

## DELEGATION OF POWERS OF DIRECTOR, CAPE

### **Administrative Powers:**

<b>Sl No</b>	<b>Delegation of powers - Existing</b>	<b>Delegation of powers- Modified</b>
1	Nil	Overall Control of CAPE and Subordinate Institutions
2	All appointments in CAPE Office and its institutions with the approval of Executive Committee.	No change
3	Transfer of employees from one Office / Institution to another.	No change
4	Promotions	To Promote employees as per the rules prevailing in CAPE.
5	Declaration of Probation of employees after completing the prescribed period and granting of 2nd increment.	Declaration of probation of employees after satisfactory completion of prescribed period.
6	Sanction of leave for study purpose, Leave more than 45 days up to 120 days and leave governed by special rules.	Sanction of all kinds of eligible leave including Casual leave, Special casual leave and LWA up to 120 days according to prevailing rules
7	Sanction of Maternity / Miscarriage / Hysterectomy leave for the female employees and Paternity leave for male employees as per orders of the Govt. of Kerala from time to time.	To sanction Maternity/Miscarriage /Hysterectomy leave for the female employees and Paternity leave for male employees as per orders of the Govt. of Kerala from time to time.
8	Nil	To sanction surrender of Earned Leave to all eligible employees of CAPE as per the orders of the Govt. of Kerala from time to time.
9	Deployment/deputations of staff outside the State and within the country for official purpose with the approval of Executive Committee.	To accord permission to visit for presentation of papers, attending conference, meetings, training programmes, refresher courses, short term courses, inspection etc. within the country subject to the conditions stipulated in the GO(P) 102/2017/Fin dt 07/08/2017.
10	Nil	To sanction leave for foreign travel on personal purpose not exceeding 120 days.
11	Nil	Issue NOC to all staff members for Higher studies, applying for other employment, applying for externally funded Projects, Elected members of statutory body etc.
12	Nil	Issue of experience certificate to all employees.

13	Pay Revision, Fixation of Pay, anomaly in pay etc. of All employees of CAPE.	Implement pay revision with prior permission from Govt.
14	Sanctioning of increments to staff of CAPE Office, Principals and Heads of institutions.	Sanction of increment to eligible employees of CAPE Office.
15	Sanction of temporary and final withdrawal from EPF of staff of CAPE Office and Principals and Heads of institutions.	Sanction of temporary and final withdrawal from EPF of staff of CAPE including Head of Institutions.
16	Nil	Exercising disciplinary powers and imposing Minor, Major punishment with the approval of Executive Committee.
17	Sanction of externally aided programmes with the approval of Hon'ble Chairman.	No change
18	Fixation of norms and rates for laboratory tests / consultancy undertaken by the institutions and for the utilization of revenue generated with the approval of Director.	No change
19	Starting of courses in various disciplines with the approval of Executive Committee.	No change
20	Accepting endowment and prizes offered by other agencies with financial commitment with the approval of Hon'ble Chairman.	Accepting Endowment and prizes offered by other agencies and approval of expenses thereof.
21	Functioning as appellate authority.	No change
22	Permitting staff to undergo Ph.D/ M. Tech. or any other Higher Studies without affecting work and financial commitments within the country.	No change
23	Nil	To avail connection of phone (Land/Cellular/CUG/Mobile etc.) and Internet connections for CAPE Head office and its associate institutions within the permissible financial limit.

