

**KARNATAK UNIVERSITY, DHARWAD**

**Delegation of Administrative and Financial powers  
Framed under K.S.U. Act, 2000, Statute 29(2)(a) and (n)  
K.S.U. Act Statute 17 (1) and (4)  
(As per Syndicate Res. No. 12 dated 14.12.2006)**

## DELEGATION OF POWERS

### (Administrative and Financial powers to the Officers of the University)

To enable efficient, smooth and faster functioning of administration, the University has, by the approval of the Syndicate vide Res. No. 12 of 14.12.2006, decided to delegate administrative and financial powers, within limits of budgetary provisions to various officers/ authorities of the Karnatak University (with respect to their sections/ department only), as given below. This will come into force w.e.f. 01.02.2007.

#### NOTE:

1. Other than Vice-Chancellor and Registrar, the delegated powers shall be utilized by the officers in connection with their department/ section only. This should be limited to the approved budget provisions for their department/ section.
2. A copy of all sanction orders issued by various officers of the University should be marked to P.S. to Vice-Chancellor and P.S. to Registrar for information.
3. Officers/ authorities of the University need not seek prior permission for calling quotations/ tenders, as long as budget provision is available with their department/ section.
4. Once administrative sanction is given by the appropriate officer/ authority, bills need not be sent

again to the officer for signature unless there is a variation between sanctioned amount and amount of the bill.

5. Bills should be countersigned by concerned head of the Section/ head of the Department.

#### I. ADMINISTRATIVE POWERS

##### (a) Vice-Chancellor

1. To sanction promotions to Class IV and III in the promotional quota as per C & R Rules as per KSU Act.
2. To confirm University Employees after satisfactory completion of probation as per KSU Act – Syndicate is the competitive authority.
3. To sanction time scale increment to teaching staff.
4. To appoint tabulators, coding officers, custodian, dispatch officers Chief Superintendent and the deputy chief superintendents and examination hall reviewers (invigilators, clerical assistants, typist etc.) as per rules.
5. To sanction remuneration to the various officers/ officials involved in coding, tabulating, invigilation, typing, supervision, clerical job, laboratory assistants etc., as per rules.
6. To permit extra cost by way of traveling allowance & Hotel allowance under special circumstances.

7. To sanction retirement benefit to the University employees.
  8. To sanction daily allowance for halts not exceeding 30 days and to declare the shortest route within the state.
  9. To fix the amount of security required from a University employee as per rules.
  10. To accord administrative sanction for civil works.
    - a. Original works for Roads, Buildings, Water supply & drainages (upto Rs. 1,00,000/-).
    - b. Ordinary repairs.
  11. To accord administrative approval for lump sum provision in the sanctioned estimates for civil works.
  12. According administrative approval for Annual Maintenance Estimates in respect of
    - i. Water supply & sanitary
    - ii. Electricity
    - iii. Roads
 Rs. 1,00,000 in each case.
  13. To accord administrative approval and technical sanctions to the revised or modified estimates up to 25% over the original sanctioned cost.
  14. To sanction expenditure on urgent repairs to University buildings, roads, water supply, electricity installations etc. subject to the budget provisions.
  15. Acceptance of Tenders after observing all the formalities.
  16. To execute and conclude all the agreements and contract documents in connection with all the works for which approval has been given by the higher authorities pertaining to the University Engineering Division.
  17. To authorise signing and acceptance of Tenders and Quotations.
  18. To sanction advertisement charges for Tender Notifications in Newspapers by charging it to the works concerned.
- (b) Registrar**
1. To sanction all kinds of leave up to 3 months duration, to subordinate employees, including leave refusal and leave surrender. (Except special disability leave, Extra-ordinary and study leave)
  2. To sanction maternity and paternity leave as per rules.
  3. To sanction time scale increment to all classes of non-teaching staff.
  4. To execute & conclude all agreements & contracts with the approval of the appropriate authorities.
  5. To sign, on behalf of the University, bills, notes, receipts, acceptances, endorsements, cheques, release agreements, contracts and documents and to authorize signing and acceptance.

