

Rules for Delegation of Administrative and Financial Powers in the Assam Agricultural University, 1988

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Rule

RULES-FOR-DELEGATION-OF-ADMINISTRATIVE-AND-FINANCIAL-PO of 1988

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Rules for Delegation of Administrative and Financial Powers in the Assam Agricultural University, 1988
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1. Title.

- These Rules shall be called the Rules for Delegation of Administrative and Financial Powers in the Assam Agricultural University, 1988.

2. Extent and Application.

- These rules contain the details to 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 with effect from the date of notification.

3. Definition.

(a)The term "delegation" with its cognate expression means delegation of financial and administrative powers as specified in the Schedule 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)"Officers" means officers 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 Fund included in a primary unit of appropriation i.e. Major Heads of expenditure.(j)"Heads of the Department" of a constituent college means a teacher who has been declared by the competent 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) Agriculture Education, (iii) Veterinary Education, (iv) Extension Education, (v) Home Science, (vi) Basic Science & 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. Schemes, (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 any officer who exercises control over the staff and funds placed under him by the competent authority.(o)"Re-appropriation" means the transfer of funds from one head to another under 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 object 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, by-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 power to issue any directions to carry out the purpose 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. Power of the Board of Management (BOM).

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

9. Powers of the University Officer I.E.

Deans/Directors/Registrar/Comptroller/Chief Librarian.

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

10. Powers of the Association Director/Sr. Scientists.

- The Association Director and Sr. Scientists of the Regional Research Stations of the Assam Agricultural University shall exercise such powers as delegated to them under these rules.

11. Powers of the Principal, GSTC/Deputy Director/Dy. Registrars/Deputy Comptroller/Medical Officer/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 Heads of Department of the various Department of the Constituent College.

- The Heads of the Departments of the various Departments of 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 offices/Authority under these rules with the B.O.M. of the University.

14. General Limitations 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 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 Board of Management from time to time.(d)The B.O.M. shall have powers to sanction expenditure on any service upto any amount included in the sanctioned Budget.

15. Appropriation and Re-appropriation General Restrictions.

(a)The Vice-Chancellor shall have powers to appropriate a sums provided in the sanctions estimated 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. However the Vice-Chancellor shall be competent to re-appropriate from the Major Head to another on the specific recommendation of the Comptroller except the Head (viii), (x), (xi) and (xii) as mentioned in item (L) (Major Head of expenditure).(d)No re-appropriation shall be done from one Major Head to another Minor Head under the same Major Head without approval of Vice-Chancellor.(e)The re-appropriation between heads within the same minor head can be done by the Deans 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 Vice-Chancellor 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.

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

18.

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

19.

The representative of the teachers and the Comptroller or his nominee shall be included as members of each of the Purchase Board Constituted under this Rule.

I

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

SI. No.	Nature of power	Vice chancellor	Deans/ Directors/ Comptroller Registrar chief Librarian Assocoe. Deans	Supdt-Engg	Remarks
1	2	3	4	5	6
1(a)	To order appointment to posts and accept resignation	Full powers in respect of sanctioned posts upto the rank of Administrative officer & equivalent rank in respect of non-teaching posts and upto the level of Asstt. Prof. in respect of teaching posts subject to recommendations by the S.C. and in compliance with relevant rules of appointment of the AAU otherwise upto 4 months only	Full powers in respect of sanctioned post upto the rank of Head Asstt. and post of equivalent rank in compliance with the relevant rules of the AAU subject to the following conditions : (1) Appointment should be made through initial recruitment tests by the Central Standing S.C. Constituted by the V.C. (2) All appointment on promotion shall be made on the recommendations of the Committee constituted by the V.C. (3) In respect of Admn. & Accts. Estt. Ministerial cadre i.e. LDA Typists & Accts. Staff such as Jr. Auditor etc. a central list of vacant posts of each cadre for a particular		