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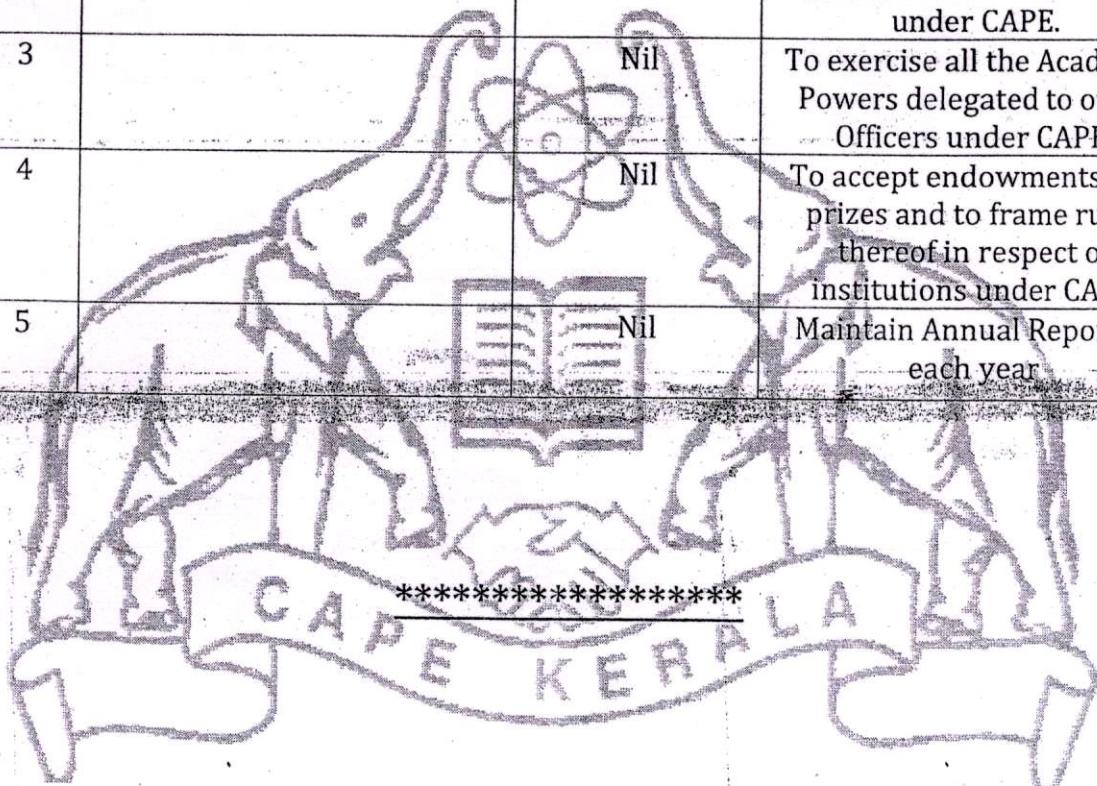
## II. Financial Powers :

<b>SL No</b>	<b>Subject</b>	<b>Delegation of Powers- Existing</b>	<b>Delegation of Powers- Modified</b>
1	Administrative Sanction and Technical Sanction for Civil/Electrical/Plumbing/Net work etc.	Rs. 3 Lakhs (Rupees Three Lakhs only)	To accord Administrative Sanction and Work Sanction upto Rs. 10 Lakh subject to budget provision and existing schedule of rates.
2		Nil	Prepare and maintain Annual Budget of CAPE in time and get the approval of BOG/EC
3	Administrative Sanction /Purchase Sanction for equipment/furniture/ Accessories	Rs. 5 Lakhs (Rupees Five Lakhs only)	To accord Administrative Sanction/Purchase Sanction upto Rs. 10 Lakh subject to budget provision and owing Kerala Store Purchase Manual.
4	Stationery	Nil	Purchase of Stationery Rs. 50,000/- at a time by observing Kerala Store Purchase Manual.
5	Journals	Nil	Subscription of journals upto Rs. 10 lakh annually.
6	Repair and maintenance of Equipment/Computers/ Network etc.	Nil	Repair and maintenance upto Rs.3 lakh annually subject to budget provision.
7	Repair and maintenance of motor vehicle	Nil	Repair and maintenance of motor vehicles at a time up to Rs.20,000 above subject to approval of Kerala PWD Mechanical wing.
8	Condemnation of unserviceable article	Nil	To sanction destruction of all unused/ old unserviceable articles as per Kerala Financial Code
9		Nil	To sanction auction sale of usufruits of trees in the premises of CAPE and its institutions by observing rules
10		Nil	To sanction for cutting of trees (of absolutely necessary) and disposal as per rules
11		Nil	To sanction write off of damaged and unserviceable items as per Kerala Financial Code

