**(Annexure-II)**

**Decentralization of Financial Powers**

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| **S.No.** | **Authority** | **Administrative Powers** | | **Financial Powers** | |
| 1 | **Vice Chancellor** | **Section 12 (4) of BUET Act 1994** | | **Section 5.3 of Financial Rules of BUETK 2004** | |
| 1. | The Vice Chancellor shall be Principal Executive and Academic Officer of the University. | 1. | Shall be the Chief Executive of the University. |
| **Section 13 of BUET Act 1994**  **(Sub section…..)** | | **Section 13 of BUET Act 1994**  **(Sub section…..)** | |
| (i)  (ii)  (iii)  (iv)  (v)  (vi)  (ix)  (x)  (xi)  (xii)  (xiii) | to ensure that the provisions of this Ordinance, the Statute, the Regulations and the Rules are faithfully observed in order to promote teaching, research, technology development, publications, administration and the general efficiency and good order of the University. He shall have all power necessary for this purpose including administrative control over all officers, teachers and other employees of the University;    to preside in the absence of both the Chancellor and Pro-Chancellor , at convocation of the University and the meeting of the senate;  to attend and preside at the meetings of the authorities or other bodies of the University of which he may or may not be the Chairman;  to take such action, in an emergency, which he considers necessary and report his action for approval, as soon thereafter as possible, the action so taken to the officer, Authority or other body which in the ordinary course, would have dealt with the matter;  to create temporary posts for a period not exceeding one year and fill such posts;  to appoint employees below the initial monthly pay of BS-17 or equivalent and for this purpose to appoint such selection committee or committees as he may deem necessary;  to appoint paper setters and examiners for all examinations of the University, after considering panels of names received form the relevant Authorities;  to make arrangement for the scrutiny of papers compilation of marks sheets and preparation of examination results;  to assign to teachers, Officers and other employees of the University such duties of teaching, research, technology development, examination, administrations and such other activities in the University as he may consider necessary for the purpose of the University;  to delegate, subject to such conditions, as, may be prescribed, any of his powers under this Act, to any Officers or employees of the University; and  to exercise such powers and perform such functions as may be prescribed. | (vii)  (viii) | to sanction expenditure within the approved budget and if necessary re-appropriate funds within the same major head of expenditure;  to sanction, by re-appropriation, an amount not exceeding Rs.150,000/- for an unforeseen expenditure not provided for in the budget, and report it to the Syndicate at its next meeting;  **Section V (Delegation of Financial Powers (Financial Rules)**  Sanctioning Authority on account of:-   * Pay & Allowances * Scholarship and other Awards to Students * Bonus or honorarium to staff * Pension & gratuity * Expenditure of foreign trainees * loan to employees * Laboratories expenses & contingencies * Grant of non-financial Institution (Subsidy to Schools) * Payment of Audit Fee * Rent for Residential Building * Remuneration for exam duty * Printing of Question Paper * Travelling Allowance * Printing of Answer Books * Miscellaneous & Advances for examinations. * Purchase of machinery and equipment, Transport and Furniture & Fixture. * Purchase of sports material. * Feasibility Studies * Holding survey camps of students. * Research Project * Students Project works * Repair & Maintenance of Durable goods, Transport, Machinery & equipment and Furniture & Fixture. * Building (AM&R) * Tech: sanction of estimates of works. * POL charges. * Students study tour * Conveyance charges * Postage Y Telegrams, Telephone & Telex * Gas, Electricity, Water and other utility charges * Office stationery. * Printing * Newspapers and books etc * Law Charges * Fairs Exhibition etc * Publicity Y Advertisement * Chemical and Glass ware * Subsidies * Unforeseen * Insurance of labs/vehicles * Amenities * Entertainment & gifts * Advance for specific item * Approval of Recoupment of Advances * Labours charges/ daily wages/work charges. * G.P fund advance * Final payment of G.P fund * Medical Reimbursement charges |
|  | **Section 19 of BUET Act** | |  |  |
| Shall be Chairman of Statutory Bodies such as Syndicate, Academic Council, Finance Committee, Planning and Development Committee, Selection Board etc and member of Senate. | |  |  |
| **Section 6 (2) (c) of BUET Revised Leave Rules 2004** | |  |  |
| Sanctioning Authority for grant of Earned leave to officers/teachers BPS-17 and above. | |  |  |
| **Section 6 (3) of BUET Revised Leave Rules 2004** | |  |  |
| Sanctioning Authority for grant of Leave not due, Study leave, Maternity Leave | |  |  |
|  | **Schedule of BUET (E&D) Statutes 2003** | |  |  |
| Punishing Authority in case of employees from Grade 17 and above and appellate Authority in case of employees grade 16 and below. | |  |  |
| 2 | Registrar | **Section 14 (1) of BUET Act 1994, clauses….** | |  | **Section –B Delegation of Financial Powers of Financial Rules** |
|  | 1. be the custodian of the common seal and the academic records of the University; 2. maintain a register of registered graduates in the prescribed manner; 3. conduct elections of members to the Authorities in the prescribed manner; and 4. Perform such other duties as may be prescribed. | |  | All such powers defined in the list being delegated by the Vice Chancellor |
| * Shall be Secretary of BUET Senate, Syndicate, Academic Council, Selection Board etc * Sanctioning Authority of Earned leave to staff upto BPS-16. * Sanctioning Authority of Casual leave to his immediate sub ordinates. * Punishing authority in case of employees upto BPS-16. | |  |  |
| 3 | Controller of Examinations | **To be appointed as per Section 16 (1) of BUET Act 1994** | |  | **Section –B Delegation of Financial Powers of Financial Rules** |
| * Incharge of Examination Section * Ex-Officio member of Academic Council * Sanctioning Authority for Casual leave to his sub ordinate staff. | |  | All such powers defined in the list being delegated by the Vice Chancellor |
| 4 | Treasurer | **Section 15 (1) of BUET Act 1994, clauses….** | |  | **Section –B Delegation of Financial Powers of Financial Rules** |
| 1. manage the property, the finances and investments of the University; 2. prepare an annual and revised budget estimates of the University and present them before the Finance Committee; 3. ensure that the funds of the University are expended for the purposes they are provided; and 4. perform such other duties as may be prescribed. | |  | All such powers defined in the list being delegated by the Vice Chancellor |
| * Secretary of the Finance Committee. * Sanctioning Authority in case of Casual leave to his sub ordinate staff. | |  |  |
| 5 | Dean | **Section 8 (iv) of BUET Act 1994** | |  | **Section –B Delegation of Financial Powers of Financial Rules** |
| * Academic Head of the respective faculty * Ex-officio member of BUET Syndicate, Academic Council, Board of Advance Studies Research & Technological Development etc. * Chairman Admission Cell. * Chairman Higher Studies Committee. | |  | All such powers defined in the list being delegated by the Vice Chancellor |