			year shall be prepared by the Registrar and the Comptroller respectively and appointment may be made as per Rules of the University. (4) The Penal shall generally be valid for one year.
1.(b) Part time appointment	Upto 6(six) months at a time up to the rank of Admn. Officer & equivalent in case of non-teaching staff and Asstt. Prof. in case of teaching staff on a fixed pay.	Nil	
2. Officiating arrangement in leave vacancies	Upto 6 months at a time in respect of posts upto the rank of Admn. Officer & equivalent in respect of non-teaching posts and upto the rank of Asstt. Prof, in respect of teaching posts.	Upto 6 months in respect of post to the rank of Head Asstt, and equivalent Supdt. Enggr, the time limit is restricted upto 4 months only in respect of the post upto the level of LDA or equivalent in his own office and office of the Ex-Engineer(K).	
3. To effect transfer powers of officers teachers technical Ministerial & other 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 reward/Honorarium to employees	Upto Rs 250/- per head p.a. subject to availability of fund and subject to a maximum of Rs. 20,000/- in a year.	Nil
5.	To permit officers teachers & other employees for attending Conferences, meeting & other Business of the University and to sanction journey thereof outside the State & within India.	Full powers subject to budget provision.	Nil.
6(a)	To deput officers, Teachers and other employees for training within India	Full powers, TA, DA etc. will be given by State Govt, rules	Nil
6(b)	To sanction expenditure incidental for training such as cost of training materials training fees etc.	Full powers	Nil
7.	To declare controlling authority in respect of TA of officers, Teachers and employees of the AAU and other officials and non-officials invited by the University	Full powers	Nil
8.	To fix head quarter of any posts including transfer of headquarters	do	Full powers in respect of posts for which he is the appointing authority.
9.	Stoppage release of increment of employees including recovery of loss from etc.	do	Full powers in respect of staff of whom he is the appointing authority.
10.	To suspend/terminate lien.	Full powers subject to compliances with the provisions of State Government FRs & SRs, Nil	Nil

11.	To allow an employee to draw increment next above the E.B.	Full powers	Full powers in respect of employee of whom he is the appointing authority.	
12.	To allow an employee to hold temporarily to officiate in more than one post and to fix the amount of charge allowances.	Full powers provided. (a) The case is processed through the Comptroller. (b) quantum of charge allowance is Nil to be determined as per provisions of FRs & SRs and Govt, of Assam's instruction in this regard.		
13.	Power to give permission for under taking of work for which a fee is offered and permit acceptance of such fees.	Full powers, provided that the authority is satisfied that the undertaking of such work is not detrimental to performance of his regular duties	Nil	
14.	Sanction travel by Air in case of persons not normally eligible for Air travel.	Full powers	Nil	No special permission is necessary in respect of offices drawing basic pay of Rs. 2300 p.m. and above.
15.	Sanction cost of journey to appear before a Medical Board pertaining to Voluntary retirement or invalid pension.	Full powers provided that TA is granted as per provision of State Govt. TA Rules. Rates of TA will be as admissible on tour	Nil	

16.	To declare controlling Authority of schemes/projects/institution	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 rules	Full powers in respect of employees under his administrative control subject to provision of rules.	
19(a)	Sanction tour programme within State and sanction of Advance TA/Pay on tour & transfer	Full powers	Full powers in respect of staff under his administrative control including his own TA bills subject to the condition that the tour programme of controlling officers are approved by VC.	Same as in Col. 4
19(b)	Countersignature of TA/bills			
20.	To sanction reimbursement cancellation charges unused Air Railway/State Transport Bus Tickets	Full powers subject to the condition laid down in col. 6	Full powers in respect of employees for whom he is the appointing authority subject to the conditions laid down in col. 6	Same as in col. 4 (1)
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 employees for whom he is the appointing authority	Same as in col. 4
				If he cancellation is requires to be done for reason beyond the control of the officer performing the journey. (2) In the interest of the Assam Agri. University. The Controlling authority lower than the appointing authority may also place an employees under his controller than those the rank of

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22.	Toward major/minor punishment	Full powers in respect of employees for whom he is the appointing authority.	Same as in col. 4	
23.	Power to represent the University in the legal suit filed by or against the University	Full powers	Full powers for the Registrar	As per provision of the arts and the statutes.
24.	To sanction reimbursement of Medical Bills including the treatment outside the State.	Full powers	As in col. 4 except that1. In case of treatment outside the State as per advise of the Medical College V.C's approval will be required.2. The Medical bills will have to be certified by the Medical Officers of the University.3. The State Govt, rules shall be followed.	

