



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

NITR/RG/M/2015/673

20th August 2015

Sub. : Implementation of Circular No. NITR/RG/BOG-42/2014/512 dated 04.10.2014 regarding Delegation of Administrative and Financial Powers.

BOG vide resolution No. BOG-42(2014)-10 dated 26.09.2014 decided that:

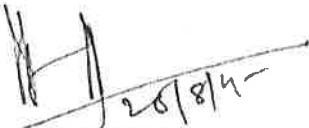
"For the present, the existing organization structure passed vide BOG Resolution No. BOG-29(2012)-17 dated 16.03.2012 will continue to be in force until further orders. The amendment of Delegation of Financial and Administrative Powers may be implemented."

Accordingly, the schedule of 'Delegation of Financial and Administrative Powers' was circulated vide Office Circular No. NITR/RG/BOG-42/2014/512 dated 04.10.2014. The above decision of BOG inter-alia entails that:

- i) All Deputy Registrars, Assistant Registrars and Security Officer will administratively and functionally report to Registrar, and
- ii) As per approved 'Delegation of Administrative Powers', Registrar is the approving authority for Establishment/Personnel matters of all staff members except Dy. Director, Deans, HODs, Chief Warden, Registrar, Faculty and Officers.

In this regard it is desired that the above decisions of BOG should be implemented in right spirit to promote Good Governance and the following actions may be strictly adhered to:

- a) Instructions contravening/violating the above circular should be ignored.
- b) Instructions not complying with the above circular and/or leading to irregular payments and administrative inconvenience should not be entertained.


26/8/15
REGISTRAR

Copy to:

1. Deputy Registrar : F&A/AC
2. Asst. Registrar : Estt/CN/P&W/SR/F&A/IA/AC/TS
3. Security Officer

Nature of power	Expenditure Limit (within approved Budget)	Competent authority
Prior (in-principle) administrative approval for processing of Purchase proposals subject to budget provision being available	Up to Rs. 15,00,000	Not Required
	Up to Rs. 5,00,00,000	Director
	Above Rs. 5,00,00,000	FC → BOG
Prior (in-principle) administrative approval for processing of Works proposals subject to budget provision being available	Up to Rs. 15,00,000	Not Required
	Above Rs. 15,00,000 but upto Rs. 25,00,000	Director
	Above 25,00,000 but Up to Rs. 2,00,00,000	BWC (Minor Construction and Maintenance)
Approval of Fund Booking and Issue of Purchase Order / Work Order	Above Rs. 2,00,00,000	BWC → BOG (Major Works Including Maintenance)
	Up to Rs. 50,000	HOD / HOC / Registrar / PI (Projects) [from respective Grants / Projects]
	Up to Rs. 1,00,000	Dean(PD)
		Civil / Electrical Maintenance Fund. (Plan and Non-Plan).
		Dean (SW)
		Student Activity Fund
	Up to Rs. 2,00,000	Dean (SRICCE)
		Consultancy and Sponsored Research Projects Fund.
		Dean (AR)
		Alumni Fund
Sanction of cash advance to employees	Up to Rs. 2,00,000	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance)
	Up to Rs. 5,00,000	All Other Funds
	Above Rs. 2,00,000	Institute Fund (Plan and Non-Plan)
	Above Rs. 5,00,000	All Other Funds
	Up to Rs. 25,000	HOD / HOC / Registrar / PI (Projects) [from respective Grants / Projects]
	Up to Rs. 50,000	Dean(PD)
		Civil / Electrical Maintenance Fund (Plan and Non-Plan)
		Dean (SA)
		Student Activity Fund
	Up to Rs. 50,000	Dean (SRICCE)
		Consultancy and Sponsored Research Projects Fund.
		Dean (AR)
Sanction of Advance to outsiders	Up to Rs. 50,000	Alumni Fund
	Up to Rs. 1,00,000	Institute Fund except Civil / Electrical Maintenance Fund
	Up to Rs. 10,00,000	For all Other Funds
	Up to Rs. 10,00,000	For all Funds
	Up to Rs. 2,00,000	Dy. Director *
		Institute Fund except Civil / Electrical Maintenance Fund
		For all Other Funds
		For all Funds
	Up to Rs. 2,00,000	Director
	Up to Rs. 10,00,000	For all Funds
		For all Funds
		For all Funds
		For all Funds
Sanction of Payment against approved expenditure. [passing of bills]	Up to Rs. 2,00,000	Registrar
	Up to Rs. 10,00,000	For all Funds
	Up to Rs. 10,00,000	For SRICCE Funds
	Beyond Rs. 10,00,000	For all Funds
	All cases	For all Funds
(a) Routine monthly payments: Salary/Pension/Scholarship etc. (b) Statutory payments: Electricity/ Water/Telephone bill, Govt. Taxes etc.		Registrar

* Director will exercise the power of Dy. Director till Dy. Director is appointed.

* Financial proposals including Bills will need examination and comments of concerned functionaries before being presented to higher authorities.

5/5

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Delegation of Administrative Powers

Annexure- A8

Particulars	Categories of Employees	Approving Authority (within the approved Budget)
Establishment/Personnel Matters (Increment, LTC, etc.) Except Leave mentioned below	Dy. Director, Deans, HODs, Chief Warden & Registrar	Director
	Faculty & Officers except Dy. Director, Deans, HODs, Chief Warden & Registrar	Dy. Director *
	All other staff members	Registrar
CL	All employees	HOO / HOD
Com. Leave exceeding 7 days not involving hospitalization, Advance Leave, EOL up to 90 days, Leave involving private foreign visit.	All employees	Director
EOL exceeding 90 days	All employees	Board of Governors**
Permission to Travel within India for employees (all funds)	Dy. Director, Deans, HODs, Chief Warden, Registrar	Director
	Faculty members & Officers except above	Dy. Director *
	All other staff members	Registrar
Permission to Travel within India for invitees to Institute	All invitees from project/SAC funds	Dean (SR)/Dean (SW)
	Seminar Speakers form Dept. Grant (without airfare)	HOD
	Institute Seminar Speakers (without airfare)	PIC (Inst. Seminar)
	Examiners (with / without airfare)	Dean (AA)
	All other categories and for Seminar Speakers with airfare	Director
Permission to Travel within India for students	On Academic Work (Department Operating Grant or Project Funds)	HOD
	On SAC Work (From SAC Funds)	Dean (SW)
Foreign travel not involving training of Personnel	All Employees (except Director)	Director
Foreign travel involving training	All Employees (except Director)	Chairman, BOG
Foreign visit (All types)	Students	Director
Property related transactions	Faculty & Officers	Director
	All other staff members	Registrar
Medical Referral for treatment outside CWSH/IGH, Rourkela	All employees	Dy. Director *
Forwarding of Application or NOC for outside job	Dy. Director, Deans, HODs, Chief Warden, Registrar	Director
	Faculty members & Officers except above	Dy. Director *
	All other staff members	Registrar
Honorarium / Incentive	All employees	Director
Suspension, Revocation of suspension, penalty	Faculty & Officers	Board of Governors**
	All other staff members	Director
Recruitment & Resignation	Faculty & Officers	Board of Governors**
	All other employees	Director

