

MDI: DELEGATION OF FINANCIAL AND ADMINISTRATIVE POWERS

Sl. No.	Delegation of Financial and Administrative Powers for simplification	Competent Authority to approve Financial / Administrative expenditure
	For Revenue Expenditure	
1	Expenditure on specific Program/ Activity/ Library procurement	Deans with prior approval of Budget by Director
2	All Staff Claims with in the rule of HR Policy and Service Rules, 2009 viz. reimbursements of Medical bills, Newspaper, telephone, conveyance, Overtime, advances to Staff, LTC advance, LTC/TA Claims, festival advance etc.	CAO (Accounts) under monthly statement to Registrar/Director
3	Sanction of Monthly Salary of Academic and Non-Academic Staff	CAO (Accounts) under report to Registrar/Director
4	All Statutory Payments like Service Tax, TDS, WCT, PF, Pension or any other Government dues.	CAO (Accounts) under report to Registrar/Director
5	General Expenditure and expenses on General administration Expenses like Horticulture, Housekeeping, Security, Rent, Staff Transport, Auditor Fees, AMCs, or any other monthly outsourced activity etc.	CAO (Accounts) as per award letters and within approved rates.
6	General Repairs and Maintenance of Campus including Civil, Plumbing, Electrical including monthly Electricity and water bills, Procurement of Stationary etc.	Registrar up to Rs.One lakh only and Director for more than Rs.One lakh.
	For Capital Expenditure	
7	If the expenditure is within Budget approved by BOG	Director up to Rs.Twenty lakhs
	For Administrative Approvals	Competent Authority to approve
8	All Staff Claims with in the rule of HR Policy and Service Rules, 2009 viz. reimbursements of Medical bills, Newspaper, telephone, Overtime, advances to Staff, LTC advance/Settlement, festival advance etc.	CAO (Admin.)
9	For all types of leave (Casual Leave, Earned Leave, Medical Leave, Extra Ordinary Leave etc.)	Approving authority on the basis of recommendation of concerned Deans/Chairpersons/Faculty/Officers 1. For Director - Chairman, Board of Governors 2. For Deans, All faculties and Registrar - Director 3. For Research Associates - Respective Deans/Area Chair 4. Officers PB-III - Registrar 5. Officers PB-II & below and all Staff on contracts - Respective CAO/Dean/Area Chair
10	For Sponsoring Non-Academic Staff for training and Seminars	Registrar