6. To order retirement of all employees who have attained the age of superannuation.
  7. To sanction retirement benefit to the Group C & D employees.
  8. To sanction daily allowance for halts not exceeding 30 days and to declare the shortest route within the state for Group C & D employees.
  9. To sanction DCRG/ Gratuity to families of University employees as per rules.
  10. To accord administrative sanction for civil works.
    - a. Original works for Roads, Buildings, Water supply & drainages (upto Rs. 50,000/-).
    - b. Ordinary repairs (Rs. 50,000/- at a time. Maximum Rs. 5,00,000/- per annum).
  11. To sanction expenditure on urgent repairs to University buildings, roads, water supply, electricity installations etc. subject to the budget provisions upto 50,000/- at a time and maximum 5,00,000/- per annum.
  12. According administrative approval for Annual Maintenance Estimates in respect of
    - i. Water supply & sanitary
    - ii. Electricity
    - iii. Roads
 Rs. 50,000 in each case.
  13. Issue of Tender Notifications/ quotations with detailed specifications for all works for which approval has been accorded by the appropriate authorities.
  14. Acceptance of Tenders after observing all formalities.
  15. To execute and conclude all agreements and contract documents in connection with all works for which approval has been given by the appropriate authorities pertaining to the University Engineering Division.
  16. To sanction charges for taking photographs of the works by charging it to the works concerned.
  17. To sanction purchase of blue-printing paper, ammonia ink, etc. by charging it to the sanctioned works.
  18. To sanction advertisement charges for Tender Notifications in Newspapers by charging it to the works concerned.
  19. To issue notification in respect of new affiliation colleges after approval of the Syndicate.
- (c) Registrar (Evaluation)**
1. To appoint tabulators, coding officers, custodian, dispatch officers Chief Superintendent and the deputy chief superintendents and examination hall reviewers (invigilators, clerical assistants, typist etc.) as per rules.

2. To sanction remuneration to the various officers/officials involved in coding, tabulating, invigilation, typing, supervision, clerical job, laboratory assts. etc., as per rules.
3. To permit a person to write answer scripts for Blind candidates, as per rules.
4. To sanction extra time to write answers for handicapped candidates, as per rules.

**(d) Finance Officer**

1. To allow time scale increment to all classes of teaching & non-teaching staff on due date, excepting the cases for which university has given directions to withhold increments. The F.O. shall intimate to the DPAR Section/ concerned Head of the Sections for having released the annual increment to make entry in the SR of concerned employees for record.

**II. FINANCIAL POWERS**

**(a) Vice-Chancellor**

1. To sanction retirement benefits to Group A & B employees of the University in case of death or attainment of the age of superannuation (including DCRG's).
2. To sanction reimbursement of medical charges as per rules.
3. To sanction cost of advertisement in approved news media.

4. To sanction expenditures in respect of purchase of spares, tyre & tubes etc. minor overhauls & major and minor repairs to University vehicles in accordance with the rules laid down.
5. To sanction expenditure on Tea & Refreshments for official meetings, visitors, etc.
6. To sanction temporary advances from the Karnatak University contributory provident fund or GPF as per rules.
7. To sanction partial and permanent withdrawals from the Karnatak University General Provident Fund as per Rules.
8. To sanction procurement of new telephones.
9. To sanction laboratory equipments & chemicals to University Departments -up to Rs. 1,00,000/-.
10. To accord sanction for purchases of equipments other than Laboratory Equipments - Rs. 1,00,000/- at a time.
11. To sanction furniture, fittings, etc. to University Departments, Officers, University Colleges, teaching Departments, Hostels and other subordinate Departments upto Rs. 1,00,000/- at a time.
12. To sanction for printing of Departmental forms, graduation lists, convocation forms, Degree certificates, Registers, eligibility lists, candidates lists and other printing works.