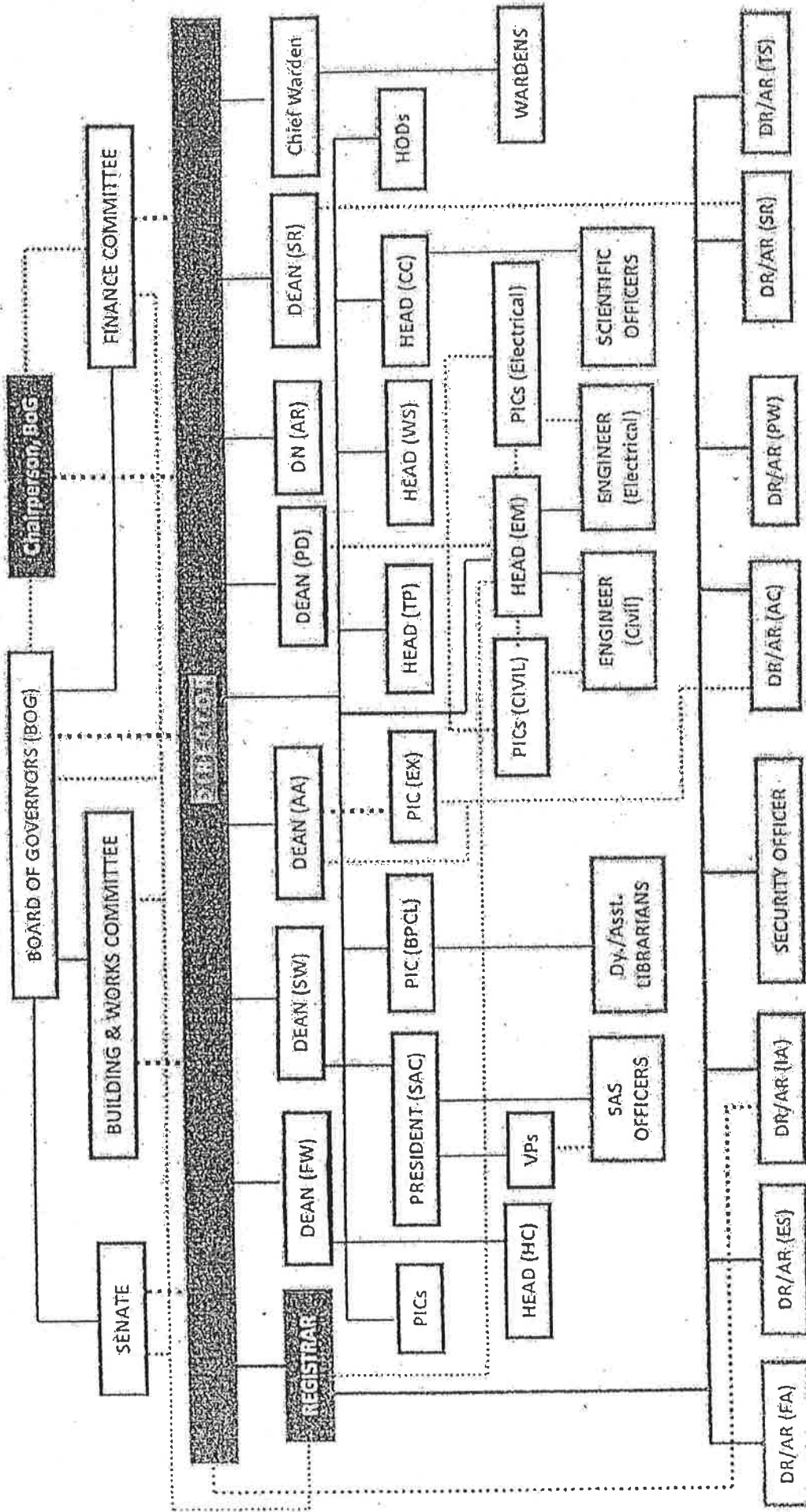
* Director will look after the duties of Dy. Director and Dean (FW) will approve EL, HPL and Medical leave for all faculty and officers except Dy. Director, Deans, HODs, Chief Warden, Registrar for one year or till Dy. Director is appointed which ever is earlier

** Chairman, BOG at his discretion, may consider approval on behalf of the Board when BOG is not scheduled to meet in near future.

4/5



ORGANIZATION STRUCTURE NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA



REFERENCE

1. Solid lines (—) represent both Administrative and Functional relationship.
2. Dotted lines (....) represent only Functional relationship.

LEGEND

1. Approved vide BOG Resolution No. BOG-29/2012-17, D.A. 603/2012-17.
2. Notified vide Circular No. - NITR/RG/BOG29/2012/17, D.A. 603/2012-17.

