



Shobhit University

EDUCATION EMPOWERS

Adarsh Institutional Area, Babu
Vijendra Marg, Gangoh, Distt. Saharanpur
(U.P.) 247341, India
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Financial Policy

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Brief on Delegation of Financial Powers

The exercise of these powers shall be subject to observance of the prevailing rules and regulations and general or special, conditions prescribed or which may be issued by the Competent Authority.

All purchase proposals would be processed as per the procedure prescribed in the GFR/University norms. The Deans of Schools and Heads of Department concerned will submit the proposals to the Vice-Chancellor/Registrar for administrative approval.

For Works: All cases sanctioned by VC will be concurred by the Controller Finance (Finance Officer) and the same will be applicable for passing of bills.

The Heads of Departments/Deans of Schools specified in the Schedules and the Drawing Officers in relation thereto will be as follows:

S.No	Expenditure relating to	Drawing Officer
1	Administrative Expenses	Registrar (Admn.)
2	Student Services Division	Dean
3	IT Services Division	Director
4	Academic Services Division	Dean
5	Library	Librarian
7	Finance Division	Controller of Finance/Finance Officer
8	Schools	Directors/Dean
9	Projects sponsored by Govt. of India or any other funding agency	Project Director
10	Any other Division/Centre/ School be notified from time to time	Head of the Division/Director/ Dean

Contingent & Misc. Expenditure

(General Powers not specified in any other Schedule)

S.No	Authority		
		Recurring	Non-Recurring
1	Vice-Chancellor	Upto Rs.2,00,000 per annum in each case	Upto Rs.5,00,000 in each case
2	Registrar	Upto Rs.25,000/- per annum in each case	Upto Rs.1,00,000 in each case



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Administrative Expenses (Common to All Divisions)

S.No.	Item of Expenditure	Power of the Vice-Chancellor	Registrar	Dean/Heads of Centres / Divisions	Remarks
1.	Purchase of Infrastructural Fixed Assets Ex. Land/Building; and Construction of new Buildings	---	---	---	With approval of BOM (on the recommendation of the Steering Committee)
2.	Purchase of office equipment including telephone instruments, calculators and photocopiers	Full powers	Upto Rs.5 lakh in each occasion	Upto Rs.25000 p.a. Rs. 5000 in each occasion	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
3.	Fixtures and furniture purchase	Full powers	Rs 5 lakh on each Occasion within the norms approved by the VC.	---	Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
5.	Awards, Stipends, Loans and other educational scholarships to Students, fee waiver	Full powers	---	---	Subject to availability of funds, completion of codal formalities as per laid down procedure approved by the BOM





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6.	Advertisement & Publicity charges	Full powers	Upto Rs.1 lakh in each case	---	The expenditure is subject to guidelines issued.
7.	Hostel Expenses	----		Full powers (Dean Student Services)	Subject to completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
8.	Electricity & Water charges	---	Full powers	---	
9.	Insurance	---	Full powers	---	Subject to Insurance cover being taken from a nationalised General Insurance Company and annual premium approved by VC and guidelines issued available
12.	Other Professional (Administrative) Charges	Full Powers	Upto Rs.50,000/-in each case	---	
15.	Postal expenses on outgoing dak, telegrams etc. (Postage, Speed Post Charges, Courier Charges etc.)	---	Full Powers	Rs.5000 p.a.	





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16.	(a) Publications of the University/Printing & Binding (b) Admission Brochure	Full powers Full Powers	--- 	Full powers Dean/Advisor of Planning Full Powers Dean (SS)	Subject to availability of Empaneled printers at rates prescribed with due approval of the competent authority.
17.	Purchase of Publications for administrative use (Newspapers, Books)	Full powers	Up to Rs.1 lakh p.a.		Upto Rs.20,000 p.a. for Controller of Finance.
18.	Security Expenses payment of Wages of Security Staff	---	Full Powers	---	As per GFR.
19.	(a) Stationery Store including computer stationary and other consumables	---	Full powers after call of open tender and on the recommendation of a Purchase Committee	Rs.25000 p.a. Rs. 5000 per occasion	Purchase procedure as prescribed in GFR may be followed.
	(b) Office Equipment including electronic or manual, intercom Equipment, Photocopies Franking machine, (excluding computers)	Full powers	Upto Rs.5 lakhs in each case on the recommendation of a Purchase Committee following the purchase procedure as per GFR	---	Purchase procedure as prescribed in GFR to be followed.



