

Rules for Delegation of Administrative and Financial Powers, in the Assam Agricultural University, 1982

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Rule

RULES-FOR-DELEGATION-OF-ADMINISTRATIVE-AND-FINANCIAL-PO **of 1982**

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Rules for Delegation of Administrative and Financial Powers, in the Assam Agricultural University, 1982Published vide Notification No. AAU/R-13/82-83/137Last Updated 10th February, 2020Notification No. AAU/R-13/82-83/137. - The Rules for delegation of administrative and financial powers in the Assam Agricultural University, 1982, approved by the Board of Management and the Chancellor of the Assam Agricultural University are hereby published in the official Gazette as required under the provision of Section 42(5) of the Assam Agricultural University Act, 1968.Assam Agricultural University(The rules for Delegation of Administrative and Financial Powers, 1982) (Obtained the approval of the Board of Management on 30th June, 1982 and the approval of the Chancellor on 27th July, 1982)Following Rules on the Delegation of Administrative and Financial Powers to various authorities/officers of the Assam Agricultural University are made with the approval of the Board of Management and that of the Chancellor of the University under the provision of the Sections 41, 42 and 50 of the Assam Agricultural University Act, 1968 and as amended up-to-date and of all other powers enabling in this behalf. These Rules supersede existing Statutes Rules, Regulations and orders relating to the matter covered by these Rules.

1. Title.

- These Rules shall be called the Rules for Delegation of Administrative and Financial Powers, in the Assam Agricultural University, 1982.

2. Extent and application.

- These rules contain the details of powers which have been delegated to the various authorities and officers in the Assam Agricultural University. The application of these rules shall extend to the University Head Quarters and its sub-campuses, regional and sub-stations and Co-ordinated Research Projects etc., implemented in the University and shall come into force immediately.

3. Definition.

(a)The term 'delegation' with its cognate expression means delegation of financial and administrative powers as specified in the Schedules of these rules.(b)'University' means the Assam Agricultural University as constituted under the Assam Agricultural University Act, 1968.(c)'Board' means the Board of Management of the University as constituted under Section 10 of the Assam Agricultural University Act, 1968.(d)'Chancellor' means the Governor of the State of Assam.(e)'Vice-Chancellor' means the person appointed by the Chancellor to be the Vice-Chancellor of the Assam Agricultural University.(f)'Authority' means any authority of the University as specified in Section 9 of the Act, 1968.(g)'Officer' means and officer of the University as specified in Section 17 of Assam Agricultural University Act, 1968, or other persons in the employment of the University designated as Officers by the authority.(h)'Financial year' means, unless otherwise specified by the Board of Management the financial year of the State of Assam i.e., the year beginning with 1st day of April and ending with 31st March.(i)'Appropriation' means the assignment to meet specified expenditure of finds included in a primary Unit of appropriation i.e. Major Head of expenditure.(j)'Head of the Department' of a constituent college means a teacher who has been declared by the competition authority as Head of the Department.(k)'Non-recurring expenditure' means expenditure other than recurring expenditure.(l)'Major Head of expenditure' includes : (i)General Administration, (ii)Agricultural Education, (iii)Veterinary education, (iv)Extension Education, (v)Home Science, (vi)Basic Sc. and Humanities, (vii)Agricultural Research, (viii)Agricultural Research, (Sixth Schedule), (ix)Veterinary and Animal Science Research, (x)Centrally sponsored schemes, (xi)Applied Research under World Bank Project, (xii)N.E.C. Scheme, (xiii)Works.(m)'Minor Heads of expenditure' means heads subordinate to a major head and are the following : (i)Salaries, (ii)Allowances and honoraria (iii)Contingency Recurring (iv)contingency Non-recurring (v)Leave salary and Pension contribution. (vi)Pension (vii)Fellowship (viii)Repairs (n)'Controlling Officers' means an officer who exercises control over the staff and funds placed under him by the competent authority.(o)'Reappropriation' means the transfer of funds from one minor head to another under a major head of expenditure.(p)'Recurring expenditure' means the expenditure of regular nature which is incurred at periodical intervals.