Registered
National Institute of Technology

Delegation of Financial Powers

Nature of power	Expenditure Limit (within approved Budget)	Competent authority
Prior (in-principle) administrative approval for processing of Purchase proposals subject to budget provision being available	Up to Rs. 15,00,000	Not Required
	Up to Rs. 5,00,00,000	Director
	Above Rs. 5,00,00,000	FC → BOG
Prior (in-principle) administrative approval for processing of Works proposals subject to budget provision being available	Up to Rs.15,00,000	Not Required
	Above Rs. 15,00,000 but upto Rs. 25,00,000	Director
	Above 25,00,000 but Up to Rs. 2,00,00,000	BWC (Minor Construction and Maintenance)
	Above Rs. 2,00,00,000	BWC → BOG (Major Works including Maintenance)
	Up to Rs.50,000	HOD / HOC / Registrar / PI (Projects) [from respective Grants / Projects]
Approval of Fund Booking and Issue of Purchase Order / Work Order	Up to Rs.1,00,000	Dean(PD)
		Dean (SW)
		Dean (SRICCE)
		Dean (AR)
	Up to Rs.2,00,000	Dy. Director*
	Up to Rs.5,00,000	All Other Funds
	Above Rs.2,00,000	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance)
	Above Rs.5,00,000	All Other Funds
	Up to Rs. 25,000	HOD / HOC / Registrar / PI (Projects) [from respective Grants / Projects]
	Sanction of cash advance to employees	Up to Rs. 50,000
Dean (SA)		
Dean (SRICCE)		
Dean (AR)		
Up to Rs. 50,000		Dy. Director *
Up to Rs.1,00,000		For all Other Funds
Up to Rs.10,00,000		For all Funds
Sanction of Advance to outsiders	As per Purchase and Works Procedure	
Sanction of Payment against approved expenditure. [passing of bills]	Up to Rs.2,00,000	Registrar
	Up to Rs.10,00,000	Dean (SR)
	Up to Rs.10,00,000	Dy. Director*
	Beyond Rs. 10,00,000	Director
(a) Routine monthly payments: Salary/Pension/Scholarship etc. (b) Statutory payments: Electricity/ Water/Telephone bill, Govt. Taxes etc.	All cases	Registrar
		For all Funds [A monthly summery report of all such approvals made by Registrar to be placed before Director for information]

* Director will exercise the power of Dy. Director till Dy. Director is appointed.

* Financial proposals including Bills will need examination and comments of concerned functionaries before being presented to higher authorities.

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राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला

National Institute of Technology, Rourkela

No.NITR/RG/ BOG-32/2012/ 484

Dt. 27.12.2012

Sub: Amendment of Delegation of Financial Power.

Ref: Board resolution No.BOG-21(2009)-09, dt.19.06.2009.

The undersigned is directed to convey the approval of the BOG vide resolution No. BOG-32(2012)-11, dt. 18.12.2012 regarding amendment of Delegation of Financial Power of Registrar BOG resolution No.BOG-21(2009)-09, dt.19.06.2009 as given below:

"For routine financial matter such as payment of salary to the employees, Approved Statutory fees (Income Tax, VAT, Service Tax, Entry Tax, CESS, Excise, Customs etc), Electricity Bill, Water Bills, Auditor fees, Registrar will be the competent authority".

Further, the Board advised the administration that a statement of expenditure would be put up by Registrar to the Director in the form of MIS for the above expenditure every month.

This issues with approval of the competent authority.

Registrar and Secretary,
BOG, NIT Rourkela

Copy to:

1. All Dean's/ Chief Warden/HOD's.
2. Chairman, HAC.
3. Dy. Registrar (F&A)
4. Executive Engineering (EM)
5. Asst. Registrar: Estt./ F & A/ Academic/ Exam./ IA / P&W/ SRICCE.
6. Security Officer.
7. Establishment Section/ BOG file.
8. Secretary to Director.

/Annexure-A8/

Nature of power	Competent authority		Financial limit (Existing)
Purchase/ Works [approval of P.O./M.O.]	Dy. Director		Up to Rs.5,00,000/-
	HODs/ Registrar/ PI(Projects)		Up to Rs.50,000/-
	Dean (FW) (Till Dy. Director is appointed)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance).	Up to Rs.1,00,000/-
	Dean(PD)/	Civil/ Electrical Maintenance Fund. (Plan and Non-Plan).	Up to Rs.1,00,000/-
	Dean (SW)	Student Activity Fund	Up to Rs.1,00,000/-
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund.	Up to Rs.1,00,000/-
	Dean (AR)	Alumni Fund	Up to Rs.1,00,000/-
	Director	For all Funds	No Limit
Sanction of cash advance to Officers/ Faculty/ Staff members.	HOD / HOC / PI(Projects) / Registrar		Up to Rs. 15,000/-
	Dy. Director/ Dean (FW) (Till Dy. Director is appointed)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance).	Up to Rs. 25,000/-
	Dean(PD)/	Civil/ Electrical Maintenance Fund. (Plan and Non-Plan).	Up to Rs. 25,000/-
	Dean (SA)	Student Activity Fund	
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund.	
	Dean (AR)	Alumni Fund	No Limit
	Director	For all Funds	
Sanction of Advance to outsider.	Director	For all Funds	No Limit
Sanction of Payment against approved expenditure. [passing of bills]	Registrar		Up to Rs. 50,000/-
	Dean (FW) [till dy. Director is appointed]		Up to Rs.1,00,000/-
	Dy. Director		Up to Rs.2,00,000/-
	Director		No Limit
Routine financial matter such as payment of salary to the employees, Approved Statutory fees (Income Tax, VAT, Service Tax, Entry Tax, CESS, Excise, Customs etc), Electricity Bill, Water Bills, Auditor fees.	Registrar		As per actual.



**National Institute of Technology
Rourkela – 769 008 (Orissa)**

No.NITR/RD/ BOG-21/2009/M/ 269

Dt.14.08.2009

Sub: Delegation of Financial and Administrative Power.

The undersigned is directed to inform that the Board of Governors, NIT Rourkela vide resolution BOG-21(2009)-09 dt.19.06.2009 approved the following delegation of Administrative and Financial responsibility in accordance with Clause-17 item-16) of the Statues.