II

Statement Showing the Powers Delegated to the Different Officers/Authority of the Aau

Sl. No.	Powers to be delegated	Principal GST Cor Chief/ Senior Scientist of outside Head of quarter Head of Deptt. of faculty	Dy. Directors/ Dy. Registrar/ Dy. comptroller of outside head	Executive Engineer of outside Headquarters/ Medical officer	Fame Manager I/C outstation Medical than chiefs scientist	Remarks
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quarters						
1	2	3	4	5	6	7
1.	Power to sanction tour programme (within the state) and advance TA & countersignature of TA bills	Full powers in respect of the staff placed under his administrative control except his own and Head of the Department of Faculties	As in col. 3	As in col. 3	As in col. 3	
2.	Power to allow annual increment	Full powers in respect of post upto the rank of UDA and equivalent under their administrative control	do	do	do	
2(a)	Power to grant casual leave	Full powers in respect of Staff under his administrative control	do	do	do	
3.	Power to grant Earned leave	Upto a maximum of 4 monthly only in respect of post upto the rank of LDA or equivalent rank	do	do	do	
4.	Power to engage daily labour in farm	Full powers subject to specific Budget provision and the norms of labours as fixed by a committee to be constituted by VC where Comptroller his representative will be included	do	do	do	
5.	Power to sanction Medical reimbursement bill	Full powers provided that bills are processed through Medical Officers of the University. In case of treatment outside the states as Certified in the Medical College VC's prior approval will be required. The State	As in col. 3	As in col. 3	As in col. 3	

Government rules
shall be followed.

Group 'A'

III

Statement Showing the Delegation of Financial Power to Officers, Teachers and Other Employees' of
Aau

Item No.	Power to be delegated	Vice-Chancellor	Registrar/ Comptroller Chief Librarian	Deans/ Directors/ OSD	Project Architect Director Physic
1	2	3	4	5	6
1.	To accord administrative approval and expenditure sanction on works	(i) Upto Rs. 5.00 lakhs for residential and Rs.10.00 lakhs for non residential(ii) Original works upto Rs.5.00 lakhs for residential and Rs. 15.00 lakhs for nonresidential in case of approved works under time bound project approved by BOM provided estimates are prepared by DPP as per APWD code.	Nil	Nil	1. Rs. 5 each o works toan an limit o lakhs p plans a estima prepar APWD of rate 20,000 of Supd Engine a limit 2,00,0 Subjec availab Fund. Full po Supdt. will als full po uptoRs lakhs 1
2.	To accord technical sanction of works administratively approved by the University	Nil	Nil	Nil	
3.	To sanction expenditure on repairs (a) Special Repair	Rs. 20,000 residential in each quarter Rs. 50,000 non-residential in each case provided plants & estimates are prepares by DPP as per APWD code.	Nil	Nil	Nil

	(b) Ordinary Repairing	Full power subject to compliance with norms of repair laid down by PWD code	Nil	Nil	As in case of Engineering Rs. 50,000/- in case to comply with no repairs by APV
4.	To sanction re-appropriation of fund	Full powers subject to general instructions/ limitations as laid down in Rule 15 (appropriation general restriction	Full powers between heads subordinate to mind head	As in col-4	As in case of
5.	Purchase of Type writes, Duplicators Calculating Machines	Full powers subject to budget provision and observance of isrequired formalities of (2) Purchase made at companies, DGS &D rates.			
6.	Purchase Office equipments such as	Full powers	Upto Rs. 1,000/- each occasion and	As in col. 4	As in case of