4. Source of power.

- The Assam Agricultural University has full authority to perform all acts and issue such directions as may be considered necessary to the attainment of the objects enunciated under Section 5 of the Assam Agricultural University Act, 1968. The Board of Management constituted under Section 10 of the Act shall pursue and carry out the objects and in doing so shall set forth the policy directions and

guidelines. The affairs and funds of the University are managed, administered, directed and controlled, subject to the rules, bye-laws and orders of the Board, by the University Officers.

5. Authority of the university means.

(1) Board of Management, (2) The Academic Council, (3) The Board of Studies of each faculties, (4) Such other bodies of the University as may be declared by the Statutes to be authorities of the University.

6. Powers of the Chancellor.

- The Chancellor shall exercise powers as specified in the Act, 1968. He shall have powers to issue any directions to carry out the purposes of the Act.

7. Powers of the Vice-Chancellor.

- The Vice-Chancellor shall exercise powers as specified in Section 20 of the Act, 1968. He shall also exercise powers as delegated to him under these Rules. In the exercise of any financial powers the Vice-Chancellor shall consult the Comptroller.

8. Powers of the Board of Management (B.O.M.).

- The B.O.M. shall exercise powers as specified 11 of the Act, 1968.

9. Powers of the University officers i.e. Dean/Directors/Registrar/Comptroller/Chief Librarian.

- Each officer of the concerned Institute/Department/Library shall exercise all the powers as delegated to them under these rules. They shall also exercise the powers conferred on them under the Act.

10. Powers of the Associate Directors/Senior Scientists.

- The Associate Directors and Senior Scientists of the Regional Research Stations, of the Assam Agricultural University shall exercise such powers as delegated to them under these rules.

11. Power of the Principal, G.S.T.C/Deputy Directors/Dy. Registrar/Dy. Comptrollers/Medical Officers/Executive Engineers.

- The Deputy Directors and other officers as mentioned above shall exercise such powers as delegated to them under these rules.

12. Powers of the Head of the Departments of the various departments of the constituent colleges.

- The heads of the Departments of the various departments of the Colleges shall exercise such powers as delegated to them under these rules.

13. Residuary Financial and Administrative Powers.

- The financial and administrative powers which have not been delegated to any officers/authority under these rules with the B.O.M. of the University.

14. General limitation on Powers to sanction expenditure.

(a) No expenditure from the funds of the University shall be incurred without the sanction of the authority competent under the rules and by-laws of the University. (b) A sanction of expenditure will not become operative unless funds are made available to meet the expenditure by Valid appropriation or re-appropriation. (c) The powers regarding sanction of expenditure shall be exercised after strictly following the guidelines or restrictions which have been or which may be imposed by the B.O.M. from time to time. (d) The B.O.M. shall have powers to sanction expenditure on any service up to any amount included in the sanctioned budget. However, sanction of the Chancellor shall be required for creation of the any post in the scale of pay the maximum of which exceeds Rs.2500/- p.m.

15. Appropriation and Re-appropriation-General restrictions.

(a) The V.C. shall have powers to appropriate sums provided in the sanction estimates during the financial year to meet expenditure on each item upto the amount provided for in the sanctioned estimates. (b) No re-appropriation shall be done from Plan to Non-Plan and general areas to VIth Schedule areas and vice-versa. (c) No re-appropriation shall be done from one Major Head to another major head. (d) No re-appropriation shall be done from one minor head to another minor head under the same major head without approval of V.C. (e) The re-appropriation between heads within the same minor head can be done by the Dean and Directors/Registrar/Comptroller/Project/Architect. In case of T.A. approval of the Comptroller shall be necessary for re-appropriation.

16. Head of the Office and Department.

- The V.C. shall have the power to declare a teacher as head of the department as per provision of the Statutes under Assam Agricultural University Act.

17. Any financial powers shall be exercised subject to the following.

- There is provision of fund in the approved budget of the Assam Agricultural University for the particular purpose or scheme.

18.