12		Nil	To sanction annual write off missing library books to maximum of 0.2% of the number of books in circulation during the financial year subject to the condition that the cost of each book is below Rs.1000/- as per Government orders.
13		Nil	<ol style="list-style-type: none"> <li>1. To sanction advertisement charges for tender notifications published in newspapers subject to a limit of Rs.2500/- subject to budget.</li> <li>2. To sanction advertisement charges for admission notifications published in newspapers subject to a limit of Rs. 4 lakh per year</li> </ol>
14		Nil	To fix /revise the rate of remuneration for the temporary /contract /adhoc staff with the concurrence of Executive Committee
15		Nil	To sanction advance for the conduct of examinations and meeting contingencies as per Kerala Financial Code -Vol I
16		Nil	The sanction remuneration for the service rendered for the conduct of examination under CAPE.
17		Nil	To hire vehicle for official purpose observing rules in force
18		Nil	To accord sanction for the Annual maintenance Contract of machinery and equipment up to Rs. 2 Lakh at a time.
19		Nil	To sanction renting of CAPE premises building, auditorium playground etc.
20		Nil	To sanction repair and maintenance of buildings under CAPE up to maximum of Rs. 5 lakh annually subject to budget provisions.

### **III. Academic Powers:**

<b>SL No</b>	<b>Subject</b>	<b>Existing Delegation of Powers</b>	<b>Delegation of powers.</b>
1		Nil	To award /discontinue scholarship, stipend etc., for the students under CAPE as per rules approved by the Executive Committee /Government of Kerala
2		Nil	- To sanction holidays and vacation to the institutions under CAPE.
3		Nil	To exercise all the Academic Powers delegated to other Officers under CAPE.
4		Nil	To accept endowments and prizes and to frame rules thereof in respect of institutions under CAPE
5		Nil	Maintain Annual Report of each year



**DELEGATION OF POWERS OF PRINCIPALS OF ENGINEERING COLLEGES**  
**AND**  
**DIRECTOR, INSTITUTE OF MANAGEMENT & TECHNOLOGY, PUNNAPRA**

**Administrative Powers:**

Sl. No	Delegation of Power- Existing	Delegation of Powers - Modified.
1	The Principal will be the drawing and disbursing officer and custodian of the College Fund.	No change
2	To sanction casual leave to the staff members of the college	No change
3	To sanction all kinds of leave up to a maximum of 45 days at a stretch, except maternity leave, study leave, leave not due and special disability leave to the staff members as per CAPE service rules	No change
4	To sanction LWA in continuation of Maternity Leave to the staff members of the college.	No change
5	To sanction maternity leave for employees of the college up to 180 days and leave for hysterectomy up to 45 days	To sanction maternity/miscarriage leave for the female employees up to 180 days/42 days as the case may be and paternity leave for the male employees up to 10 days or the period sanctioned by the Govt. of Kerala which are made applicable to CAPE employees from time to time
6	Nil	To sanction Hysterectomy leave for the female employees up to 45 days or the period prescribed in the orders of Government of Kerala which are made applicable to CAPE service from time to time
7	Nil	To sanction surrender of Earned leave to the staff of the college subject to eligibility and as per the rules in force under CAPE service
8	Nil	To sanction duty leave to the members of the staff to attend meetings of duly constituted committees of CAPE/ Govt/DTE/Universities of Kerala in the capacity as members.
9	Nil	To allot vacation duty to the staff members working in the college as per the guideline issued by CAPE