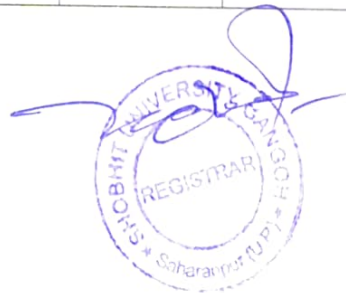


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20.	Purchase of ACs, Desert Coolers, Heat Convector, etc.	Full Powers	Upto Rs.2 lakh on each occasion	---	Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
21.	Wages in respect of outsourced contractual staff Expenses	---	Full Powers	---	Subject to the approval of VC for deployment of manpower
22.	Remuneration (including conveyance charges to staff for attending duty on holidays and late hours).	---	Full Powers	Rs. 5000 p.a.	
23.	Horticulture	---	Full powers	---	Subject to approval of the competent authority
24.	Sanitation	---	Full powers	---	Subject to approval of the competent authority
25.	(a) EPABX	---	Full Powers	---	
	(b) Official Telephones	---	Full Powers	---	Subject to the ceilings approved





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IT Services Division

S.No.	Item of Expenditure	Powers of the Vice-Chancellor	Registrar	Powers of the Director, IT Services Division	Remarks
1.	Purchase of Computer, Printers, Computer Hardware, Add-ons, Upgrades etc., Networking, software purchase, development, installation	Full powers	Upto Rs.10 lakhs per annum	-	Subject to due process through IT Procurement Committee on the justification provided by the IT User committee, general instructions and as per GFR
2	Maintenance of Computers and peripherals (AMC/contingency)	---	Full powers for award of AMC on the recommendation of a committee	Upto Rs.50,000/- in each case (Upto Rs. 1 lakh on the recommendation of a committee where AMC doesn't exist)	Subject to availability of funds, and completion of codal formalities. Purchase above Rs.10,000 will be made with concurrence of Finance
3	IT Consumables (small peripherals)	Full powers	---	Full powers	Subject to approval of Rate Contract/ Norms approved by VC





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Library

S.No.	Item of Expenditure	Powers of the Vice-Chancellor	Librarian	Dean	Remarks
1.	Purchase of books and journals/ e-resources/ periodicals/Audio/Video etc.	Full powers	Upto Rs.5 lakhs on each occasion	---	Chairman, Library Committee also vested with full powers
2.	Material for packing, binding indexing library cards special registers etc.	---	Full powers subject to call of the tenders and on recommendation of Purchase Committee	---	Purchase above Rs.50,000 will be made with concurrence of Finance.
3.	Purchase of publications like Newspapers & Periodicals, etc. and special library stationary	Full powers	Up to Rs. 1 lakh p.a.	5000 p.a (Subject to approval of the Vice-Chancellor)	Library Committee will have full powers. Subject to availability of funds, completion of codal formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.





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Student Services

S.No.	Item of Expenditure	Powers of the VC	Registrar	Dean (SS)	Remarks
1	Educational Tours/Field based learning	Full Powers	---	Upto Rs. 1 lakh p.a.	Subject to Budgetary allocation
2.	Refund of Fee	---	---	Full powers	Subject to guidelines and norms approved by the Vice-Chancellor
3.	Examination Expenses Admission Expenses	---	---	Full powers	Subject to guidelines and norms approved by the Vice-Chancellor
4.	Convocation	Full Powers	Upto Rs. 5 lakhs p.a.		

Departmental Advances

S.No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Imprest	VC in the first instance	Full powers	
2.	Temporary Advances	Vice-Chancellor Registrar/Deans/HODs	Full powers Upto Rs.1 lakh p.a	To be Settled within one month with finance concurrence





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3.	Advances in connection with conduct of examinations/ Admission Tests	Vice-Chancellor Dean (SS)	Full Powers Upto Rs.50,000 in each case	
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Student Fees, Security Deposit Etc.

S.No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Extension in date of payment of fees, Remission of Readmission Fees	Dean (SS)	Full powers	Subject to the guidelines
3.	Refund of Security Deposits	Controller of Finance	Full powers	Subject to approval of VC
4.	Refund of Fees	Controller of Finance Dean (SS)	Full powers	Subject to approval of the Vice-Chancellor

Miscellaneous

S.No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Grants in aid to staff/student Welfare Fund.	Vice-Chancellor	Full Powers	Subject to the rates and conditions prescribed in the Rules approved by the Board of Management.
3.	Sanction for leasing out shops, premises etc. in University campus	Vice-Chancellor	Full Powers	Subject to available guidelines





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4.	Acceptance of outside work and remuneration by teachers	Vice-Chancellor	Full Powers	As per the prescribed norms
5.	Deputation of Research staff and fellows for field work pertaining to research schemes with TA/DA as per rules concerning the grants received for research	Dean / Heads of Centers	Full powers for research staff & School related activities within India	Subject to availability of Funds. Project Director will have full powers for projects within India. For visits abroad only Vice-Chancellor will have full powers

Reimbursement of Tuition Fee/Education Allowance

S.No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Children Edn. Allowance/Tuition Fee	Registrar	Full Powers	Subject to limits prescribed by Govt.

Membership Fee Payment

S. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Foreign Institutions	Registrar	Full Powers	Subject to VC's approval initially to become a member
2.	Inland Institutions	Registrar	Full powers	Subject to VC's approval initially to become a member





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Approval of Tours/Academic Visits

S.No.	Official seeking approval for Tour/Academic Visits	Approving Authority	Extent of Powers	Remarks
1.	Head of Division/All Deans/Directors of Centres	VC	Full Powers	
		Registrar/Head of Division/Dean/Director	More than 10 days of total absence	On the recommendation of DR/AR concerned