<i>Nature of power</i>	<i>Competent authority</i>		<i>Financial limit (Existing)</i>
Purchase/ Works [approval of P.O./W.O.]	Dy. Director		Up to Rs.5,00,000/-
	HODs/ Registrar/ PI(Projects)		Up to Rs.50,000/-
	Dean (FW) (Till Dy. Director is appointed)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance).	Up to Rs.1,00,000/
	Dean(PD)/	Civil/ Electrical Maintenance Fund. (Plan and Non-Plan).	Up to Rs.1,00,000/
	Dean (SW)	Student Activity Fund	Up to Rs.1,00,000/
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund.	Up to Rs.1,00,000/
	Dean (AR)	Alumni Fund	Up to Rs.1,00,000/
Sanction of cash advance to Officers/ Faculty/ Staff members.	Director		No Limit
	HOD / HOC / PI(Projects) / Registrar		Up to Rs. 15,000/-
	Dy. Director/ Dean (FW) (Till Dy. Director is appointed)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance).	Up to Rs. 25,000/-
	Dean(PD)/	Civil/ Electrical Maintenance Fund. (Plan and Non-Plan).	Up to Rs. 25,000/-
	Dean (SA)	Student Activity Fund	
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund.	
	Dean (AR)	Alumni Fund	
	Director	For all Funds	No Limit
Sanction of Advance to outsider.	Director	For all Funds	No Limit
Sanction of Payment against approved expenditure.	Registrar		Up to Rs. 50,000/-
	Dean (FW) [till dy. Director is appointed]		Up to Rs. 1,00,000/-
[passing of bills]	Dy. Director		Up to Rs.2,00,000/-
	Director		No Limit

- 2 -

Delegation of Administrative Power:

Category	Employees	Approving Authority
Permission to Travel within India (Institute Travel Grant, Departmental Operating Grant)	Director/ Deans/ HODs/ Chief Warden/ Registrar/ Librarian.	Director
	Faculty members & Officers	Dean (FW)/ Director
	Examiners, Seminar Speakers	Dean (AA) / Director
	All other staff members	Registrar/ Director
	Other External Guests, Committee Members and outsiders.	Director
	Students on Academic Work	Dean (AA) / Director
	Students on SAC activity (Student Activity Field	Dean (SW) / Director
Project Fund (Within India)	For all employees	Dean (SRICCE) / Director
Official travel outside India	All (except Director)	Chairman, BOG through Director
Personal Foreign visit	All (except Director)	Director
Establishment/ Personnel Matters (Increment, Leave etc.)	Deans, HODs, Chief Warden & Registrar	Director
	Faculty & Officers except Deans, HODs & Registrar, Chief Warden.	Dean (FW)/ Director
	All other employees	Registrar/ Director
Overseas visits by Director	Director	Ministry of HRD through Chairman, BOG.

Travel Permission to Outside Visitors(TA Bills will be processed as per Institute rules):

Category	Approving Authority
Examiners	Dean (AA)/ Director
Institute Seminars	PIC, Institute Seminars/ Director [institute Travel Grant (without Air Fare)]
Departmental Seminars and Meetings	HOD [From Operative Grant (without Air Fare)] / Director
All academic Invitations (with Air fare)	Director

While the above scheme will be followed generally, Director may re-delegate financial and administrative authority if felt necessary for administrative convenience.

This issues with the approval of the competent authority.


REGISTRAR

Copy to:

1. All Deans/ Chief Warden/HODs/ HOOs.
2. Finance Officer
3. Asst. Registrar (Estt.)
4. Secretary to Director.



National Institute of Technology
Rourkela – 769 008 (Orissa)

No.NITR/RD/ BOG-21/2009/M/ 269

Dt.14.08.2009

Sub: Delegation of Financial and Administrative Power.

The undersigned is directed to inform that the Board of Governors, NIT Rourkela vide resolution BOG-21(2009)-09 dt.19.06.2009 approved the following delegation of Administrative and Financial responsibility in accordance with Clause-17 item-16) of the Statues.

<i>Nature of power</i>	<i>Competent authority</i>		<i>Financial limit (Existing)</i>
Purchase/ Works [approval of P.O./W.O.]	Dy. Director		Up to Rs.5,00,000/-
	HODs/ Registrar/ PI(Projects)		Up to Rs.50,000/-
	Dean (FW) (Till Dy. Director is appointed)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance).	Up to Rs.1,00,000/
	Dean(PD)/	Civil/ Electrical Maintenance Fund. (Plan and Non-Plan).	Up to Rs.1,00,,000/
	Dean (SW)	Student Activity Fund	Up to Rs.1,00,,000/
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund.	Up to Rs.1,00,,000/
	Dean (AR)	Alumni Fund	Up to Rs.1,00,,000/
	Director	For all Funds	No Limit
Sanction of cash advance to Officers/ Faculty/ Staff members.	HOD / HOC / PI(Projects) / Registrar		Up to Rs. 15,000/-
	Dy. Director/ Dean (FW) (Till Dy. Director is appointed)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance).	Up to Rs. 25,000/-
	Dean(PD)/	Civil/ Electrical Maintenance Fund. (Plan and Non-Plan).	Up to Rs. 25,000/-
	Dean (SA)	Student Activity Fund	
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund.	
	Dean (AR)	Alumni Fund	
	Director	For all Funds	No Limit
Sanction of Advance to outsider.	Director	For all Funds	No Limit
Sanction of Payment against approved expenditure. [passing of bills]	Registrar		Up to Rs. 50,000/-
	Dean (FW) [till dy. Director is appointed]		Up to Rs.1,00,000/-
	Dy. Director		Up to Rs.2,00,000/-
	Director		No Limit

Delegation of Administrative Power:

Category	Employees	Approving Authority
Permission to Travel within India (Institute Travel Grant, Departmental Operating Grant)	Director/ Deans/ HODs/ Chief Warden/ Registrar/ Librarian.	Director
	Faculty members & Officers	Dean (FW)/ Director
	Examiners, Seminar Speakers	Dean (AA) / Director
	All other staff members	Registrar/ Director
	Other External Guests, Committee Members and outsiders.	Director
	Students on Academic Work	Dean (AA) / Director
	Students on SAC activity (Student Activity Field)	Dean (SW) / Director
Project Fund (Within India)	For all employees	Dean (SRICCE) / Director
Official travel outside India	All (except Director)	Chairman, BOG through Director
Personal Foreign visit	All (except Director)	Director
Establishment/ Personnel Matters (Increment, Leave etc.)	Deans, HODs, Chief Warden & Registrar	Director
	Faculty & Officers except Deans, HODs & Registrar, Chief Warden.	Dean (FW)/ Director
	All other employees	Registrar/ Director
Overseas visits by Director	Director	Ministry of HRD through Chairman, BOG.