13. To sanction local purchase of stationery articles in case of exigencies upto a maximum of Rs. 40,000/- at a time.
14. To sanction repair of clocks, time pieces, typewriters etc. as per rules.
15. To sanction TA advances to all categories of University employees.
16. Sanction to:
  - a. proceed on duty within the State.
  - b. proceed on duty outside the State within India.
17. To sanction non-recurring contingent expenditures.
18. To sanction refund of tuition fee and other fees paid by the students and refund of registration fees, affiliation fees, etc.
19. To sanction refund of EMD and other security deposits, as per rules.
20. To sanction shifting charges as per rules (Departments, Allied Offices etc.).
21. To sanction payment of time barred claims preferred by other departments regarding supply and services.
22. To sanction the destruction of time barred records as per rules - Full powers as per KFC.
23. To sanction the hiring of building, furniture, etc. to conduct examinations.
24. To sanction purchase of diaries and other table equipment to officers of the University not below the rank of Assistant Registrar or equivalent cadre.
25. To sanction expenditure on binding of books, journals, periodicals, registers, etc.
26. To sanction conveyance charges within cities (Dharwad & other cities on office work) as per rules.
27. To sanction legal charges like court fee and other charges.
28. To sanction awards other than research awards to the University employees where due diligence and discretion were used in order to protect/promote/ University property/ interest.
29. To sanction expenditure towards purchase of dictionaries, reference books, etc. for office use.
30. To countersign bills.
31. To sanction remuneration/ honorarium/ royalty to authors/ reviewers/ Professors/ Readers, etc.
32. To sanction expenditure in connection with the manufacture of blocks, art work, etc.
33. To subscribe newspapers, journals, periodicals - Upto Rs. 10000/- P.A.
34. To sanction payment of honorarium to the speakers, guest lecturers, etc.

35. To sanction repair charges of machinery in Computer Unit/ USIC/ Workshop.
36. To sanction expenditure in connection with the exhibition of books, special lectures, extension lectures, endowment lectures, etc.
37. To sanction Air Fare to Board of Examiners, Board of Appointment/ Board of Studies/ Extramural studies/ student welfare and other invitees and employees.
38. To sanction drugs, minor equipments, etc. to the University Health Centre.
39. To sanction contingent amount in connection with the University examinations as per rules.

**(b) Registrar**

1. To sanction retirement benefits to Group C & D employees of the University in case of death or attainment of the age of superannuation (including DCRG's).
2. To sanction reimbursement of medical charges up to Rs. 25,000 as per rules.
3. To sanction cost of advertisement in approved news media.
4. To sanction expenditures in respect of purchase of spares, tyres & tubes etc., minor overhauls & major and minor repairs to University vehicles in accordance with the rules laid down.

5. To sanction expenditure for Tea & Refreshments on official meetings, visitors, etc. up to Rs. 50,000/-
6. To sanction temporary advances from the Karnatak University contributory provident fund or GPF as per rules up to Rs. 20,000/-.
7. To sanction partial and permanent withdrawals from the Karnatak University General Provident Fund as per Rules.
8. To sanction shifting charges of Telephones
9. To sanction laboratory equipments & chemicals to University Departments upto Rs. 50,000/-.
10. To sanction purchase of equipments other than Laboratory Equipments - Rs. 50,000/- at a time.
11. To sanction furniture, fittings, etc. to University Departments, Offices, University Colleges, teaching Departments, Hostels and other subordinate Departments - Rs. 50,000/-.
12. To sanction printing of Departmental forms graduation lists, convocation forms, Degree certificates, Registers, eligibility lists, candidates lists and other printing work - Rs. 20,000/- at a time.
13. To sanction local purchase of stationery articles in case of exigencies - Rs. 10,000/- each case.
14. To sanction repair of clocks, timepieces, typewriters etc. - Rs. 10,000/- at a time.

15. To sanction TA advances to all the categories of employees of the University - except that of Chairpersons of the Departments (COD).
16. Sanction to:
  - a. proceed on duty within the State - (for other than CODs/Principals).
  - b. proceed on duty outside the State within India -(for other than CODs/Principals).
17. To sanction non-recurring contingent expenditure - Rs. 10,000/- at a time.
18. To sanction refund of tuition fee and other fees paid by the students and refund of registration fees, affiliation fees, etc. - upto Rs. 10,000/-.
19. To sanction refund of EMD and other security deposits, as per rules.
20. To sanction Festival advances to the University employees as per rules.
21. To sanction shifting charges as per rules (Departments, Allied Offices etc.) - Upto Rs. 20,000/- per annum.
22. To sanction payment of time barred claims preferred by other departments regarding supply and services upto Rs. 20,000/- within 3 years in each case.
23. To sanction the destruction of time barred records as per rules - Full powers as per KFC.
24. To sanction purchase of diaries and other table equipments to officers of the University not below the rank of Assistant Registrar or equivalent cadre upto Rs. 20,000/- per annum.
25. To sanction expenditure on binding of books, journals, periodicals, registers, etc. - Rs. 10,000/- in each case
26. To sanction conveyance charges within cities (Dharwad & other cities on office work) as per rules - Rs. 2000/- in each case & Rs. 20,000/- per annum
27. To sanction legal charges like court fee and other charges - as per approved rates.
28. To sanction awards other than research awards to the University employees where due diligence and discretion were used in order to protect/ promote/ University property/ interest - Rs. 1,000/- each case & Rs. 8,000/- per annum.
29. To sanction expenditures towards purchase of dictionaries, reference books, etc. for office use.
30. To countersign bills.
31. To sanction remuneration/ honorarium/ royalty to authors/ reviewers/ Professors/ Readers, etc.
32. To sanction expenditure in connection with manufacture of blocks, art work, etc. up to Rs. 10,000/- at a time



