राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
जमशेदपुर–831014, झारखण्ड, भारत
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व की संस्थान)
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
Jamshedpur – 831014, Jharkhand, India
(An Institution of National Importance under MoE, Govt. of India)

कुलसचिव का कार्यालय OFFICE OF THE REGISTRAR

Ref.No.NITJSR/REG/CD/2025/171 Date:22/ 01 / 2025

OFFICE ORDER-26 /2025

The BoG in its 67th Meeting & 47th FC held on 13.12.2024 vide item no: BOG/MIN/67/2024/10 & FC/MIN/47/2024/05 has approved the Delegation of Financial Powers to various authorities of the Institute as under :-

SL. No.	Particulars	Functionaries	Existing Financial Power	Proposed Financial Power
1	All kind of expenditure under Plan and Non-Plan Budget.	Director	Unlimited	Rs.1Crore subject to maximum budget allotment in a Financial Year.
2.	All kind of expenditure under Plan and Non- Plan budget	Deputy Director	Rs.2 lakhs within approval of Rs.50lakhs	Rs.10lakhs within approval of Rs.10 Crores in any financial year.
3.	All kind of purchases and other expenditure from Sponsor Research Projects, scheme and consultancy fund.	Dean (R&C)	Rs.1 lakh	Rs.5 lakhs
4.	For purchase of consumables.	Principal Investigator	No power	Rs.1 lakh
5.	a) Store, spares, accessories under allotted operating grant (Non Plan).	Head of Dept	No power	a)Rs.15000/-for single item subject to maximum of Rs.3 lakhs in a FY.
	b) Purchases under allotted Plan Grant		No power	b) Rs.1 lakh for single item subject to maximum of Rs.5 lakhs in a FY.
6	a) All expenditure related to i)Hostel Maintenance/Repair works/Mess Catering Services ii) Purchase related to hostels iii) Students activities including sports.	Dean (Student Welfare)	Rs.1 lakh for Minor equipment/consumables.	a) Rs.50 lakhs.
	b)Payment of scholarship			b) Full Powers
7	Purchase, payment of scholarship and other allied expenditure within approved and allotted grant of the year. All related expenditure of PG students and research scholar within approved budget.	Dean (Academics/ Dean(R&C)	Rs.1lakh for Minor equipment/consumables.	Rs.2 lakhs
8	Expenditure related to their operational expenses (Office, small equipment, consumables CPDA Expenditures etc.)	All Deans	Rs.1lakh for Minor equipment/consumables	Rs.2 lakhs

9	Expenditure for campus development, minor repairs, cleaning, minor repair of road, parks, convocation and miscellaneous for which the administrative approval is accorded and fund is allotted for the purpose.	Dean (P&D)	Rs.1 lakh for Minor equipment/Consumables	Rs. 10 lakhs
10	Purchases of Journals, consumables , spares and accessories etc. From budgetary allocation of the year.	Chairman, Library Committee	No power	Rs.1 lakhs for single item subject to maximum of Rs. 20 lakhs in a FY.
11	Expenditure for medicine/ Consumables / equipment's directly related to Health Service expenses.	Chairman, Health Centre	No power	Rs. 1 lakh
12	a)Payment of Telephone Bill, FAX Bill, Electricity bills, Water bills, Local TA, Etc. b)Purchase of equipment, uniform, consumables, stationeries, computer consumables, spares and accessories for registry/requirement for departments not covered above within allotted grant of the year.	Registrar	Rs.1 lakhs for Minor equipment/consumables	Full powers upto Rs.10 lakhs

NOTES:

1. All processing of files must be routed through the Accounts Section and the Internal Audit cell before grant of approval.
2. All the procurements must be done following the basic principle of 5R of purchases(Right Quality,Right Duration,Right Place,Right Time & Right Price).The files are to be processed by following the relevant rules of GFR/Manual on Procurement of Goods & Services.
3. The persons holding Temporary Charge cannot exercise the power of approval. The delegation of the financial power cannot be further delegated.
4. The authority exercising the delegated financial powers will also be responsible to settle the Audit Objections,if any.
5. As per the direction of the competent authority all Functionaries must submit the monthly report of total expenditure within delegated financial powers on the last day of the month to the Director Sectreariat indicating the FTS No.,File Name & Approved Amount.
6. Any point which is not covered above shall be decided as and when on case to case basis by the Competent Authority of the Institute.

By the order of Competent Authority

22/01/2025

Registrar

22/01/2025

Copy forwarded to:

1. Office of the Director,NIT Jamshedpur.
2. All HODs/All Deans/AR (F&A), NIT Jamshedpur.