

ANNEXURE 5

STATEMENT SHOWING DELEGATION OF POWERS (Administrative/Financial)

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
1)	<p>Administrative/Financial sanction for Purchases/ Expenditure – Recurring -</p> <p>i. Chemicals, Glass wares, stationery, advertisement charges, contingency items, petty supplies, store material, Electronic Components and other Consumables, Printing Material, Exam Bills, University Fellowship scholarship & any other item of recurring nature</p> <p>Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • HOD/ University Librarian / Director of Students Welfare • Dy. Registrar (concerned) Dy. Finance & Accounts Officer/ Dean of Students • Asstt. Registrar (concerned)/ Medical Officer / Asst. Dean of Students/A.F.O. • Asstt. Registrar (Stores and Accounts) • University Accountant 	<p>Full Power</p> <p>Up to Rs. 1,50,000/- (inclusive)</p> <p>Up to Rs.75,000/- (inclusive)</p> <p>Up to Rs50,000/- (inclusive)</p> <p>Upto Rs.15,000/- (inclusive)</p> <p>Upto Rs.15,000/- (inclusive)</p> <p>Upto Rs. 10,000/- (inclusive)</p>
	<p>ii. Sanction of expenditure on postage, courier and franking charges</p> <p>Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> • Registrar • HOD • Dy. Registrar(Concerned) / Dy. Finance & Accounts Officer/Dean of Students 	<p>Full Powers</p> <p>Up to Rs. 50,000/-</p> <p>Up to Rs.50,000/- (inclusive)</p>
	<p>iii. Fixed Charges Rents, Rates, Taxes, Electricity bills, Telephone Bills, Water Charges, Municipal Charges & Other fixed Charges.</p> <p>Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • HOD • Dy. Registrar (concerned). 	<p>Full powers</p> <p>Up to Rs.2,00,000/- (inclusive)</p> <p>Up to Rs.50,000/- (inclusive)</p> <p>Up to Rs. 20,000/- (inclusive)</p>
	<p>iv. Payment of legal charges</p>	<ul style="list-style-type: none"> • Vice-Chancellor 	<p>Full powers</p>

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v.	Hospitality and entertainment charges in connection with visits of distinguished visitors Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor 	Full powers within the budget provisions
		<ul style="list-style-type: none"> • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • HOD 	Up to Rs.25,000/- per annum
		<ul style="list-style-type: none"> • Dy. Registrar (concerned) / Dean of Students/Dy. Finance & Accounts Officer 	Up to Rs. 10,000/-
vi.	Fuel and lubricants. (Certificate Regarding entries taken in the logbook must be recorded on the bill before it is sanctioned.) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Registrar 	Full powers
		<ul style="list-style-type: none"> • HOD (Concerned) 	Up to 25,000/- Per Annum
		<ul style="list-style-type: none"> • Dy. Registrar (Concerned) 	Up to Rs.20,000/- (inclusive) Per Annum
vii.	Purchase of current newspapers as per norms subject to administrative approval (excluding periodicals and journals) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • University Librarian 	Full powers
		<ul style="list-style-type: none"> • HOD (Concerned) 	Up to Rs.20,000/- (inclusive) Per Annum
viii.	Repairs to equipment, machinery including replacement of spare-parts etc. Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor 	Full powers
		<ul style="list-style-type: none"> • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer 	Up to Rs.1,50,000/- (inclusive)
		<ul style="list-style-type: none"> • Dy. Registrar/Chief Accountant/HOD/Librarian/Coordinator/ DSW/ Director-Computer Centre/ Chief Rector/ Rector, Vidhyarthi Bhavan 	Up to Rs.25,000/- (inclusive)
		<ul style="list-style-type: none"> • Asstt. Registrar (concerned) / Medical Officer 	Up to Rs.10,000/- (inclusive)

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	ix. Repairs to vehicles Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • HOD • Dy. Registrar (Concerned) 	Full powers (Per vehicle per year) Up to Rs.50,000/- (Per vehicle per year) Up to Rs.50,000/- (Per vehicle per year) Up to Rs.10,000/- (Per vehicle per year)
	x. Repairs to furniture, Fixture & Building (Civil & Electrical Work) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • Dy. Registrar (Civil) / University Engineer • HOD 	Full powers Up to Rs.1,00,000/- (inclusive) Up to Rs.25,000/- (inclusive) Up to Rs.25,000/- (inclusive)
	xi. Hiring of vehicles, equipment's, furniture and other services Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • HOD 	Full powers Up to Rs.50,000/- (inclusive) Up to Rs.50,000/- (inclusive) per year
	xii. Powers to give orders for printing and binding (subject to the existing T.A. Rules) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • HOD • Dy. Registrar (concerned)/ Chief Accountant 	Full powers Up to Rs.50,000/- (inclusive) Up to Rs.20,000/- (inclusive)
	xiii. Travelling Allowance claims a) in case of the Air Travel bills of the - Registrar, COE, Director-BCUD, FAO, HOD & University Teachers (subject to the existing T.A. Rules)	<ul style="list-style-type: none"> • Vice-Chancellor 	Full Powers