33. To subscribe newspapers, journals, periodicals up to Rs. 5,000/-
  34. To sanction repair charges of machinery in Computer Unit/ USIC/ Workshop - Rs. 50,000/- each time.
  35. To sanction expenditure in connection with "Book exhibition", special lectures, extension lectures, endowment lectures, etc. upto Rs. 25,000/-
  36. To sanction Air Fare to BOA members.
  37. To sanction drugs, minor equipments, etc. to the University Health Centre.
  38. To sanction TA/DA to members of the various Boards as per rules.
- (c) Registrar (Evaluation)**
1. To sanction expenditures in respect of purchase of spares, tyre & tubes etc. minor overhauls & major and minor repairs to vehicles under his charge, in accordance with the rules laid down - Upto Rs. 5000/- at a time & Rs. 20,000/- per annum.
  2. To sanction expenditure for Tea & Refreshments on official meetings, visitors, etc. - Rs. 1000/- at a time
  3. To accord sanction for purchase of equipments other than Laboratory equipments - Rs. 10,000/- at a time (concerning his Branch) Maximum Rs. 40,000/- per annum
4. To sanction for printing of Departmental forms graduation lists, convocation forms, Degree certificates, Registers, eligibility lists, candidates lists and other printing work- Rs.20,000/- at a time
  5. To sanction local purchase of stationery articles in case of exigencies - Rs. 10,000/- each case
  6. To sanction repair of clocks, time pieces, typewriters etc. of the examination section as per rules - Rs. 500/- at a time.
  7. To sanction TA advances to all the categories of employees pertaining to examination work
  8. Sanction to:
    - a. To proceed on duty within the State - Upto Class III & IV of his Dept.
    - b. To proceed on duty outside the State within India - Upto Class III & IV of his Dept.
  9. To sanction non-recurring contingent expenditure - Rs. 5,000/- at a time.
  10. To sanction the destruction of time barred records as per rules - Full powers as per KFC.
  11. To sanction the hiring of building, furniture, etc. to conduct Examinations - Rs. 20,000/- at a time in case of furniture. Maximum Rs. 20,000/- per annum.
  12. To sanction expenditure on binding of books, documents, registers, etc. - Rs. 10,000/- pertaining to his Section.

13. To sanction conveyance charges within cities (Dharwad & other cities on office work) as per rules - Rs. 2000/- in each case & Rs. 20,000/- per annum.
  14. To sanction expenditure towards purchase of dictionaries, reference books, etc. for office use - Rs. 1,000/- at a time. Maximum Rs. 6,000/- per annum.
  15. To countersign bills.
  16. To subscribe newspapers upto Rs. 5,000/- per annum.
  17. To sanction contingent amount in connection with the University examinations as per rules - Rs. 10,000/- at a time
  18. Sanction of TA/DA to members of the various examination related Boards as per rules.
  19. To grant advances for valuation/ Chief coordinators etc. for various PG Examinations upto Rs. 50,000/-.
- (d) Finance Officer**
1. To sanction expenditures in respect of purchase of spares, tyre & tubes etc. minor overhauls & major and minor repairs to University vehicles in accordance with the rules laid down - Upto Rs. 5000/- at a time & Rs. 20,000/- per annum to the controlling Officers incharge of the vehicle
  2. To sanction expenditure for Tea & Refreshments on official meetings, visitors, etc. - Rs. 1000/- at a time
  3. To accord sanction for purchase of equipments concerning his Branch - Rs. 10,000/- at a time
  4. To sanction local purchase of stationery articles in case of exigencies - Rs. 1000/- each case not exceeding Rs. 5,000/- per annum.
  5. To sanction repair of clocks, time pieces, typewriters etc. pertaining to Finance Section as per rules - Rs. 500/- at a time.
  6. Sanction to:
    - a. proceed on duty within the State - Upto Class III & IV employees of his Dept.
    - b. proceed on duty outside the State within India - Upto Class III & IV of his Department.
  7. To sanction non-recurring contingent expenditure - Rs. 5,000/- at a time.
  8. To sanction the destruction of time barred records as per rules - Full powers as per KFC.
  9. To sanction expenditure on binding of books, registers, etc. - Rs. 2,000/- in each case of his Section.
  10. To sanction conveyance charges within cities (Dharwad & other cities on office work) as per rules - Rs. 2000/- in each case. Maximum Rs. 20,000/- per annum, to employees of his section.