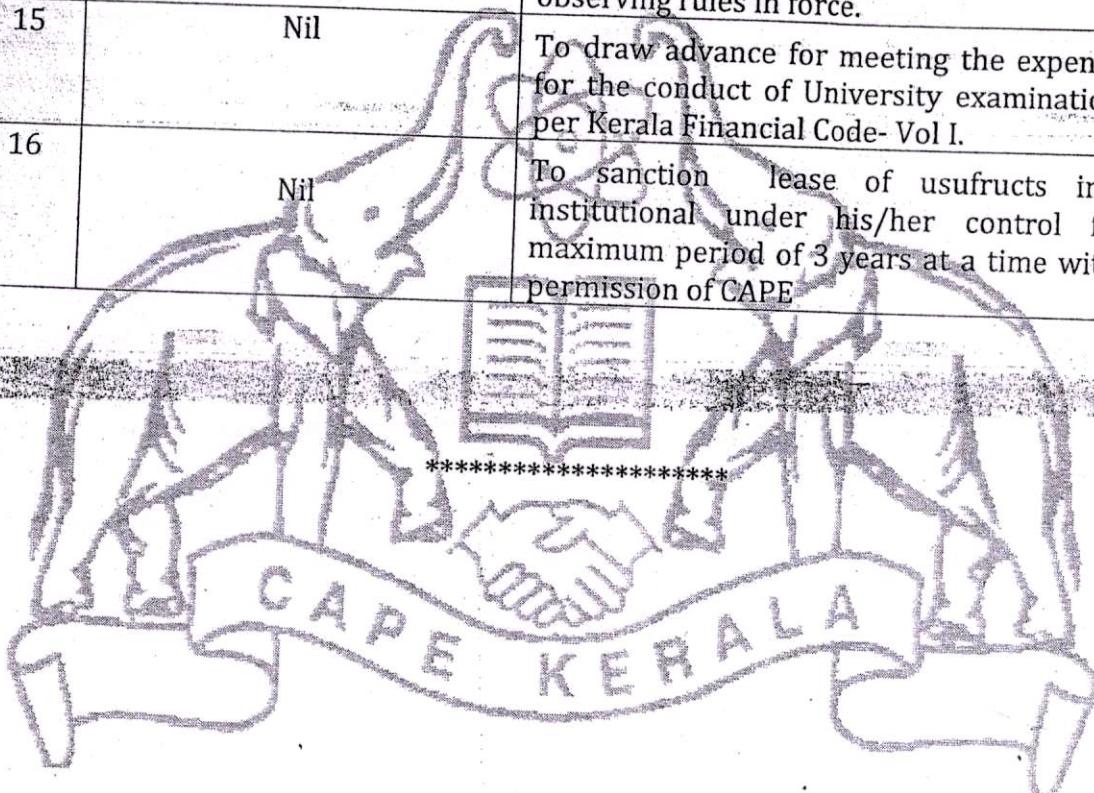
10		To recommend for sanction of Temporary Advance/ Non-refundable advance/Closure of CPF/GPF/EPF withdrawals both in normal and special cases from C.P.F/G.P.F/EPR account of employees working in the institution on regular/deputation basis.
11	Nil	To engage and sanction pay to Guest Faculty/Supporting Staff/Data Entry Operator/ Trainee/ Security Guard on temporary basis against the sanctioned posts on the basis of work load and issue experience certificate on completion of tenure with permission of CAPE
12	Nil	To make necessary entries in the service book/service record of all categories of employees working in the institution.
13	Nil	To sanction annual increment to all the officers working under his/her control
14	Nil	Issue salary certificates to regular employees of the institution.
15	Nil	To engage casual laborers on daily payment basis against sanctioned posts in the absence of sufficient number of class IV employees after obtain permission from CAPE.
16	Nil	To engage Warden/Matron, Asst. Warden, Tutors, Ministerial, Last grade & security staff in the hostels attached to the institution and to sanction remuneration from Hostel account.
17	Nil	To attend programmes in the capacity as Principal and to perform journey under intimation to the reporting officer.

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### Financial Powers:

Sl. No	Delegation of Power- Existing	Delegation of Powers - Modified
1	To incur non-recurring contingent expenditure up to Rs. 25,000/- at a time subject to budget provision and observing all rules and formalities.	To incur expenditure up to Rs. 1,00,000/- in each case subject to budget provision and observing the rules and formalities.
2	To accord administrative sanction for purchase of machinery, equipment and furniture required for the institution up to Rs. 25,000/- at a time subject to budget provision and observing store purchase rules.	a) To accord administrative and purchase sanction for the purchase of Machinery, Equipment/Computer software and peripherals/Furniture required for the institution up to Rs.1 Lakhs at a time subject to budget provision and observing Store Purchase Manual.
3	Nil	To sanction purchase/advance up to Rs.15,000/- at a time for meeting urgent and unforeseen expenditure in the institution.
4	Nil	To approve the list of books, maps, chart and other educational appliances up to Rs.15,000/- per annum required for the institution on the basis of recommendation of institutional level committee concerned.
5	Nil	To pay rent for the building occupied by the college on the basis of the sanction from the competent authority.
6	Nil	To pay electricity, water, internet and telephone charges as per the concerned bills in respect of institution.
7	Nil	To incur expenditure up to Rs.50,000/- at a time towards AMC of Machinery & Equipment observing rules and procedures in force and subject to budget provision.
8	Nil	To incur expenditure related to co-curricular and extracurricular activities as per guideline approved by the Director CAPE from Student Activity Fund (SAF) subject to availability of fund in the appropriate subhead of SAF.
9	Nil	To sanction the refund of excess/erroneous collection of revenue including fees or fine realized from students or as per the refund rules of CAPE/University/Govt.
10	Nil	To sanction advertisement charges for Tender notifications published in newspapers subject to maximum of Rs. 2,000/- at a time.

