

Appendix I to the Financial Rules iv(a)2.**STATEMENT OF DELEGATION OF FINANCIAL POWERS**

Item No.	Nature of powers	Authority empowered	Extent of Delegation
I. CIVIL WORKS			
A. Civil Works- Major (above Rs.1,00,000/-)(GBR:7.8.2010)			
1.	Administrative approval of all new civil works or major additions to existing ones; setting of financial limits for all such works.	Governing Body	Full powers
2.	Sanction of excess expenditure over estimates beyond 25% (GBR-7/7.8.2010) of approved civil works or major additions to the existing ones.	-do-	-do-
3.	Technical sanction of the detailed plans and estimates of new building; unless decided otherwise by the Building Committee, the schedule of rates as prescribed by the CPWD for the time in force shall be followed in preparing the estimates for the Institute's work, and where the schedule does not make any mention of rates, the Building Committee shall fix them.	Building Committee	-do-
4.	Approval of the construction of new buildings and alterations to existing buildings and inviting and approval of tenders for the purpose.	-do-	-do-
5.	Recommending to the Governing Body for sanction of expenditure incidental to the execution of each work, subject to the allotment made for it by the Governing Body.	-do-	-do-
6.	Sanction of day to day expenditure incidental to the execution of each work.	Director	-do-
B. CIVIL WORKS – MINOR (Upto Rs.1,00,000/-)(GBR:7/7.8.2010)			
7.	Administrative, technical and financial approval of all minor works and repairs to buildings, roads, paths etc. and sanction of day-to-day expenditure.	Director	Upto Rs.1,00,000/-

C. CIVIL WORKS – MINOR

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| 8. | Repairs and maintenance of buildings, roads, paths etc. including sanitary and electrical works. | Dean/
Principal/
Registrar | Upto Rs.5000/- |
| | | Head of
Dept./
Incharge of
Centre | Upto Rs.2,500/- |

D. CIVIL WORKS – GENERAL

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| 9. | Repayment of security deposits and earnest money of contractors. | Director | Full Powers |
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II. PURCHASES (GBR-7/7.8.2010)

Every authority delegated powers for purchasing/procurement of goods shall have the responsibility and accountability to bring efficiency, economy, transparency in matters of purchase and for fair and equitable treatment of suppliers. The person authorised to purchase goods should satisfy himself that the price is reasonable and consistent with the quality required.

Procedure for Purchase of Goods

- (i) Purchase of goods without quotation:

Purchase of goods upto the value of Rs.15,000/- only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the Competent Authority in the following format:-

"I..... am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Note: Competent Authority for this purpose would be at least a Assistant Professor or a non-teaching post of an equivalent status.

- (ii) Purchase of goods by a Purchase Committee:-

Purchase of goods costing above **Rs.15,000/-** and upto **Rs.1.00 lac** only on each occasion may be made on the recommendations of the Purchase Committee/Equipment Committee which will ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Quotations should be obtained from firms which are registered with Trade Tax Department and under no circumstances from general order supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:-

"Certified that we, the members of Purchase Committee/Equipment Committee are jointly and individually satisfied that the goods recommended for purchase are of requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

- (iii) For purchase of goods costing more than
- Rs.1.00 lac**
- and upto
- Rs.25.00 lacs**
- Limited Tender (direct invitation to a limited number of firms) method is to be followed.

Limited Tender Enquiry should be issued to past successful suppliers plus all other known manufacturers, sole selling agent, authorised dealers whose details should be ascertained from Trade Directories, Internet, etc. Copies of enquiry should be sent directly by speed post/registered post/courier/e-mail to firms. Tenders shall be opened in the presence of equipment/purchase committee.

- (iv) For Purchase of goods costing **Rs.25.00 lacs** and above:-

Advertised Tender Enquiry should be used for procurement of goods. It may also be notified on the web site. Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice. Where bids are also obtained from abroad, the minimum period should be kept as four weeks for both domestic & foreign bidders. Advertisement should be given in atleast one national daily having wide circulation.

Provided that purchase through Limited Tender Enquiry may be adopted even where the estimated value of the goods to be purchased is more than Rs.25.00 lacs in the following circumstances:-

- (a) The Director certifies that the demand is urgent and the purchase not through Advertised Tender Enquiry is justified in view of urgency. The nature of urgency and reasons as to why the procurement could not be anticipated should be recorded.
- (b) There are sufficient reasons, to be recorded in writing by the Director indicating that it will not be in the interest of the Institute to procure the goods through Advertised Tender Enquiry.
- (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.

10. Purchase/hire of Equipment, Furniture and Fixtures (GBR:7.8.2010):-

Equipment/ Purchase Committee	Full powers provided that in the case of a single item costing above Rs.30,000/- the prior approval of the Governing Body would be necessary.
Director	A single item costing up to Rs.20,000/- and single order not exceeding Rs.1,00,000/-
Dean/ Principal/ Treasurer/ Registrar	A single item costing up to Rs.12,000/- and single order not exceeding Rs.25,000/-
Head of the Department/ Incharges of Centres	A single item costing up to Rs.8,000/- and single order not exceeding Rs.15,000/-

11. <u>Purchase of office stationery and consumable items</u> including purchase of building materials for works they are competent to sanction under Item-I Civil Works of Appendix-I above (GBR-7/7.8.2010)	Purchase Committee	Full powers
	Director	One time order upto Rs.1,00,000/-
	Dean/ Principal/ Treasurer/ Registrar	One time order upto Rs.25,000/-
	Head of Department / Asstt. Registrar/ Incharge of Centres (GBR-7.8.2010)	One time order upto Rs.8,000/-,

Composition of Purchase Committee

For Faculties, Central Library, Centres and Non-Univ. Edu. Institutions:

1. Director or his nominee
2. Treasurer or his nominee
3. Dean of the concerned faculty/Principal concerned/ Registrar in all other cases (GBR-7/7.8.2010)
4. Head of the Department/Chairman, Lib.Committee / I/c Centres

For Central Administrative Office:

1. Director or his nominee
2. Treasurer or his nominee
3. Registrar

Note:-

1. In case the Director's nominee chairs the meeting on behalf of the Director, the minutes of the meeting shall be submitted to the Director for his approval before implementation.
2. The various offices listed above shall exercise the above powers of purchases within the allocated budget and subject to availability of grant.

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| 12. | Purchase of books, journals & periodicals including news papers in the faculties/non-university educational institutions (GBR-13.10.01). | Departmental Library Committee consisting of concerned Dean/ Principal, concerned Head / Seniormost teacher of the Department, and Assistant University Librarian/ Faculty Librarian | Upto Rs.20,000/- per order (GBR-7/7.8.2010) |
| | | Library Committee or its Working Committee as mentioned in Bye-law No.30 (GBR-7/7.8.2010) | Full Powers |