11. To sanction expenditure towards purchase of dictionaries, reference books, etc. for office use - Rs. 1,000/- at a time. Maximum Rs. 6,000/- per annum.

12. To countersign bills.

13. To grant GPF advances/ partial withdrawal upto Rs. 50,000/- by following applicable rules.

### III. Powers of the Librarian

1. To sanction local purchases of stationery articles - Rs. 5000/- at a time

2. To sanction repairs to clocks, furnitures and any other articles of the Library - Rs. 1,000/- at a time.

3. To sanction expenditure in connection with the binding of books and journals, records etc. including purchase of materials required for binding - Rs. 5,000/- at a time.

4. To sanction local purchase of pencils, broomsticks, washing powders, insecticides etc. for the maintenance of office and library/ cloak room - Rs. 1000/- at a time, not exceeding Rs. 4,000/- per annum.

5. Bills pertaining to Library and to countersign whenever necessary.

6. To draw salary and allowances of the office establishment under his control.

7. To sanction time-scale increments of employees working under his control - Automatic.

8. To sanction casual leave to employees working in Library.

9. Sanction of earned leave, half-pay leave and other kind of leave to employees working under him - Upto 2 months in a Calendar year.

10. Sanction of maternity and paternity leave to staff working in Library as per rules.

11. To auction unserviceable articles as per the conditions stipulated by the University - Not exceeding the original cost of Rs. 2000/- of articles

12. To incur expenditure relating to the purchase of books, journals, periodicals, etc. as per norms of the University.

13. (i) Renewal of subscriptions; (ii) purchase of books and non-book materials on the recommendations of concerned Head of the Department/ Chairman of the Department subject to the allocation of funds by the Library Advisory Board; (iii) To take subscription to journals on the recommendation of HOD/ COD and Library Advisory Board - Subject to allocation of funds by the Library Advisory Board upto Rs.50,000/- per annum.

14. To sanction imprest advance for the purpose of incurring expenditure for the maintenance of office - Rs. 5000/-.

15. To make specific recommendations to the University regarding the award of punishment to students for indiscipline, misbehaviour and misuse of Library facilities.

16. To sanction festival advance to Library staff as per rules.
17. To sanction expenditure in connection with book exhibition, special lectures, extension lectures, endowment lectures etc. - Rs. 10,000/- at a time.

**IV. Powers of Chairpersons of P.G. Departments/ Administrators of P.G. Centres**

1. To sanction local purchase of stationery and other articles like soap, detergents/ insecticide, washing powder, etc. - Rs. 1000/- in each case to the extent of annual.
2. To sanction repairs to clocks, furnitures and any of other articles of office/ laboratory equipments - Rs. 1000/- at a time. For repair of scientific equipment Rs. 10000/- at a time.
3. To sanction purchase of laboratory and dark room consumables, subject to the provisions contained under budget with the usual procedure - Rs. 10,000/- at a time.
4. To sanction expenditure in connection with the binding of books and journal, records etc. - Rs. 1,000/- per annum.
5. To countersign bills other than establishment, T.A. and other bills.
6. To purchase reference books, manuals, etc. for office use - Rs. 1,000/- at a time.

7. To sanction educational tour, annual leadership training, camp-nicks and picnics and specimen collection tours as per rules.