Matters not specifically covered by these rules shall be governed by the relevant principles of Assam Financial Rules, Fundamental Rules, Subsidiary Rules, Treasury Rules, Assam Contingency Manual, Assam Pension Manual and other financial rules of Government of Assam.

I

Statement Showing the Powers Delegated to the Different Officers/authorities of the Assam Agricultural University

Sl. No.	Nature of powers	Vice-Chancellor	Deans Directors/ Registrar/ Comptroller/ Chief Librarian	Remarks
1	2	3	4	5
1.	To order appointment to posts and accept registration.	Full powers in respect of sanctioned posts carrying pay scales the minimum of which does not exceed Rs. 700pm subject to recommendation by the Selection Committee and in compliance with relevant rules on appointment of the A.A.U.	Officiating appointment from the approved panel in respect of posts carrying pay scales the minimum of which does not exceed Rs. 550 p.m. subject to the following conditions. (i) Appointment should be made through initial recruitment test by the Central Standing Selection Committee constituted by Vice-Chancellor. (ii) Availability of the sanctioned posts and compliance with relevant rules on appointment of A.A.U.	
2.	Officiating Ad-hoc appointment including part time appointment	Upto 4 months in respect of posts carrying	NIL	

		payscale minimum of which does not exceed Rs. 700 p.m. The cases shall have to be approved by the B.O.M. if retained beyond 4 months.	
3.	To effect transfer of Officers, teachers technical and ministerial staff	Full Powers	Full powers in respect of officers of whom he is the appointing authority. An authority superior to the appointing authority can also exercise this power.
4.	Sanction of overtime/honorarium to employees.	Upto Rs.200 per head per annum subject to a maximum of Rs. 5,000 in a financial year. This benefit is admissible to employees earning pay scale the minimum of which does not exceed Rs.500 p.m.	Subject to compliance with the instruction issued by the State Government from time to time in this regard.
5.	To permit officers, teachers and other employees for attending conferences, meetings and other business of the University and to sanction journey thereof	Full powers if: (i) the course of training is approved the B.O.M. (ii) the duration is not more than 6 weeks. (iii) the training is sponsored by the A.A.U.	Nil
6.	(a) To depute officers teachers and other employees for training not exceeding 1 year (b) To sanction D.A. in the place of training exceeding 30 days but not exceeding 1 year (c) To treat the training period as on duty. (d) To sanction expenditure incidental for training such as cost of training materials training fees, etc.	Full powers if: (i) the training is approved by B.O.M. (ii) the duration of the training is not more than 6 weeks in case of training not approved by B.O.M. (iii) one D.A. if the lodging is provided by the training authority/A.A.U. 1½	

		D.A. if the lodging is not provided as above (iv) the period of training will be treated as on duty as per provisions of F.Rs. and S.Rs.	
7.	To declare controlling authority is respect of T.A. of Officers, teachers and other employees of the A.A.U.	Full powers	Nil
8.	To fix headquarters of any Posts including transfer of headquarters.	Full powers.	Full powers in respect of posts for which he is the appointing authority.
9.	Stoppage/release of increments of employees including recovery of loss from pay etc.	Full powers	Full powers in respect of staff of whom he is the appointing authority.
10.	To Suspend terminate lien	Full powers with the approval of the B.O.M. and subject to compliance with the provisions of State Government's F.Rs. and S.Rs.	Nil
11.	To allow an employee to draw increment next above the E.B.	Full powers	Full powers in respect of employees of whom he is the appointment authority.
12.	To allow an employee to hold temporarily to officiate in more than one Post and to fix the amount of charge allowance.	Full powers Provided : (a) the case is processed through the Comptroller. (b) quantum of charge allowance is to be determined as per provisions of F.Rs. and S.Rs. and Government of Assam's instruction in this regard.	Nil
13.	Power to give permission for undertaking of work for which a fee is offered and permit acceptance of	Upto maximum of Rs. 300 on each occasion provided that	Nil

