

# Regulation-38

## (R.38) Delegations of Financial / Administrative Powers.

The following officers are empowered to sanction all expenditure up to the monetary limit mentioned against them on behalf of the Executive Council. The exercise of these powers shall be subject to the rules and resolutions made by the Executive Council and instructions given by the Vice-Chancellor from time to time.

### (I) VICE-CHANCELLOR :

- (1) Sanctioning all expenditure (including pertaining to University building work (i) up to Rs.75,000/- (Seventy Five Thousand only) per item without inviting quotations. (ii) Up to Rs.5,00,000/- (Five Lac only) per item after inviting quotations or tenders as per rules.
- (2) The Vice-Chancellor shall have power to decide what is the standard item and in case of standard items decided by the Vice-Chancellor, no quotations will be required to be invited and the purchase can be made either direct from the manufacturer or from the dealer, subject to the limit prescribed in (1) above.
- (3) Approval of tour programmes for self and all employees.
- (4) Sanctioning advance to self and subordinate staff for approved programmes.
- (5) Sectioning annual increments of all employees.
- (6) Sanctioning payments from all Union Funds.
- (7) Sanctioning leave to Professors, Associate Professors, Principals and Registrar.
- (8) Sanctioning all type of advances to all members of the staff as per rules.
- (9) Vice-Chancellor will have the powers to further delegate some of these powers fully or partly as deemed fit, to the Registrar.

### (II) REGISTRAR :

- (1) All expenditure of the University office including stationery, purchase of furniture and other materials required for the office etc. (i) up to Rs.25,000/- per item without inviting quotations, (ii) up to Rs.75,000/- per item after inviting quotations.
- (2) Approval of tour programmes of Rs.30,000/- all subordinate employees etc.
- (3) Sanctioning T.A. advances to self and subordinate staff for approved programmes.
- (4) Sanctioning of Leave of all subordinate staff and university Assistant Professor and Associate Professors.
- (5) Sanctioning of annual increments pertaining to the categories of all employees.

**(III) DEPUTY REGISTRAR :**

- (1) Sanctioning all expenditure pertaining to his Department / Branches upto Rs.9000/- per item without inviting quotations and up to Rs.30,000/- per item after inviting quotations including stationary (excluding Furniture Fixtures).
- (2) Sanctioning any miscellaneous contingent expenditure up to Rs.1500/- per item without inviting quotations in respect of expenditure connected with the work of his Dept. / Branches.
- (3) Recommending of CL/SL/Exchange Leave of all subordinate staff.

**(IV) CHIEF ACCOUNTS OFFICER :**

- (1) Sanctioning all expenditure pertaining to his Department/Branches upto Rs.9000/- per item without inviting quotations and up to Rs.30,000/- per item after inviting quotations, (including stationery) (excluding furniture/fixtures).
- (2) Sanctioning any miscellaneous contingent expenditure up to Rs.1500/- per item without inviting in respect of expenditure connected with the work of his Dept./Branches.
- (3) Recommending of CL/SL/Exchange Leave of all subordinate staff.
- (4) All formal vouchers of sanctioned/approved expenditure.

**(V) CONTROLLER OF EXAMINATIONS :**

- (1) All expenditure pertaining to the University office including stationary (but excluding Furniture/Fixtures) for examinations and branches under him, (i) up to Rs.9000/- per item without inviting quotations, (ii) up to Rs.30,000/- per item after inviting quotations.
- (2) Sanctioning any miscellaneous contingent expenditures up to Rs.1500/- per item without inviting quotations in respect of expenditure connected with the work of his Dept./Branches.
- (3) Approval of tour programme of all subordinate staff.
- (4) Recommending of CL/SL/Exchange of all subordinate staff.
- (5) Sanctioning any expenditure up to Rs.5,000/- connected with the arrangement and conducted of Examinations.

**(VI) DIRECTOR OF PHYSICAL EDUCATION :**

- (1) Sanctioning T.A. advance to the Students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs.500/- maximum for each delegates.
- (2) Sanctioning any miscellaneous contingent expenditure other than stationery up to Rs.1,500/- per item without inviting quotations for branches under him. (excluding furniture-fixtures).



**(VII) HEAD OF UNIVERSITY ALL P.G. DEPARTMENT :**

- (1) Sanctioning all expenditure pertaining to All Department up to Rs.3,000/- per item without inviting quotations and up to Rs.15,000/- per item after inviting quotations.
- (2) Sanctioning refund of laboratory deposit, tuition fees and other fees as per rules.
- (3) Recommending of tour programmes of all subordinate staff.
- (4) Where for purchase of Chemicals, Glassware of Equipment a rate contract has been approved by the Vice-Chancellor, or the Finance Committee or the Executive Council, the Head of the Department shall have power to sanction purchase of any of the items of rate contract with a limit of Rs.10,000/- per order.