Travel Permission to Outside Visitors(TA Bills will be processed as per Institute rules):

Category	Approving Authority
Examiners	Dean (AA)/ Director
Institute Seminars	PIC, Institute Seminars/ Director [Institute Travel Grant (without Air Fare)]
Departmental Seminars and Meetings	HOD [From Operative Grant (without Air Fare)] / Director
All academic Invitations (with Air fare)	Director

While the above scheme will be followed generally, Director may re-delegate financial and administrative authority if felt necessary for administrative convenience.

This issues with the approval of the competent authority.


REGISTRAR

Copy to:

1. All Deans/ Chief Warden/HODs/ HOOs.
2. Finance Officer
3. Asst. Registrar (Estt.)
4. Secretary to Director.



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA – 769 008 (ORISSA)**

ESTABLISHMENT OFFICE

No. – NITR/ES/RG/09/M/ 137 .

Date- 24 / 04 / 2009

CIRCULAR

Sub:- Delegation of Financial and Administrative Power - reg.

Delegation of financial and administrative powers of the Deans / HODs / PICs/ Registrar / Chief Warden, etc. will be implemented as per the annexure enclosed with this circular with immediate effect.

This issues with the approval of the competent authority.

REGISTRAR

Encl.–Annexure containing Delegation of Financial/Administrative Powers.

Cc to–

1. All Deans/Chief Warden/President (SAC)/HODs/HOCs/HOOs
2. Secretary to Director for kind information of the Director.

Delegation of Financial Power

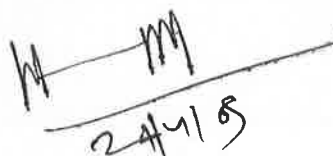
Nature	Competent Authority	Relevant Funds	Delegated Limit
Approval of Purchase/ Works Proposals for Placement of P.O./W.O	HODs/Registrar/ PI(Projects)	Departmental Operating Grant / Respective Projects	Up to Rs.25,000/-
	Dean (Admn.)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance)	Up to Rs.50,000/
	Dean (PD)	Civil/ Electrical Fund (Plan and Non-Plan).	Up to Rs.50,000/
	Dean (SA)	Student Activity Fund	Up to Rs.50,000/
	Dean (SRICCE)	Consultancy and Sponsored Research Projects Fund	Up to Rs.50,000/
	Dean (AR)	Alumni Fund	Up to Rs.50,000/-
	Director	For all Funds	No Limit
Sanction of cash advance to Officers/ Faculty/ Staff members	HODs/Registrar/ PI(Projects)	Departmental Operating Grant / Respective Projects	Up to Rs. 10,000/-
	Dean (Admn.)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance)	Up to Rs. 20,000/-
	Dean (PD)	Civil/ Electrical Fund (Plan and Non-Plan).	
	Dean (SA)	Student Activity Fund	
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund	
	Dean (AR)	Alumni Fund	
	Director	For all Funds	No Limit
Sanction of Advance to outsiders	Director	For all Funds	No Limit
Sanction of Expenditure [Passing of Bills]	Registrar	For all Funds	Up to Rs. 10,000/-
	Dean (Admn.)		Up to Rs. 50,000/-
	Director		No Limit

Delegation of Administrative Power

Nature	Category of Employees	Approving Authority
Permission for official travel within India (Institute Travel Grant)	Deans, HODs, Chief Warden & Registrar	Director
	Faculty and Officers	Dean (Admn.)
	All other staff members	Registrar
Permission for official travel within India (Project Fund)	For all employees	Dean (SRICCE)
Permission for official travel outside India	All employees (except Director)	Chairman, BOG (through Director)
Personal Foreign visit	All employees (except Director)	Director
Establishment/ Personnel Matters (Increment, Leave etc.)	Deans, HODs, Chief Warden & Registrar	Director
	All other Faculty members & officers	Dean (Admn.)/ Director
	All other employees	Registrar/ Director

Travel Permission to Outside Visitors/Guests

Category of the Guest	Approving Authority	Remarks
Examiners w/o Air Fare	Dean (AA)	
Invitees for Institute Seminars w/o Air Fare	PIC, Institute Seminars	Institute Travel Grant
Invitees for Departmental Seminars and Meetings w/o Air Fare	Respective HOD	Departmental Operating Grant
All academic Invitations with Air Fare	Director	


 24/1/8

[REGISTRAR]



National Institute of Technology
Rourkela - 769 008 (Orissa)

Prof. Sunil Kr Sarangi, FNAE
Director

Date 26/4

Register

- Pl send me a copy of the new order giving decentralisation of financial powers that we worked out.
- Reminding about the student insurance policy which should keep Rs 2.00 lakh or so per year for disbursement to deserving cases.

SK Sarangi

ADL (F).

M. sent a copy
of the circular
HMM
27/4/18



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA – 769 008 (ORISSA)

ESTABLISHMENT OFFICE

No. – NITR/ES/RG/09/M/

Date- 23 / 04 / 2009

CIRCULAR

Sub:- Delegation of Financial and Administrative Power - reg.

Delegation of
Approving authority for various financial matters and administrative matters will be as per the annexure given along with this circular with immediate effect. *as per the annexure given in the Annexure with immediate effect*

This issues with the approval of the competent authority.

REGISTRAR

Encl. – Annexure containing Delegation of Financial/Administrative Powers.