11	Nil	To accept/cancel donation from students/parents/others on intimation to the Director to setup and maintain endowment fund for distribution of prizes to students.
12	Nil	To sanction renting of institutional premises, building & auditorium based on guidelines issued by CAPE.
13	Nil	To open/Close bank account for the various official purpose of the institution like PTA, NSS, Alumini, CCE etc.
14	Nil	To sanction printing of forms, pamphlets, diary, prospectus, syllabus, handbook, ID card, exam, materials etc required for the institution by observing rules in force.
15	Nil	To draw advance for meeting the expenditure for the conduct of University examinations as per Kerala Financial Code- Vol I.
16	Nil	To sanction lease of usufructs in the institutional under his/her control for a maximum period of 3 years at a time with the permission of CAPE



## Academic Powers:

<b>Sl. No</b>	<b>Delegation of Powers- Existing</b>	<b>Delegation of Powers</b>
1	Nil	To liaise with the affiliated University on academic matters
2	Nil	To admit students for various courses of studies in the institution as per rules effected by the CAPE/Govt/University
3	Nil	To sanction the endowment scholarship, medals, prizes and award of which is vested with the principle.
4	Nil	To stop temporarily any scholarship/fee concession awarded to a student if his/her progress of study or conduct is not satisfactory.
5	Nil	To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director, CAPE from time to time.
6	Nil	To impose suitable fine to students who are found as violating campus rules, as per the recommendation of the appropriate institutional committee, and impose penal cost for damages of asset.
7	Nil	To arrange special class on holiday to make up deficiency of working days.
8	Nil	To fix working hours of institution as per the guidelines issued by the CAPE
9	Nil	To constitute and maintain various committees as per rules.
10	Nil	To establish and maintain Co-operative store.
11	Nil	To organize conduct of short-term training programs under intimation to the Director, CAPE and subject to availability of infrastructural facilities.

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## Delegation of Powers for Funded Projects

Sl. No	Delegation of Powers- Existing	Delegation of Powers
1	Nil	To constitute various committees in accordance with the guidelines of the project at hand for the effective and timely implementation and monitoring of the project.
2	Nil	To appoint project staff/fellows following rules of the project and to meet the salary/remuneration expenditure as per guidelines of the project, subject to provision in the project at hand and meeting the expenditure from the appropriate subhead of the project.
3	Nil	To accord Administrative Sanction and Purchase Sanction for purchase of equipment, machinery, and furniture up to Rs. 10 lakhs at a time for the timely implementation of the project at hand by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.
4	Nil	To purchase stationery, consumables, components and tools by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.
5	Nil	To sanction journey of all officers under him to any place within India for official purpose related to the execution of the project subject to availability of fund in the appropriate subhead of the project at hand, subject to the approval of Director, CAPE
6	Nil	To purchase library books on recommendation of list of titles by the Project Implementation Committee/Library Committee, as the case may be by availing maximum discount on publishers price limiting the expenditure to provision in the project at hand and by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.

7	Nil	To incur non-recurring contingent expenditure subject to provision in the project at hand and observing all rules, formalities and project guidelines.
8	Nil	To sign MoU with the other agencies/organization after obtaining prior sanction from Director, CAPE
9	Nil	To open account for the funded projects in Nationalized bank/co-operative banks and the a/c shall be closed immediately after the completion of the projects.
10	Nil	Keep separate stock register in the concerned department, for purchase and the stock is to be transferred to the main stock register of college on expiring the project.
11	Nil	To prepare and maintain the books of a/c and framed statement with supporting document properly in the institution for verification.