**(VIII) HEAD OF UNIVERSITY DEPARTMENT :**

- (1) Sanctioning all expenditure pertaining to his Department up to Rs.1,000/- per item without inviting quotations and up to Rs.5000/- per item after inviting quotations.
- (2) Sanctioning refund of laboratory deposit, tuition fees and other fees as per rules.
- (3) Recommending of tour programmes of all subordinate staff.

**(IX) UNIVERSITY ENGINEER :**

- (1) Sanctioning all expenditure pertaining to his Department/Branches up to Rs.1,000/- per item without inviting quotations and up to Rs.2500/- per item after inviting quotations but excluding stationery and furniture (but excluding furniture/fixture).

**(X) UNIVERSITY LIBRARIAN :**

- (1) Sanctioning all expenditure pertaining to his Department up to Rs.1,000/- per item without inviting quotations and up to Rs.2500/- per item after inviting quotations but excluding stationery (but excluding furniture/fixture).

**(XI) RESEARCH OFFICER :**

- (1) Sanctioning all expenditure pertaining to his Department up to Rs.1,000/- per item without inviting quotations and up to Rs.2500/- per item after inviting quotations but excluding stationery and furniture (but excluding furniture/fixture).

**(XII) CHAIRMAN OF THE BOARD OF - UNIVERSITY HOSTEL :**

- (1) Sanctioning all expenditure pertaining to the University hostel up to Rs.2000/- per item without inviting quotations.
- (2) Incurring expenditure in connection with the Hostel Mess (but in proportion to the income received on this head).
- (3) Refund of all kind deposit in connection with the Hostel after obtaining clearance certificate from the respective Department, Library, Mess Contractor and Chief Account Officer.

**(XIII) STUDENT WELFARE OFFICER :**

- (1) Sanctioning any miscellaneous contingent expenditure up to Rs.750/- per item without inviting quotations (for branches under him and items other than stationery and furniture).
- (2) Sanctioning TA/Advance to the students/delegates for approved tour programmes to the extent of 75% of the estimated expenditure but up to Rs.500/- maximum for each delegate.

**(XIV) ASSISTANT REGISTRAR, ASSISTANT LIBRARIAN :**

- (1) Sanctioning all expenditure pertaining to his Department/ Branches upto Rs. 1,500/- per item without inviting quotations but excluding stationary and furniture.
- (2) Sanctioning any miscellaneous contingent expenditure other than stationery and furniture up to Rs. 750/- per item without inviting quotations in respect of expenditure connected with the work of Accounts Section.

**(XV) PRINCIPALS OF UNIVERSITY COLLEGE :**

- (1) All expenditure to the University College including stationary, purchase of furniture and other materials required go the college office etc. (1) Up to Rs.3000/- per item without inviting quotations (2) Rs.10,000/- per item after inviting quotations.
- (2) Sanctioning Leave of subordinate staff.
- (3) To Sanction LTC/Home Town as per rules within and /or outside the state of Gujarat.
- (4) Sanctioning free ship as per rules that are prevailing from time to time.
- (5) Approval of tour programmes for self and subording employees.
- (6) Sanctioning refund of fees and other deposits as per rules.





## REGULATION- 39 :

- 1) Whenever quotations are required, it is necessary to have at least three quotations, but where the number of quotations received in respect of an item is less than three, the Vice-Chancellor is authorised to decide the matter on the basis of the quotations received.
- 2) In case the expenditure is more than Rs.1,00,000/- per item (Rupees: One Lac only) the Tender Notice be issued in the Newspapers as per rules.
- 3) All these powers will be subject to the necessary provisions of allocation of funds. Any expenditure outside allocation of funds cannot be sanctioned
- 4) The monetary limits fixed in the above financial power will be applicable to each case at a time. But requirements at a time should not be split up so as to cover the expenditure not involved within their power.
- 5) A Bill should be certified for its reasonability by the Officer competent to sanction the expenditure.
- 6) The bills in connection with the conduct of examinations, paper-setting, printing of question-papers and other printing work relating to examinations, T.A. bills of paper-setters and examiners etc. will be signed and passed for payment by the Controller of Examinations.

## REGULATION – 40 : WRITING OFF

With regard to the Writing off old, useless and surplus dead stock article, books, apparatus etc. or Writing off Waiving the recovery of the value of property, money lost, over payments, outstanding due and all other items having money value, the Registrar, shall have power to recommend and the recommendations of the Committee shall be placed before the Vice-Chancellor. The committee for this purpose shall be constituted of Deputy Registrar, Chief Account Officer and one member nominate by Vice-Chancellor shall have power to recommend to Vice-Chancellor. The Vice-Chancellor shall have authority to sanction such writing off as recommended by the Committee up to the value Rs.1,00,000/- per year. The Registrar shall then take steps to dispose of the article written of.