8. To sanction casual leave to employees of the department/ PG Centre.

**V. Powers of the Director, Prasaranga**

1. To sanction casual leave in respect of the staff of Prasaranga.
2. To permit officers and other officials working under him, to proceed on duty within the State.
3. To sanction local purchases of stationery articles - Rs. 500/- at a time.
4. To sanction repairs of furnitures and other articles including typewriters and duplicators as per rules - Rs. 500/- at a time.
5. To sanction non-recurring contingent expenditure upto Rs. 500/- at a time.
6. To sanction purchase of books and periodicals required in connection with publication as per rules - Not exceeding Rs. 1000/- in respect of one publication.
7. To sanction expenditure in connection with manufacture of blocks art work at the approved rates upto Rs. 5000/- at a time.
8. To sanction expenses connected with the printing works to private printers at the approved rates after observing rules upto Rs. 5000/-.

9. To sanction remuneration/ honorarium/ speakers/royalty to authors/reviewers/proof readers at the approved rates for publications, sanctioned by the Syndicate upto Rs. 5000/- at a time.
  10. To sanction and incur expenditure on items pertaining to extension lectures, special lectures and endowment lectures such as T.A. and D.A. to the respective officials, seating arrangements, microphones, tape recording, photographs and garlands as per rules.
  11. To incur expenditure on advertisements as per rules upto Rs. 2000/-.
  12. To sanction expenditure on binding of books, journals, periodicals, registers, etc. upto Rs. 5,000/-.
  13. To sanction expenditure towards purchase of dictionaries, reference books etc. for office use - Rs. 1,000/- at a time.
- VI. (a) Powers of the Deputy Registrar (DPAR)**
1. To sanction casual leave to the staff working under him.
  2. To sanction medical reimbursement charges to persons working under him as per rules - upto Rs. 2000/-.
  3. To sanction Tea and Refreshment charges on official meetings as per standard scale fixed - Rs. 500 at a time.
4. To sanction local purchase of stationery articles in case of exigency - Rs. 500/- in each case, not exceeding Rs. 2000/- per annum
  5. To sanction non-recurring contingent expenditure - Rs. 500/- at a time.
  6. To sanction conveyance charges within the city limit to the officials on office work as per rules - Rs. 500/- at a time.
  7. To sanction the purchase of Dictionaries/manuals etc. for office use at prevailing rates - upto Rs. 500/- at a time.
- (b) Powers of the Deputy Registrar (Other sections)**
1. To sanction casual leave to the staff working under him.
  2. To sanction Tea and Refreshment charges on official meetings as per standard scale fixed - Rs. 500 at a time.
  3. To sanction local purchase of stationery articles in case of exigency - Rs. 500/- in each case, not exceeding Rs. 2000/- per annum
  4. To sanction the purchase of Dictionaries/manuals etc. for office use at prevailing rates - upto Rs. 500/- at a time.

## **VII. Powers of the Director, Physical Education**

1. To sanction non-recurring contingent expenditure out of office imprest and local purchases of stationery articles Rs. 500/- at a time.
2. To sanction repairs of furnitures and other articles upto Rs. 500/- at a time not exceeding Rs. 1000/- per annum.
3. To sanction casual leave to teaching and non-teaching staff of his Section.
4. To sanction expenditure on repair of courts/ grounds/ sports equipments - Rs.1,000/- at a time.

## **VIII. Powers of Chief Medical Officer**

1. Local purchase of stationery articles, office and clinical contingencies like soap, detergent, towels, insecticides - Upto Rs. 500/- at a time.
2. To sanction repairs of hospital and office equipments - Rs. 5,000/- at a time ceiling
3. To sanction drugs, minor equipments, etc. to the University Health Centre - Rs. 5,000/- at a time.

## **IX. Powers of Director, Printing Press**

1. To sanction and purchase different kinds of papers/ boards/ cards/ types/ binding and other printing materials immediately required for printing as per rules Rs. 5,000/- at a time.

2. To sanction purchase of consumable articles like ink, gum, thread, etc. required for the Press as per rules - Rs. 2,000/- at a time.
3. To sanction repair charges for the machinery in the Press as per rules - Rs. 5,000/- at a time.
4. To purchase soaps and towels for Press employees as per rules - Rs. 500/- at a time.