Cc to –

1. All Deans/Chief Warden/President (SAC)/HODs/HOCs/HOOs
2. Secretary to Director for kind information of the Director.

Delegation of Financial Power:

Nature of power	Competent authority		Financial limit (Existing)
Purchase/ Works [approval of P.O./W.O.]	HODs/ Registrar/ PI(Projects)		Up to Rs.25,000/-
	Dean(Admn.)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance).	Up to Rs.50,000/
	Dean(PD)/	Civil/ Electrical Maintenance Fund. (Plan and Non-Plan).	Up to Rs.50,000/
	Dean (SA)	Student Activity Fund	Up to Rs.50,000/
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund.	Up to Rs.50,000/
	Dean (AR)	Alumni Fund	Up to Rs.50,000/-
	Director	For all Funds	No Limit
Sanction of cash advance to Officers/ Faculty/ Staff members.	HOD / HOC / PI(Projects) / Registrar		Up to Rs. 10,000/-
	Dean(Admn.)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance).	Up to Rs. 20,000/-
	Dean(PD)/	Civil/ Electrical Maintenance Fund. (Plan and Non-Plan).	
	Dean (SA)	Student Activity Fund	
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund.	
	Dean (AR)	Alumni Fund	
	Director	For all Funds	No Limit
Sanction of Advance to outsider.	Director	For all Funds	No Limit
Sanction of Expenditure [passing of bills]	Registrar		Up to Rs. 10,000/-
	Dean (Admn)		Up to Rs. 50,000/-
	Director		No Limit

Delegation of Administrative Power:

Category	Employees	Approving Authority
Permission to Travel within India (Institute Travel Grant)	Director/ Deans/ HODs/ Chief Warden/ Registrar	Director
	Faculty and Officers	Dean (Admn.)
	All other staff members	Registrar
Project Fund (Within India)	For all employees	Dean (SRICCE)
Official travel outside India	All (except Director)	Chairman, BOG through Director
Personal Foreign visit	All (except Director)	Director
Establishment/ Personnel Matters (Increment, Leave etc..)	Deans, HODs, Chief Warden & Registrar	Director
	Faculty & Officers except Deans, HODs & Registrar, Chief Warden.	Dean (Admn.)/ Director
	All other employees	Registrar/ Director

Hfz walk addition. Pl bring 00.
 P.T.O.
 9/4/09

Travel permission to outside ~~govt~~ visitors:

- Examinees - Dean AA

Institute Seminars - PIC, Institute Seminars. [Inst Travel grant]
w/o Air fare

Departmental seminars - HOD. [from operating grant]
Meetings, w/o Airfare

All academic invitations - Director.
with Air fare

SKS Gangi
1/4/09

Register

Delegation of Administrative Powers

Category	Delegation of Powers	Administrative Authority
1. Academic matters	Director, Institute	Director, Institute
2. Financial matters	Director, Institute	Director, Institute
3. Staff matters	Director, Institute	Director, Institute
4. Research matters	Director, Institute	Director, Institute
5. Extension matters	Director, Institute	Director, Institute
6. Other matters	Director, Institute	Director, Institute

Travel Permission to Outside Visitors:

<i>Category</i>	<i>Approving Authority</i>	
Examiners	Dean (AA)	The Bill will be passed as per Institute rules.
Institute Seminars	PIC, Institute Seminars [institute Travel Grant (without Air Fare)]	-do-
Departmental Seminars and Meetings	HOD [From Operative Grant (without Air Fare)]	-do-
All academic Invitations	Director (with Air fare.)	-do-

Name	Age	Sex
John Smith	25	Male
Mary Smith	22	Female
James Smith	18	Male
Elizabeth Smith	15	Female



**National Institute of Technology
Rourkela**

**Prof. Sunil Kr Sarangi
Director**

No. NITR/DR/Financial Authority/2009/M/766

Date: 31.03.2009

Sub : Delegation of Financial Authority

In partial modification of ongoing practice of delegation of financial authority, the following is directed as approval limits of various approving authorities.

Sl. No.	Head of Expenditure	Amount	Cash Advance	Approving Authority
1	Plan & Non Plan Funds	$\leq 25,000$	$\leq 10,000$	HOD
2	Plan & Non Plan Funds	$\leq 50,000$	$\leq 20,000$	Dean (Ad)
3	Plan & Non Plan Funds	Without limit	Without limit	Director
4	Project Funds	$\leq 25,000$	$\leq 10,000$	PI, Coordinator
5	Project Funds	$\leq 50,000$	$\leq 20,000$	Dean (SR)
6	Project Funds	Without limit	Without limit	Director
7	Conferences & symposia	$\leq 50,000$	$\leq 20,000$	(Chairman of Local Organising Committee)
8	Conferences & symposia	$> 50,000$	$> 20,000$	Dean (SR)
9	Student Activity Fund	$\leq 25,000$	$\leq 10,000$	President SAC
10	Student Activity Fund	$\leq 50,000$	$\leq 20,000$	Dean (SA)
11	Student Activity Fund	Without limit	Without limit	Director [Through Dean (SA)]
12	Alumni Fund	$\leq 50,000$	$\leq 20,000$	Dean (AR)
13	Alumni Fund	Without limit	Without limit	Director [Through Dean (AR)]
14	Corpus Fund & Miscellaneous Accounts	All files <i>All proposals.</i>	Not Allowed	Director

The above is for implementation starting April 1, 2009.

Sunil Kr Sarangi

To

Registrar

Finance Officer, AR (IA), AR (P & W)

All Deans, HODs, President SAC

All faculty, all officers, by email



National Institute of Technology Karnataka

Page No. _____

Date: _____

For the purpose of this examination, the following instructions are to be followed:

1. The duration of the examination is 3 hours.

2. The questions are to be attempted in the following order:

3. The questions are to be attempted in the following order: (a) Part A, (b) Part B, (c) Part C, (d) Part D, (e) Part E, (f) Part F, (g) Part G, (h) Part H, (i) Part I, (j) Part J, (k) Part K, (l) Part L, (m) Part M, (n) Part N, (o) Part O, (p) Part P, (q) Part Q, (r) Part R, (s) Part S, (t) Part T, (u) Part U, (v) Part V, (w) Part W, (x) Part X, (y) Part Y, (z) Part Z.