such fee	the permitting authority is satisfied that the undertaking of such work is not detrimental to performance of his regular duties.		No special permission is necessary in respect of Officers drawing basic pay of Rs. 1725/- p.m. and above. Or such limits as may be fixed by the State Government from time to time.
14. Sanction of travel by Air in case of persons not normally eligible for air travel.	Full powers subject to the conditions/instructions laid down by State Government from time to time.	Nil	
15. Sanction cost of journey to appear before a Medical Board preliminary to voluntary retirement or invalid pension.	Full powers provided that T.A. is granted as per provision of State Government T.A. Rules. Rates of T.A. will be as admissible on to or	Nil	
16. To declare controlling authority of Schemes/Projects/Institutions/Centre, etc.	Full powers	Nil	
17. To sanction leave other than casual leave	Full powers subject to provision of rules.		Full powers in respect of employees under his administrative control, subject to provision of rules.
18. To sanction casual leave	Full powers subject to provision of rules	Do	
19. (a) Sanction tour programme (b) Counter-signature of T.A. Bills	Full Powers		Full powers in respect of staff under his

				administrative control including his own T.A. bills provided the tour programme is approved by the V.C.	
20.	To sanction reimbursement cancellation charges unused Air Railway/State Transport bus ticket	Full powers subject to the conditions laid down in column-5.	Full powers in respect of the employees for whom he is the appointing authority, subject to conditions laid down in column-5.	(1) If the cancellation is required to be done for reasons beyond the control of the officers performing the journey. (2) In the interest of A.A.U.	
21.	To suspend employees pending enquiry	Full powers except in respect of the Statutory Officers mentioned in Section 17(1) & (2) of AAU Act.	Full powers in respect of the employees for whom he is the appointing authority.		
22.	To award major/minor punishment	Full powers in respect of employees for whom he is the appointing authority	Same as in Col.3		
23.	Power to represent the university in the legal suits filed by or against University	Full powers.	Full powers for the Registrar	As per provisions of the Acts and the Statutes	

II

Statement Showing the Powers Delegated to the Different Officers/authorities of the University

Sl. No.	Nature of Powers to be delegated	Principal GSTC or Sr. Scientist of outside Headquarter Head of Dept. Faculty	Dy/ Directors/ Registrars/ Dy. Comptroller of outside	Executive Engineer/ Dy. of outside headquarters/Medical Officers	Farm Manager/ IC outstations other than Chief Scientist	Remarks
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Headquarters						
1	2	3	4	5	6	7
1.	Power to sanction Tour diary and countersignature of T.A.bills.	Full powers in respect of the staff placed under his administrative control	Full powers in respect of Grade IV Staff	Full powers in respect of posts under his administrative control	As in col 5	
2.	Power to grant casual leave	Full powers in respect of staff under him administrative control	As in col. 3	As in cols. 3 & 4		
3.	Power to engage daily labourers in the farm	Full powers subject to the conditions that:(i) In respect of crops operations where State Government have prescribed norms for engagement of M.R. Labourers, such norms shall be followed in the A.A.U.(ii) In respect of Crops/or rations where such norms have not yet been prescribed by the State Government norms for engagement of M.R. Labourers shall be laid down by an expert committee to be constituted by the Vice-Chancellor, consisting of-1. Director of Research.2. Comptroller.3. Head of the Department of Agronomy.4. Head of the Department of Tea Husbandry.5. Head of the Department of Horticulture.6.Any	Nil	Nil	Nil	

other experts
nominated by the Vice
Chancellor.

III

Statement Showing the Powers Delegated to the Different Officers/Authorities of the University

Sl. No.	Nature of power to be delegated	Vice-Chancellor	Registrar/ Comptroller/ Chief Librarian	Deans/ Directors	Projects Architect/ Director of Physical Plant	Remarks
1	2	3	4	5	6	7
1.	To accord Administrative approval and expenditure sanction on works	Original works upto Rs. 1,00,000 for residential and upto Rs. 2,00,000 for non-residential, Provided these are within schemes, sanctioned by B.O.M. and plans and estimates are prepared by Director of Physical Plant as per Assam P.W.D. code.	Nil	Nil	Nil	
2.	To accord Technical sanction of estimates of works administratively approved by the University.	Nil	Nil	Nil	Full powers	
3.	To sanction expenditure on repairs (a) Special repairs	Rs. 10,000 Residential in each quarters Rs. 20,000 non-residential in each case. Provided plans and estimates are prepared by Director of Physical Plant as per Assam P.W.D. Code.	Nil	Nil	Nil	

