

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./OO/2022/001/ **A-767**

Date:

22 FEB 2022

OFFICE ORDER

The following authorities of the Institute shall exercise their financial powers for approval of the expenditure for which budget is allocated:

S.No.	Designation	Limit of Financial Power	Sanctioning authority for files / expenses
1.	Registrar	Rs. 1,50,000/-	Approval of all All administrative expenses viz. LTC, CEA and centrally procured assets (consumable/Non-consumable).
2.	Deans	Rs. 1,50,000/-	<p>Dean / Associate Dean (Academics): All payment related to the fellowship of M.Tech./Ph.D. students, Fellowship/Stipend/ Scholarship's, fee/security refund to students, library related expenses and any other purchase/expenses directly related with the Deans Office/ Academic Section. Sanction, drawl & settlement of advances related to the Deans Office/ Academic Section.</p> <p>Dean / Associate Dean (FW): All payment related to the CPDA/PDF/Medical Reimbursement/Institute Vehicle Running & maintenance, Faculty/staff welfare activities, MHRD related activities/ National Events Celebrations/Boarding & