Hon'ble Board of Governors in its 21th Meeting held on 21.10.2011 vide item No. B. 21.3.2. (against Finance Item No. F. 21.2.2) has approved delegation of powers of Heads of Department/Estate Officer to incur expenditure on any item of stores and repairs etc. upto Rs. 2,500/- Subject to the following conditions:

- i) Budget provision and available of funds should be checked from Accounts Section before granting sanction.
- ii) Monthly statement of sanction and expenditure be maintained by respective departments and the same be sent to Accounts Section Vide Item No. B.6.3.1. (F.6.6) dated 13.10.2006.

At present above existing limit of HODs/Estate Officer is too less and needs to be revised from Rs. 2,500/- to Rs. 5,000/-.

Hence, Finance Committee may kindly recommended.

FINANCE COMMITTEE MAY CONSIDER THE PROPOSAL AND
MAKE SUITABLE RECOMMENDATIONS TO THE BOARD OF
GOVERNORS

ITEM No. F.44.3.7 TO CONSIDER AND ENHANCE THE DELEGATION OF POWERS OF DIRECTOR AND HEADS OF DEPARTMENT/ESTATE OFFICER

1. The Hon'ble Board of Governors in its meeting held on 9.11.2010 vide item No. B. 18.4.1 (against Finance Item No. F. 18.2.1) had approved delegation of powers of Director of the institute to purchase the goods upto a value of ₹ 15,000/- without inviting quotations/bids.
2. The Heads of Department/Estate Officer were having power to purchase the goods upto the value of to ₹ 2,500/- without inviting quotation/bids. (Vide Item No. B.21.3.2, in its 21st meeting held on 21.10.2011) (against Finance Item No. F. 21.2.2).

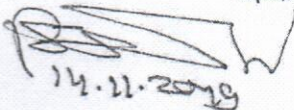
The institute is following the GFR and as per GFR 2017, Rule 154, the purchase of goods upto the value of ₹ 25,000/- (Rupees twenty five thousand) only on each occasion is permissible without inviting quotations/bids.

The matter was discussed and clarification was sought from the representative of IFD. After the clarification, the esteemed Members of the Finance Committee accepted the proposal of the institute to enhance the power of the Director from ₹ 15,000/- to ₹ 25,000/- and for Heads of Department/Estate Officer, from ₹ 2,500/- to ₹ 5,000/- for purchase of goods without calling quotation/bids on each occasion.

The esteemed Members of the Finance Committee accepted the above proposal and recommended the same to the BOGs for approval.

[ACTION: FIA/ACO]


15/11/19


14.11.2019

DFA
Singla

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND
RESEARCH, SECTOR 26, CHANDIGARH**

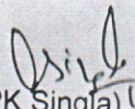
Office Order No. 247

Dated: 10-12-19

On recommendation of Finance Committee held on 11.11.2019 vide item No. F.44.3.7 the Board of Governors, vide item no. 48.5.1 in its 48th meeting held on 11.11.2019 approved as under:

“ _____ Enhance the power of the Director from ₹ 15,000/- to ₹ 25,000/- and for Heads of Department/Estate Officer, from ₹ 2,500/- to ₹ 5,000/- for purchase of goods without calling quotation/bids on each occasion.”

These orders are applicable with immediate effect.


(PK Singla) 10/12/19
Faculty Incharge Administration

Copy to:-

- 1 PS to Director for kind information of the Director please.
- 2 All HODs/All Deans/Sections Incharge for their information
- 3 Accounts Officer
- 4 Estate Officer
- 5 Office Order file