## **X. Powers of Principals of Constituent Colleges/ University Public/ Primary Schools**

1. To sanction local purchase of stationery articles - Rs. 5,000/- each case.
2. To sanction expenditure on repairs of office /lab equipments - Rs. 5,000/- at a time
3. To sanction expenditure in connection with the binding of books & journals.
4. To sanction advance of T.A. for journey and tours, local conveyance charges for office work for employees of the concerned institution except Principal.
5. Purchase of soaps and towels to the office and laboratory use - Rs. 5,000/- per annum for Science College. Rs. 1,000/- for other Colleges.
6. To countersign T.A. & other bills of employees working in the concerned institution.
7. To draw salary and allowances of the office establishment under his control including part time/ honorary/ visiting teachers.

8. To sanction casual / earned / half-pay leaves and all other kinds of leave to the employees working under them - Upto 2 months.
  9. To sanction maternity/ paternity leave to their employees as per rules.
  10. To operate Personal deposit, Gymkhana accounts and to accept and refund all deposits as per rules and regulations.
  11. To dispose off waste papers, news papers, etc. by calling local quotations.
  12. To auction unserviceable articles as per the conditions stipulated by the University.
  13. To sanction reimbursement of medical charges to employees of concerned institution upto Rs.2000/-
  14. To purchase pencils, broom-sticks, washing powders, insecticide, etc. for the maintenance of office, laboratory, cloak room and library - Rs. 1000/- at a time.
  15. Purchase of Library books, taking out renewals for subscription to journals as per University rules.
  16. To select and submit students to various courses as per rules.
  17. To sanction stipends to the students as per rules.
  18. To recommend punishment for indiscipline and misbehaviour of students - Fine upto a day's salary and/or recommend more punishment, to Registrar in case of employees.
  19. To conduct educational tour, annual leadership training, camp-nicks and picnics, and specimen collection tours as per rules.
  20. Purchase of sports and other materials to the Colleges as per rules.
  21. Utilization of R.R. Funds, Gymkhana funds, Moot Court funds, etc.
  22. To initiate disciplinary action against University employees for gross negligence, misconduct, frauds, theft, dishonesty, habitual breach of the orders, wilful damages to the University property, refusal to accept the charge sheet, University orders or other communication issues or sought to be served according to the rules/ as per Statutes.
  23. To sanction festival advance as per rules.
  24. Purchase of Equipments upto Rs. 25,000/-.
  25. To sanction expenditure on binding of books, journals, periodicals, registers, etc. - Upto Rs. 5,000/-
  26. To sanction expenditure towards purchase of dictionaries, reference books etc. for office use - Rs. 1,000/- at a time.
- XI. Powers of Director, Students Welfare**
1. To sanction local purchase of stationery articles for office use - Rs. 5,000/- per annum.

2. To sanction expenditure on repairs of the office equipments, purchase of spare parts and such other expenditure - Rs. 10,000/- each time.
3. To sanction casual leave to employees working under him.
4. To impose punishment to the UG/ PG students for indiscipline and misbehaviour with fine - Upto Rs. 500/-
5. To subscribe daily news papers, weekly magazines etc. - Upto Rs. 10,000/- each time.
6. To sanction Tea and Refreshment charges on official meetings - Upto Rs. 500/- at a time.
7. To call tenders after observing all formalities - Upto Rs. 20,000/- at a time.

**XII. Powers of Warden of University Hostels (UG/PG)**

1. To purchase stationery articles etc. - Rs. 5,000/- at a time
2. To incur expenditure on repairs of office/ hostel furniture/ material etc. - Upto Rs. 10,000/- per annum.
3. To sanction casual leave to the staff working under him/her.
4. To operate personal deposit and refund of deposits pertaining to hostels.
5. To admit students to the hostel, on the recommendation of the DSW/ Chairman of the

PG Departments/ Principals of Constituents Colleges.

6. To impose punishment to the hostelities for indiscipline and misbehaviour/ misconduct etc. with the concurrence of the Director, Students Welfare.
7. To subscribe daily newspapers/ weekly/ monthly etc. magazines to the hostel - Upto Rs. 500/- each time.
8. To incur expenditure towards Tea and Refreshment charges on official meetings/ functions - Upto Rs. 500/- at a time.