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	<p>b) in case of the bills of the - Class I and Other Officers & Staff working under them. (subject to the existing T.A. Rules)</p> <p>Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • HOD 	<p>Full Powers (in case of the bills of the staff working under Them.)</p>
	<p>c) In case of other teachers and persons attending exam. work/meetings and other university work (subject to the existing T.A. Rules)</p> <p>Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • HOD 	<p>Full Powers</p>
		<ul style="list-style-type: none"> • Dy. Registrar (concerned) / Chief Accountant 	<p>Up to Rs.5,000/- (inclusive)</p>
		<ul style="list-style-type: none"> • Asstt. Registrar (concerned) 	<p>Up to Rs.2,000/- (inclusive)</p>
	<p>xiv. Sanctioning advances for –</p> <p>a) T. A. Advances (subject to the existing T.A. Rules)</p> <p>(excluding temporary & contractual staff)</p> <p>Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> • Vice-Chancellor 	<p>Full powers in case of the claims of Registrar COE, Director-BCUD, FAO</p>
		<ul style="list-style-type: none"> • Registrar 	
		<ul style="list-style-type: none"> • Controller of Examinations 	
		<ul style="list-style-type: none"> • Director, Board of College & University Development 	
		<ul style="list-style-type: none"> • Finance &Accounts Officer 	
		<ul style="list-style-type: none"> • HOD 	
		<ul style="list-style-type: none"> • Dy. Registrar (Concerned) / Chief Accountant 	<p>Up to Rs.5,000/- (inclusive)</p>
		<ul style="list-style-type: none"> • Asstt. Registrar (concerned) 	<p>Up to Rs.2,000/- (inclusive)</p>
	<p>b) Pay Advance, Festival Advances, Cycle Advances, Computer Advance, Permanent Advance, all other admissible advances to employees.</p>	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar 	<p>Full Powers (subjected to prescribed norms)</p>

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	c) Purchase Advances and Other Advances for University work	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • Dy. Registrar (concerned) / Chief Accountant 	<p>Full Powers</p> <p>Up to Rs. 1,00,000/- (Inclusive)</p> <p>Up to Rs.20,000/- (inclusive)</p>
	<p>xv. Sanction of overtime charges (per annum per employee)</p> <p>xvi. Subject to following the Rules & Regulations & availability of Budget Provision</p>	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • HOD 	<p>Above 300 hours</p> <p>Up to 300 hours</p> <p>(i) Subject to Budget provision,</p> <p>(ii) Sanction will be given by the section</p> <p>Where the employee is posted.</p>
	xvii. Write-off and disposal of obsolete or unserviceable stores or shortages/theft material, subject to recommendations of write -off committee	<ul style="list-style-type: none"> • Management Council 	Full Powers
2)	NON-RECURRING		
	<p>i. Purchase of equipment, instruments, Machinery, Vehicles, Furniture, Books & Journals any other item of Non- recurring nature.</p> <p>Subject to approval of the Purchase Committee & by following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • Dy. Registrar (concerned) / Chief Accountant • HOD/Librarian/Co-coordinator/DSW/Director-Computer Centre/Chief Rector/Rector Vidhyarthi Bhavan • Asstt. Registrar (concerned) / Medical Officer 	<p>Full powers</p> <p>Up to Rs.5,00,000/- (inclusive)</p> <p>Up to Rs.25,000/- (inclusive)</p> <p>Up to Rs.1,00,000/- (inclusive)</p> <p>Up to Rs,5,000/- (inclusive)</p>