Sl. No.	Question	Answer	Mark
1	Part A: From the following, select the correct answer.	Part A: From the following, select the correct answer.	10
2	Part B: From the following, select the correct answer.	Part B: From the following, select the correct answer.	10
3	Part C: From the following, select the correct answer.	Part C: From the following, select the correct answer.	10
4	Part D: From the following, select the correct answer.	Part D: From the following, select the correct answer.	10
5	Part E: From the following, select the correct answer.	Part E: From the following, select the correct answer.	10
6	Part F: From the following, select the correct answer.	Part F: From the following, select the correct answer.	10
7	Part G: From the following, select the correct answer.	Part G: From the following, select the correct answer.	10
8	Part H: From the following, select the correct answer.	Part H: From the following, select the correct answer.	10
9	Part I: From the following, select the correct answer.	Part I: From the following, select the correct answer.	10
10	Part J: From the following, select the correct answer.	Part J: From the following, select the correct answer.	10
11	Part K: From the following, select the correct answer.	Part K: From the following, select the correct answer.	10
12	Part L: From the following, select the correct answer.	Part L: From the following, select the correct answer.	10
13	Part M: From the following, select the correct answer.	Part M: From the following, select the correct answer.	10
14	Part N: From the following, select the correct answer.	Part N: From the following, select the correct answer.	10
15	Part O: From the following, select the correct answer.	Part O: From the following, select the correct answer.	10
16	Part P: From the following, select the correct answer.	Part P: From the following, select the correct answer.	10
17	Part Q: From the following, select the correct answer.	Part Q: From the following, select the correct answer.	10
18	Part R: From the following, select the correct answer.	Part R: From the following, select the correct answer.	10
19	Part S: From the following, select the correct answer.	Part S: From the following, select the correct answer.	10
20	Part T: From the following, select the correct answer.	Part T: From the following, select the correct answer.	10
21	Part U: From the following, select the correct answer.	Part U: From the following, select the correct answer.	10
22	Part V: From the following, select the correct answer.	Part V: From the following, select the correct answer.	10
23	Part W: From the following, select the correct answer.	Part W: From the following, select the correct answer.	10
24	Part X: From the following, select the correct answer.	Part X: From the following, select the correct answer.	10
25	Part Y: From the following, select the correct answer.	Part Y: From the following, select the correct answer.	10
26	Part Z: From the following, select the correct answer.	Part Z: From the following, select the correct answer.	10

The above is a sample question paper. The actual question paper will be provided to the candidates.

For the purpose of this examination, the following instructions are to be followed:

1. The duration of the examination is 3 hours.
2. The questions are to be attempted in the following order:
(a) Part A, (b) Part B, (c) Part C, (d) Part D, (e) Part E, (f) Part F, (g) Part G, (h) Part H, (i) Part I, (j) Part J, (k) Part K, (l) Part L, (m) Part M, (n) Part N, (o) Part O, (p) Part P, (q) Part Q, (r) Part R, (s) Part S, (t) Part T, (u) Part U, (v) Part V, (w) Part W, (x) Part X, (y) Part Y, (z) Part Z.

securing at least one sponsored project of significant value, and guiding research (Ph.D. and M.Tech (R)) students and development of new courses and laboratories.

The Board is requested to consider the proposal.

The Board considered the directive by MHRD for enhancement of superannuation age of faculty members from 62 years to 65 years with effect from March 15, 2007. The continuation of service granted by the administration to Prof. G.K. Roy of Chemical Engineering Department and Prof. A.K. Panda, Metallurgical Engineering Department were confirmed by the Board.

The Board considered the possibility of re-appointing faculty who have retired before 15.03.2007. Since all vacant posts in relevant departments have been filled through fresh recruitment, the other cases of those who have already superannuated from service were not approved.

[Annexure-A6]

BOG – 13(2007)– 9: Delegation of financial power [sanction of expenditure]

The Board vide resolution no.BOG-3(2003)-12 of the 3rd meeting of BOG held on 09.10.2003 approved sanction of expenditure [passing of bills] as given in Annexure.

A comprehensive summary of existing provisions on delegation of authority is annexed for the Board's information. A small change is suggested for the Board's approval to streamline the financial administration.

Nature of power	Competent authority	Financial limit (Existing)	Financial limit (Proposed)
Sanction of expenditure[passing of bills]	Registrar	Up to Rs. 10,000/-	Up to Rs. 50,000/-
	Dean (Admn)	Up to Rs. 50,000/-	Up to Rs. 1,00,000/-
	Director	Above Rs. 50,000/-	Above Rs. 1,00,000/-
Sanction of cash advance	HOD / HOC / PI / Registrar	Up to Rs. 10,000/-	Up to Rs. 15,000/-
	Deans	Up to Rs. 20,000/-	Up to Rs. 25,000/-
	Director	Above Rs. 20,000/-	Above Rs. 25,000/-

The proposal was deferred.

BOG – 13(2007)– 10: To consider and approve the write off of obsolete and unserviceable stock items.

Several obsolete, unserviceable, damaged and lost stores from various departments and facilities have been identified for write off by a properly constituted Committee. The details of stores is given in Annexure.

The Board is requested to consider the proposal to write off the stores and auction the items as per standard practice.

The Board approved the proposal to write off the obsolete and unserviceable stock items as given in Annexure-A8.

[Annexure-A7]

C. ACADEMIC MATTERS

BOG – 13(2007)–11: Renaming of “Electrical Engineering” to “Electrical and Electronics Engineering”.

The Senate vide its 8th meeting held on 09.06.2005 approved a request from the faculty of Electrical Engineering to change of name of “Electrical Engineering Department” as “Electrical and Electronics Engineering”. It may be noted that the Institute also has a department of Electronics and communication engineering.

Director's note on this proposal is given in Annexure A11(of Agenda)

See resolution under item BOG-13(2007)-12.

BOG – 13(2007)–12: Renaming of M.Tech Specialization “Telematics and Signal Processing” of EC Department to “Digital Communication and Signal Processing”.

The Senate vide resolution No.2007-13-Senate-6 dated 28.2.2007 has recommended renaming of the M.Tech specialization “Telematics and Signal Processing” offered by the Department of Electronics and Communication Engineering Department to “Digital Communication and Signal Processing”.

Director's note on this proposal is given in Annexure A11(of Agenda)

The Board may consider the proposal.

The Board advised the Director to constitute a national advisory committee to examine all aspects of the issue and to make a recommendation to the Board for implementation. In particular, the committee should look at the following issues.

OFFICE ORDER

Director has been pleased to delegate the following powers of Administration and financial Authority for effecting participatory management and decentralization of administration. This is effective from July 15, 2003.