(b) Ordinary repairs	Full power subject to compliance with norms of repair laid down by Assam P.W.D. Code	Nil	Nil	As in Col. 3
4. To sanction re-appropriation of Fund	Full powers between minor heads under the same major head.	Full powers between heads subordinate to a minor head.	Same as column 4	Same as column 4
5. Purchase of Typewriters Duplicators Calculating machine	Full powers subject to budget provision & observance of required formulations	Upto Rs. 10,000 & other conditions as in Col.3	As in col .4	As in col.4

Subject to conditions that-(1) No fund shall be appropriated to meet expenditure which has not been sanctioned by proper authority, No re-appropriation is admissible (a) between plan and non-plan and between Genl. area and 6th Schedule area (b) from savings under head pay of Officers and pay of Estt. (3) Fund shall not be re-appropriated to undertake a liability which is likely to extend beyond financial year nor to meet expenditure on new item not contemplated in approved budget (4) In case of re-appropriation to augment provision for T.A. prior concurrence of Controller shall be obtained.

			Upto Rs. 1000 in each occasion and upto Rs. 5000/- in a year		
6.	Purchase of office equipments such as, clock, table, fans etc.	Full powers		As in col 4	As in col 4
7.	Purchase of furniture	Full powers subject to (i) compliance was preferential Storespurchase rules & Government instructions.	Upto Rs. 10,000 per annum and conditions as in col. 3	As in col 4	As in col 4
8.	Purchase of instruments, appliances, apparatus, machinery & tools, plants (including livestock)	(a) Full powers subject to (i) compliance with norms fixed by BOM (ii) Purchase is made at DGS & Dratescontract, (iii) or through duly constituted purchase committee by the BOM with Compt. and other members. (iv) cost of each item does not exceed Rs. 50,000 (B) Otherwise upto Rs. 25,000 per annum	(A) Full powers subject to (i) compliance with norms fixed by BOM (ii) purchase is made at DGS&D ratescontract (iii) or through duly constituted purchase committee by the BOM with Comptroller and others as members (iv) cost of each item does not exceed Rs. 25,000/- (b) Otherwise upto Rs. 5,000 per annum	As in col. 4	As in col. 4
9.	Purchase of spare parts, tyres, tubes &	Full powers	Minor overhaul and	As in col. 4	As in col. 4

	cost of repair of vehicles		repair not exceeding (a) per annum Rs.4000/- per vehicle (b) Rs. 6000 per annum per tractor & heavy vehicle	
10.	Purchase of feed & fodder	Full powers subject to (i) purchase being made through Central Purchase Committee constituted by BOM (ii) Compliance with norms on feed & Livestock fixed by BOM on the recommendation of the Expert Committee to be constituted by BOM. Otherwise upto Rs. 25,000 per annum.	Nil	Full powers at rates approved by the Central Purchase Committee. Otherwise upto Rs. 5000 per annum.
11.	Purchase of magazine books, periodicals, maps for official use	Full powers on the recommendations of the Library Advisory Committee in respect of Library books	Upto Rs. 1000 per annum	As in col. 4 As in col. 4
12.	Local purchase of stationery.	Upto Rs. 50,000 if purchase is made from approved supplier at approved rates. Other-wise upto Rs. 1000	Full powers, Other conditions in col. 3 Other-wise upto Rs.500 per annum	As in col. 4 s in Col. 4
13.	Acceptance of tender	Full powers upto Rs. 5.00 lakh in	(a) Upto Rs. 10,000	As in col. 4 (a) Upto Rs. 50,000 in each

The Registrar shall finalise the list in approved rates and suppliers in each calendar year through committee to be constituted by the Vice-Chancellor for purpose.