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	ii. Write-off and disposal of surplus or unserviceable material, articles and equipment of non-recurring nature (subject to recommendations of write -off committee)	<ul style="list-style-type: none"> • Management Council 	Full powers
	iii. (a) Sanction to major works	<ul style="list-style-type: none"> • Building & Works Committee 	Full powers
	(b) Sanction of expenditure on maintenance works of the Works Department (All such sanctions are to be reported to the Technical Committee.) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor 	Full powers
		<ul style="list-style-type: none"> • Registrar 	Up to Rs.5,00,000/- (inclusive)
		<ul style="list-style-type: none"> • Dy. Registrar 	Up to Rs.50,000/- (inclusive)
		<ul style="list-style-type: none"> • University Engineer (Civil/Elect.) 	Up to Rs.50,000/- (inclusive)
	(c) Sanction to minor works. (All such sanctions are to be reported to the Technical Committee.) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Registrar 	Up to Rs.1,00,000/- (inclusive)
		<ul style="list-style-type: none"> • Dy. Registrar • University Engineer (Civil/Elect.) 	a) Up to Rs.25,000/- (inclusive) at D.S.Rates without quotations. b) Up to Rs. 20,000/- by Calling quotations.
	(d) Sanction for expenditure after Technical scrutiny to R.A.Bills/ Final Bills. (All such items are to be scrutinised and sanctioned by the Technical Committee.) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor 	Full powers
		<ul style="list-style-type: none"> • Registrar 	Up to Rs. 10,00,000/-
		<ul style="list-style-type: none"> • Deputy Registrar • University Engineer (Civil/Elect.) 	Up to Rs. 50,000/-
(e) To extend date of completion of works	<ul style="list-style-type: none"> • Building & Works Committee 	Full powers	

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
3)	Sanctioning write-off of loss of Receipt Books / Cheque Books and other money value books / measurement books subject to approval of Finance Committee	<ul style="list-style-type: none"> Management Council 	Full Powers
4)	Sale of grass, fruits, garden produce, wastepaper, old newspapers etc. and dismantle material	<ul style="list-style-type: none"> Registrar HOD 	Full powers
5)	Refund of revenue receipts and deposits i. Refund of Student Fees & Deposits other than Library Deposit (Subject to the Refund Rules framed by the Management Council)	<ul style="list-style-type: none"> Registrar Director BCUD 	Full Powers
		<ul style="list-style-type: none"> Dy. Registrar (Concerned) /D.F.O. HOD 	Full Powers in case of Affiliation Fees Above Rs.5,000/- Up to the amount of Fees
		<ul style="list-style-type: none"> Asstt. Registrar (Concerned) 	Up to Rs.5,000/- (inclusive)
	ii. All other Deposits (Security deposits and earnest money deposits shall be refunded after the recommendation of the Engineering/Stores and concerned section.)	<ul style="list-style-type: none"> Finance & Accounts Officer 	Above Rs.200,000/-
		<ul style="list-style-type: none"> Dy. Registrar (Finance & Accounts) / Dy. Finance & Accounts Officers 	Up to Rs.200,000/- (inclusive)
		<ul style="list-style-type: none"> Asstt. Registrar(Finance & Accounts)/ Asst. Finance & Accounts Officers 	Up to Rs.50,000/- (inclusive)
	iii. Refund of Library Deposit	<ul style="list-style-type: none"> Librarian 	Full Powers
6)	i. Calling of Quotations/ Tenders (*Subject to obtaining prior administrative approval) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> H.O.D. (Concerned Department) / Librarian/ Coordinator/ / DSW/ etc. 	Full Powers*
		<ul style="list-style-type: none"> Dy. Registrar (concerned) / D.F.O. 	Full Powers*

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	ii. Opening of Tenders	<ul style="list-style-type: none"> • To be opened by Departmental Sub-Committee approved by V.C. and comparative statement shall be placed before Purchase Committee for acceptance/ approval where the cost exceeds Rs. 1,00,000/- 	Full Powers.
	iii. Opening of tenders for works departments.	<ul style="list-style-type: none"> • Tender Opening Committee. 	Full powers.
	iv. a) Opening of Quotations Pertaining to Post Graduate Department	<ul style="list-style-type: none"> • To be opened by Departmental Sub-Committee approved by V.C. 	Up to Rs.1,00,000/- (inclusive)
	b) Opening of Quotations pertaining to other sections	<ul style="list-style-type: none"> • F.A.O./Dy/Asst Finance & Accounts Officer/ Accountant and one member of Purchase Committee 	Above Rs.25,000/-
		<ul style="list-style-type: none"> • Jointly by Dy. Registrar (Stores) and Dy. Registrar of concerned department 	Up to Rs.25,000/-
	c) Opening of Quotations pertaining to works departments	<ul style="list-style-type: none"> • Jointly by Dy. Registrar (Accounts) and University Engineer 	Up to Rs.25,000/-
		<ul style="list-style-type: none"> • F.A.O. /Dy/Asst Finance & Accounts Officer/ Accountant and Dy. Registrar (Civil) 	Above Rs.25,000/- up to Rs.50,000/-
	v. Acceptance of Tenders :	<ul style="list-style-type: none"> • Purchase Committee 	Full Powers *
	vi. Acceptance of Quotations a) When three or more quotations are received & Selected on the basis of lowest cost after certification regarding reasonability of the rates as per market rates.	<ul style="list-style-type: none"> • Officers competent to give administrative sanction 	Full Powers *
	b) i. When less than three quotations are received	<ul style="list-style-type: none"> • Vice- Chancellor 	Full powers
	ii. Quotation recommended other than lowest	<ul style="list-style-type: none"> • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer 	Up to Rs.20,000/- (Inclusive)