	clock table fans etc.		upto Rs. 5,000/in a year		Tending Engineer
7.	Purchase of furniture	Full powers provided that the purchase is made through a purchase committee to the constituted by the V.C. or otherwise upto Rs. 30,000/-per annum.	Upto Rs.15,000/- per annum and conditions as in col. 3 otherwise upto Rs. 1,000/-p.a.	As in col. 4	As in col. 4
8.	Purchase of laboratory equipments appliances, instruments, appliances machinery, tools and plants (A) Full powers subject to the condition that- (i) purchase is made at DGS & Date contracts form manufactures or authorised dealers	(A) Full powers subject to the conditions that (i) purchase is made at DGS & D rate contract/ from manufacturers or authorised dealers, (ii) or through a duly constituted purchase committee by the VC	(A) Full powers subject to the conditions that (i) purchase is made at DGS & D rate contract/ from manufacturers or authorised dealers. (ii) or through a duly constituted purchase committee by the VC (iii) cost of each item does not exceed Rs.25,000/- (B) Otherwise upto Rs. 50,000/- per annum	As in col. 4	As in col. 4 Superior Engineer 5,000/- provided each item not exceed 5,000/- made through purchase committee Otherwise 1000/- of each item does not exceed Rs. 1000/-
9.	Purchase of spare parts tyres tubes/batteries and cost of repair of vehicle	Full power	In or overhaul and repair not exceeding (a) per annum Rs.8000/- per vehicle (b) Rs. 10,000/- per annum per tractor and heavy vehicle (c) For tyre, tubes and batteries upto Rs. 5000/-p.a.	As in col.4	As in col. 4 Superior Engineer overhaul not exceed 4000/- (both light and heavy vehicle) forty tyre and batteries Rs. 15,000/- year.
10.	Purchase of (a) Live stock (b) Food and Fooder for Livestock	Full powers subject to the conditions that purchase is made through a duly constituted purchase committee by the V.C. otherwise upto Rs.		Full powers subject to the conditions	

		25,000/-per annum			that the purchase is made through a duly constituted purchase committee by the V.C.otherwise upto Rs. 5,000/- p.a.	
11.	(a) Purchase of Magazines, Book/ dailies, periodicals mapsetc. for official use	Full powers	Upto Rs. 5,000/- per annum	As in col. 4	As in c Supdt. upto R in a ye	
	(b) Purchase of books, back volumes, Magazines periodicals for University		Full powers in case of chief Librarian on re-commendations of purchase committee to be constituted by the V.C.	Nil	Nil	
12.	Local purchase of Stationery	Full powers if purchase is made from approved suppliers at approved rates or the Government Emporium/Public undertaking otherwise upto Rs. 5,000/- in each case.	Full powers if purchase is made from approved suppliers at approved rates from Government Emporium/Public undertaking otherwise upto Rs. 2,000/- p.a.	As in col. 4	As in c Supdt. same a otherw 1,000/	
13.	Acceptance of tender	Full powers upto Rs. 20,00,000 in each case with the approval of Tender Committee to be constituted by the VC			Upto R 50,000 each ca Rs. 20 case of Engg.v	

13.	Acceptance of tender Sanction of advance for purchase of stores materials equipFurniture etc. from Govt. Deptt/ Public Sector undertakings andmanufacturers against proforma bills	Nil	Nil	Full powers to the extent their competent to accord sanction	As in col 4
14.	Entertainment of work charged Estt.	Full powers within the provision in the sanctioned estimate	Nil	Nil	
15.	Sanction of excess over estimates	Full powers upto the monetary limit of competent for accord ofadministrative approval	Nil	Nil	
16.	Sanction estimates of repair and carriage of tools and plants	Full powers subject to observances of formalities laid down inAPWD code	Nil	Nil	

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18.	Purchase of chemicals, Medicine, Fertilisers pesticides Insecticides seeds and glassware.	Full powers subject to Nil the condition that (i) Purchase is made from AAIDGLTD/ASC/LTD/NSC/LTD/ST ATFED (ii) Govt. Marketing. (iii) Manufactures or their authorised dealers or in their inability through a purchase committee constituted by the VC or at Govt, rate contract.	Nil	As in col. 3	Nil
19.	Sanction of expenditure on exhibition Full powers and shows seminars excursion		Nil	Upto Rs. 1,000 on each occasion subject to a limit of Rs.5,000 per annum	Nil
20.	Sanction for printing of forms books, Journals etc. in private press	do	Upto Rs 10,000 per annum	As in col. 4	As in C
21.	Sanction of Advance pay/TA/LTC	Full powers	Full powers in respect of Officers Staff under their administrative control	As in col. 4	As in c Supdt. powers respec their st his con includ execut subject to prov rules
22.	Fixation of sale price of Farm Products	Full powers to be exercised on their recommendations of the Committee constituted by the VC consisting of concerned Dean Director		Full powers subject to condition laid down	