		each single item with approval of Tender Committee to be constituted by the V.C.			single item.
14.	Sanction of advance to purchase of stores for construction of steel from TISCO, SAIL or TISCO or cement from a manufacture against proforma bills	Full powers within the sanctioned limit for stores. 2 Nosecond advance is admissible unless the 1st advance is adjusted	Nil	Nil	Nil
15.	Entertainment of work-charged Estt.	Full powers within the provision in the sanctioned estimate	Nil	Nil	Full powers within the provision in the sanctioned estimates
16.	Sanctioned revised	Upto 10 per cent over the limit of his sanctioning power in respect of original estimate.	Nil	Nil	
17.	Sanction estimates of repair and carriage of tools plants.	Full powers subject to observance of formalities laid down in the Assam P.W.D. code.	Nil	Nil	(a) For repairs upto Rs. 40000-00 per tool/plant in a year, (b) For carriage up to Rs. 1000.00 per tool/plant in a year. These powers are subject to observances formalities laid down in Assam P.W.D. code.
18.	Purchase of chemicals & fertilizers, pesticides insecticides	(A) full powers subject to conditions that (i) purchase is made	Nil	(A) Full power subject to conditions	

	& seeds	from AA IDG Ltd./ASCL Ltd./NSG Ltd. (ii) Govt, undertakings or in their in-hability through a Central purchase committee constituted by BOM or at Govt, rate contract (B) Otherwise upto Rs. 5000.00 in a year			as in (A) in col. 3(B) Otherwise upto Rs. 1000 per annum	
19.	Sanction expenditure on exhibitions and shows seminars.	Full powers	Nil		Upto Rs. 500 on each occasion but upto Rs. 1000.00 on each occasion in case of Director of Extension	Nil
20.	Sanction for printing of forms, books, Journals etc. in private press.	Full powers	Upto Rs. 5000 per annum		As in col. 4	As in col. 4
21.	Sanction of advance Pay/TA/LTC	Full powers	Full powers in respect of officer/staff under their administrative control		As is col. 4	As is col. 4
22.	Fixation of sale price of farm products.	Full powers to be exercised on the recommendations of the committee constituted by Vice-Chancellor consisting of concerned	Nil		Full powers subject to conditions laid down in col. 3	Nil

	Dean/Director of Research as Chairman, Comptroller or Dy. comptroller nominated by Compt. as Member Secretary and Farm manager and others as member price to be reviewed at least one in every year. Full powers if the original value of the single item does not exceed Rs. 50,000 (i) on the recommendations of a condemnation committee consisting of (a) Head of the Dept./Chief Scientist as Chairman (b) One Dy. compt. As Member-Secretary, two members nominated by the VC one of whom should have expertise in respect of the articles/stores to be disposed of (c) If the materials/article has no further use for the AAU (d) Loss is not due to negligence of any employee of AAU				
23.	To write off the irrecoverable value of stores, furniture, livestock of University	Other Rs. 1,000- & other conditions as in col. 3	If the original value of the article does not exceed Rs. 1,000- & other conditions as in col. 3	As in col. 4	As in col. 4
24.	To hire/to take lease of buildings or lands of University work	Full powers	Upto Rs. 500 p.m. in each case	As in col. 4	As in col. 4
					(1) Rent is assessed Director of physical Plant Rent be certified as

						reasonable by local DC/SDO (a)under Urban Area Rent control Act, in res of Urban areas, (b)otherwise reasonable in case non urban areas. (1) The sanctioning authority should satisfyitself before sanctioning expenditure on demurrage that thecharges had to paid for no fault o Deptt. orofficer/employee concerned.
25.	To sanction payment of demurrage wharfage charges.	Upto Rs. 10,000 in each case	Upto Rs. 1000 in each case	As in col 4	As in col 4	
26.	To sanction expenditure on civil suits	Full powers	Upto Rs. 100 in cash if the suit is instituted with approval of VC.	As in col. 4	As in col. 4	In case of decretal amount the matter should be reported toBOM. (1) Provided thatearlier advance are fully adjusted. Only actual 2nd classRoad/Lower class. Bus fare will admissible No incidentalcharges admissible.(2) The studentsconcession ticket should be availed of in all cases(3) The excursion is includ in the syllabus &is recommended by Academic council
27.	To sanction advance for student excursion.	Full powers	Nil	Full powers	Nil	