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	vii. Purchases directly from the selected manufacturer /Sole dealer, without calling quotations in case of emergency	<ul style="list-style-type: none"> Vice-Chancellor 	Up to Rs.1,00,000/- (inclusive)
	viii. Purchases of items directly from the specific manufacturer in case of proprietary items.	<ul style="list-style-type: none"> Vice-Chancellor 	Full Powers
	ix. placing supply order after obtaining administrative Sanction and after acceptance of tender/quotations by competent authority	<ul style="list-style-type: none"> Concerned H.O.D./ Librarian/Coordinator/ Director-Computer Centre/ Chief Rector/ Rector Vidhyarthi Bhavan 	Full Powers
		<ul style="list-style-type: none"> Dy. Registrar/Chief Accountant / Asstt. Registrar (Concerned) 	Full Powers
7)	Re-appropriation of Budgetary Provision (effect to be shown in the revised Budget)	<ul style="list-style-type: none"> Vice-Chancellor 	Full Powers (Subject to final approval of Senate to the revised estimate of that year)
8)	Power to create new Budget head	<ul style="list-style-type: none"> Vice-Chancellor 	Full powers (effect to be shown in the revised Budget and final approval of Senate should be obtained)

Note:

- 1) All the financial powers delegated above are subject to the provisions of the Maharashtra Universities Act, 1994 (as amended from time to time) and the Statutes and Ordinances framed thereunder and the rules, norms and procedure laid down by the Management Council from time to time and other prevailing rules.
- 2) Expenditure involving new service or recurring liability should not be incurred without obtaining the formal approval of the concerned authority.
- 3) Purchase / work orders should not be split-up to avoid the necessity of obtaining sanction of Higher authority required with reference to the total amount of orders.
- 4) The concerned Officers should exercise above financial powers subject to the availability of budget provision, committed exp. & unspent balance and also the availability of funds.

- 5) Approval of Purchase Committee and Technical Committee should be obtained wherever necessary as per rules in existence at the time.
- 6) Quotations should be called for invariably where the purchase cost of individual item is Rs.1,000/- or more, in exceptional cases, this condition can be relaxed by the Vice- Chancellor subject to submission of appropriate justification by the concerned HOD / Officer and certification that rates of purchase are reasonable.
- 7) The Vice-Chancellor shall be competent to make necessary working arrangements in the absence of Finance and Accounts Officer and Other Officers.
- 8) No purchase / expenditure should be incurred without pre-sanction of competent authority.
- 9) The competent authority should take all precautions while exercising powers delegated to avoid any audit objections / queries.
- 10) The Vice-Chancellor may re-delegate his powers to Pro Vice-Chancellor.

APPENDIX 6

**DELEGATION OF POWERS
(Finance Department)**

ACCOUNTS WING		AUDIT WING	
Signing of vouchers		Passing of vouchers	
Superintendent of concerned section	All vouchers prepared in the concerned Unit.	Superintendent (Bill Passing Unit) and Superintendent (T.A.D.A.)	Up to Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	Up to Rs.200,000/-
		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	Up to Rs.5,00,000/-
		Finance & Accounts Officer	Above Rs.5,00,000/-
Signing of Pay Bills		Signing of cheques	
Finance & Accounts Officer	Monthly Pay Bills	Superintendent (Payment Unit)	Up to Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	Up to Rs.200,000/-
Supplementary Pay Bills including Daily wages & Honorarium -		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	Up to Rs.5,00,000/-
		Finance & Accounts Officer	Above Rs.5,00,000/-
Dy. Registrar	Up to Rs.500,000/-		
Finance & Accounts Officer	Above Rs.500,000/	Signing of Cash Books	
		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	Full powers (All cash books)
		Finance & Accounts Officer	Signing of monthly Abstract