	of Research as Chairman Comptroller or Deputy Comptroller nominated by the Comptroller as Member/Secy and Farm Manager & Other as Members. Price to be revised atleast one in every year			in col. 3
	Full powers if the original value of the single item does not exceed Rs. 50,000 (i) On recommendation of Committee consisting of (a) Head of the Deptt/Chief Scientist as Chairman (b) One Dy. Comptroller as member Secy, other two members nominated by the V.C. one of whom should have experience in respect of one articles/stores to be disposed of (c) If the material/articles has no further use for the AAU. (d) Loss is not due to negligence of any employee of AAU.			
23.	To write of the irrecoverable values of stores, furniture, Live stock of university or Fixation of values and manners of disposal of unservicable articles	Full powers	If the original value of each article does not exceed Rs.1,000 and other conditions as in Col. 3	As in Col. 4 As in C
24.	To hire/to take lease of buildings or lend for University work	Full powers	Upto Rs. 500 p.a in each case	As in col. 4 As in c
25.	To sanction payment of demurrage were fag a charges	Full powers	Upto Rs. 1000/- in each case	As in Col. 4 As in c
26.	To sanction expenditures on Civil suit	Full powers	Upto Rs. 100/- in each case if the suit is instituted with approval of V.C.	do do
27.	To sanction advance for student excursion	Full powers	Nil	Full powers Nil in case of Deans/

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Deans

28.	To sanction entertained 6	Full powers	(1) Upto Rs. 200/- in each occasion(2) Limited to Rs.2,000/- in a year	As in col. 4	As in c Subdt. upto R each o andam to Rs. .
29.	To sanction award/ Scholarship/ Stipend	Full powers	Nil	Full powers for Deans of Faculties	Nil
30.	To execute contract documents subject to prior sanction of the scheme by the BOM or by the authorities to whom power has been delegated	Full powers	Full powers only in respect of matters under the in control	As in col. 4	As in c
31.	To sanction payment of time barred claims of employees of AAU	Full powers after investigation and recommendations by the Comptroller	Upto Rs. 500/- with the recommendation of the Comptroller	As in col. 4	As in c
32.	Repair of Lab. Equipment Office	Full powers	Upto Rs. 1,000/- in each case subject to	As in col. 4	As in Supdt.

	equipments/Furniture		a limit of Rs.10,000/-per annum.		upto Rs. 500/- in each case subject to be limited of Rs.5,000/- p.a.		As in col. 4	As in col. 5
33.	Misc contingency (Special type of contingent as detailed in Assam Contingency Munnual)	Full powers						
34.	Fixation of remuneration to lawyers/ Chartered Accountants	Full power	Nil		Nil			
35.	To make people University guest	Nil	Nil		Nil			
36.	Financial help to Associations of the University for recreation activity	Full powers	Nil		Nil		Nil	
37.	Ex-gratia grant to Family of deceased employees	Full powers	Nil		Nil		Nil	
38.	Purchase of Liveries	Full powers	As in col. 3		As in col. 3		As in col. 3	
39.	Sanction of permanent advance	Full power	Nil		Nil		Nil	
40.	Opening of Bank A/C in SBI	Full power	Nil		Nil		Nil	

IV

Item No.	Nature of powers to be delegated	Assoc. Director, Chief/ St. Scientist exercising the powers of the drawing and disbursing Officer/ Principal UG Supdt. Engg	Dy. Director/ Dy. Registrar/ Dy. comptroller/ Ex-Engg/ M.O. outside exercising power of drawing & disbursing officer	Principal GSTC Scientist exercising power of drawing & disbursing officer.	Head of deptt. under Faculty.	Farm Manager i/c or out station	Remarks
1	2	3	4	5	6	7	8
1.	To accord Tech. Sanction to works	Nil	Ex. Engg. upto Rs. 1,00,000 lakhs	Nil	Nil	Nil	