A. FINANCIAL AUTHORITYApproval of Purchase orders:

Head of the Department:	Up to	Rs. 25,000
Deans	: Up to	Rs. 50,000
Director	:	All
Principal Investigator		
Of Projects	: Up to	Rs. 25,000

Approval of Cash advance

Head of Department:	:	Up to	Rs. 10,000
Deans	:	Up to	Rs. 20,000
Director	:	All	
Principal Investigators			
Of Projects	: Up to		Rs. 10,000

Bills (Institute)

Registrar	:	Up to Rs. 10,000
Dean (Adm)	:	Up to Rs. 50,000
Director	:	All

Bills (Sponsored Research and Consultancy)

Dean (AA)	:	Up to Rs. 50,000
Director	:	All

Expenditure on Maintenance of Halls of Residence

Warden (from Institute account)

Superintendents of Halls (from Hall account)

Expenditure higher than Rs. 10,000 by Superintendents will require approval of Dean(Adm) through Warden)

Deans responsible for Purchase orders and Cash Advance

All expenditure from Institute account:

(except student activities) Dean (Adm)

Expenditure on student activities: Dean (SA)

Sponsored Research & consultancy Dean(AA)

Approval of sponsored research and consultancy projects

Administration matters related to

Scholarships, fee payment, fines,

deferment of fees, students activities etc. Dean(SA)

Sponsored Research Projects:

Dean (AA):
(Till further orders)

Up to Rs. 5, 00,000 (Total project cost)

Director:

All (Through Dean (AA))

Consultancy Projects:

Dean (AA):
Director

Up to Rs. 1,00,000
All

B. ADMINISTRATIVE AUTHORITY

✓ Matters related to personnel, increment.
Extraordinary leave and other issues:

Faculty & Officers:
Others:

Dean (Adm), followed by Director
Registrar

Serious matters such as Disciplinary Proceedings, long leave termination of service, foreign visits etc. will require the approval of the BOG.

Recruitment of personnel including
Extension of temporary staff:

Dean (Adm.) followed by Director

Recruitment of Personnel for sponsored and consultancy projects:

Highly temporary workers (up to 3 months) : Dean (AA) (Till further orders).
Temporary projects staff (above 3 months): Dean (AA) followed by Director

Travel Sanction

From Institute account
From Institute account for HODs and Deans
From Project account

Dean(Adm)
Dean(Adm) followed by Director
Dean(AA)

C. MISCELLANEOUS

The following positions will be treated as Head of the Departments.

Heads of all academic departments
Head of Central Workshop
Professor in charge of Library
Controller of Examinations
Professor in charge of Civil Maintenance (Prof. M. Panda)
Professor in charge of Electrical Maintenance (Prof. J. K. Satapathy)
(ME-cum-EM will report to Professor in charge Civil & Electrical Maintenance in appropriate matters.)
Professor in charge of Training Placement
Registrar
Warden

By order,


18/7/03
REGISTRAR

Copy to : All Deans/H.O.Ds/H.O.Os/Centres for information.



National Institute of Technology Rourkela – 769 008 (Orissa)

Dr Sunil Kr Sarangi, FNAE
Director

No.NITR/P.S.8/2003

Date: 15-07-2003

Sub: Delegation of Administrative and financial Authority

For effecting participatory management and decentralization of administration, the following plan is approved towards delegation of authority. Registrar is advised to bring out an appropriate office order and implement the arrangement with effect from July 15, 2003.

A. FINANCIAL AUTHORITY

Approval of Purchase orders:

Head of the Department:	Up to	Rs. 25,000
Deans	: Up to	Rs. 50,000
Director	:	All
Principal Investigator		
Of Projects	: Up to	Rs.25,000

Approval of Cash advance

Head of Department:	Up to	Rs.10, 000
Deans	: Up to	Rs. 20,000
Director	:	All
Principal Investigators		
Of Projects	: Up to	Rs.10,000

Bills (Institute)

Registrar	: Up to	Rs.10, 000
Dean (Adm)	: Up to	Rs.50, 000
Director	:	All

Bills (Sponsored Research and Consultancy)

Dean (AA)	: Up to	Rs. 50,000
Director	:	All

Expenditure on Maintenance of Halls of Residence

Warden (from Institute account)
 Superintendents of Halls (from Hall account)
 Expenditure higher than Rs.10,000 by Superintendents will require approval of Dean(Adm) through Warden)

Deans responsible for Purchase orders and Cash Advance

All expenditure from Institute account:
 (except student activities) Dean (Adm)
 Expenditure on student activities: Dean (SA)
 Sponsored Research & consultancy Dean(AA)

Approval of sponsored research and consultancy projects

Administrative matters related to
 scholarships, fee payment, fines,
 deferment of fees, students activities etc. Dean (SA)

Sponsored Research Projects:

Dean (AA):	Up to Rs.5, 00,000 (Total project cost)	Director
(Till further orders)		
Director:	All (Through Dean (AA))	

Consultancy Projects:

Dean (AA):	Up to Rs. 1,00,000
Director	All

B. ADMINISTRATIVE AUTHORITY

Matters related to personnel, increment, Extraordinary leave and other issues:

Faculty & Officers:	Dean (Adm), followed by Director
Others:	Dean (Adm.)

Serious matters such as Disciplinary Proceedings, long leave ,termination of service, foreign visits etc. will require the approval of the BOG.

<u>Recruitment of personnel including</u>	Dean (Adm.) followed by Director
<u>Extension of temporary staff:</u>	

Recruitment of Personnel for sponsored and consultancy projects:

Highly temporary workers (up to 3 months): Dean (AA) (Till further orders).
Temporary projects staff (above 3 months): Dean (AA) followed by Director

Travel Sanction

From Institute account

Dean(Adm)

From Institute account for HODs and Deans

Dean(Adm) followed by Director

From Project account

Dean(AA)

C. MISCELLANEOUS

The following positions will be treated as Head of the Departments.

Heads of all academic departments

Head of Central Workshop

Professor in charge of Library

Controller of Examinations

Professor in charge of Civil Maintenance (Prof.M.Panda)


Professor in charge of Electrical Maintenance (Prof.J.K.Satapathy)

(ME-cum-EM will report to Professor in charge Civil & Electrical Maintenance in appropriate matters.)

Professor in charge of Training Placement

Registrar

Warden


Sunil Kr Sarangi