28.	To sanction entertainment charges	Upto Rs.5000 in each occasion the annual limit being Rs.30,000	(i) Upto Rs. 50 in each occasion(ii) Rs. 1,000 per annum.	As in col. 4	As in col. 4	In case of tea and snacks the scale is 1.50 per head.
29.	To sanction/ward scholarship/stipend	Full power	Nil	Nil	Nil	Provided that rate number of scholarships/stipends are approved by Board on recommendation of the Academic Council.
30.	To execute contract document subject to prior sanction of the scheme by BOM or by authorities to whom power has been delegated.	Full power	Full powers only in respect of matters under their control	As in col. 4	As in col. 4	Provided contract documents are verified by the Legal adviser of AAU
31.	To sanction payment of time barred claims of employees of AAU.	Full powers after investigation & recommendation by the comptroller	Nil	Nil	Nil	

IV

Sl. No.	Nature of powers to be delegated	Assoc. Directors/ Procurement officer/ Sr.Scientist exercising the powers of a drawing and Disbursing officer	Dy. Director/ Dy/ Regr/ Dy. Comp/ Ex-Engg. MOO Outside exercise H.Q. the power of a Drawing & Disbursing officer	Principal of GSTC/ Scientist exercising powers of a Drawing and Disbursing officer	Head of Department under Faculty	Farm Manager I/C or outstations	Re.
1	To accord Tech. sanction to works	Nil	Ex-Eugr. Upto Rs. 50,000	Nil	Nil	Nil	
2.	To purchase instrument, applicances, machinery	Upto Rs. 5000 per annum provided cost of each item does not	Upto Rs. 1000 per annum provided that cost of each item does not	As in col. 3	(i) Upto Rs. 15,000 per annum(ii) Provided cost of each item does not	As in col. 4	

	tools & Livestock	exceed Rs. 500 & purchase is made through duly constituted purchase committee constituted by VC otherwise upto Rs. 1000 per annum provided that the cost of each item does exceed Rs. 100.	exceed Rs. 100 and purchase is made through purchase committee constituted by the VC		exceed Rs. 25.(iii) Purchase is made at rates approved by the Purchase Committee constituted by VC or through quotations within the limits of his per-manen advance.	
3.	To purchase spare parts, types, tubes and cost of repair of vehicles	Upto Rs. 7000/- per annum	Upto Rs. 1000/- per annum	As in col. 3	As in col. 3	As in col. 4
4.	Purchase of feed and fodder	Upto Rs. 5000/- p.a. subject to rates approved by local purchase committee constituted by Dean/ Director 2, Compliance with norms on feed per livestock fixed by BOM on their recommendations of Expert Committee constituted by BOM	Nil	Upto Rs. 2000/- per annum and subject to the conditions laid down in col. 3	As in col. 5	Upto Rs. 3000/- per annum subject to conditions laid down in col. 3
5.	Purchase of books maps, magazines for official use	Upto Rs. 1000/- per annum	Upto Rs. 300/- per annum	As in col. 4	As in col. 4	As in col. 4
6.	Local purchase of stationery	Upto Rs. 3000/- per annum provided that purchase is made	Upto Rs. 200/- per annum by inviting quotations.	As in col. 4	Nil	Upto Rs. 100/- per annum by inviting

from approved
suppliers and at
rates approved by
purchase
Committee constituted
by VO.

quotations.

7.	To sanction payment of demurrage.	Upto Rs. 250/- in each case	Upto Rs. 100/- in each case	As in col. 4	Upto Rs.25/- in each case	Upto Rs.100/- in each case
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8.	Entertainment of work Charged Estt.	Nil	The Ex. engr. Shall exercises powers for entertaining essential work charged personal upto the rank of Section Asst, subject to provision in the sanctioned estimated for other officers.
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