		Upto Rs. 10,000/- p.a. provided cost of each item does not exceed Rs. 500/- and purchase is made through duly constituted purchase committee by V.C. Manufactures/DGS rate contract otherwise upto Rs. 1,000/- pra Dgs rate that the cost of each item does not exceed Rs. 100/- Upto Rs. 500/- in each case per annum subject to observation of codel formalities within the budget limit and maintenance of history sheet of Mech. Equipt. etc.	Upto Rs. 1,000/- P.A. provided that the cost of each item does not exceed Rs. 100 purchase is made after observing all codel observing all codel formalities (In case of Ex. Engg. of outside H.O. upto Rs. 2000 P.A., provided that cost of each item does not exceed Rs. 500				Upto As 2,500/- P R. provided that cost of each item does not exceed Rs. 250/- and the purchase is made after observing all codel formalities		
2.	(a) To purchase Lab equipments appliances, instruments Machinery tools and plants	As in col. 3	As in col. 3	As in col. 3	As in col. 3	As in col. 3	As in col. 4		
	(b) Repair of Lab equipments, appliances, instruments apparatus, machinery tools plants and other emergent expenditure To purchase spare part tubes, tyres and cost of repair	Upto Rs. 2000/- per annum	As in col. 3	As in col. 3	As in col. 3	As in col. 3	Subject to observation of codel formalities and budget provisions		
3.									

4.	Purchase of Feed & Fodder	Upto Rs. 5000/- P.A. subject to rates approved by localPurchase Committee constituted by Dean/Directors	Nil	Upto Rs. 2000/-p.a. & subject to the conditions laid down in col. 3	Upto Rs. 3000/- p.a. subject to the conditions laid down in col. 3.
5.	Purchase of Books Maps, Magazines etc. for official use.	Upto Rs. 2000/- pa.	Upto Rs. 600/- p.a.	As in col. 4	As in col. 4
6.	Local purchase of Stationer	Upto Rs. 10,000/- p.a. provided that the purchase is made from the approved suppliers rate approved byPurchase Committee constituted by VC or from Statefed/ Government undertakings otherwise upto Rs. 1000/- p.a.	Upto Rs. 1000/- p.a. subject to the conditions laid down in col. 4	As in col.5	Upto Rs. 500/- p.a. by inviting quotations and subject to budget provisions.
7.	To sanction payment of demurrage	Upto Rs. 250/- in each case		As in col. 4	Upto Rs. 250/- in each case. Provided that the demurrage is not due to englightence of any employee of AAU.
8.	Entertainment of work charges Estt.	Nil	The ex-Engg. shall exercise powers for entertaining essential work charged personal upto the rank of Sec. Asstt to provision in	Nil	Nil

				the sanctioned estimate for other officers.		
		Full powers subject to specific budget provision & subject to the condition that (i) Purchase is made from AAIDC Ltd./NSC Ltd/ASC Ltd. or STATE FED (ii) Government undertakings or other manufacturer or authorised dealer				
9.	Purchase of chemical & glassware, fertilizer, pesticides, insecticides and seeds		As in col.3	As in col. 4 Rs. 500/- p.a. and Rs. Nil 500/- at a time		
				For Prof. & Head of the Deptt. of Agri. Engg. upto Rs. 4000/- p.a. subject to the condition that purchase is made through a duly constituted purchase committee by the VC otherwise upto Rs. 500/- p.a.	The Dean, FA shall exercise full power subject to the condition that purchase is made through a duly constituted purchase committee and subject to specific budget provision	
10.	Purchase of Raw Materials such as Coal. Iron & Steel, Timber etc. for Agri. Engg. section	Nil	Nil			
11.	Sanction of entertainment charges	Rs. 30/- each occasions with annual limit of Rs. 500/-	As in col. 3	As in col. 3	As in col. 3	

Note : (1) The Assoc. Director of Res. Khanapara and the Assoc. Director of Extn. Edn. Khanapara will exercise all the powers of Directors under schedule I & III. (2) The Principals of UG STCS.

Kahikuchi & Arunachal (Cachar) will award the scholarship/stipend to the trainees as per approved norms.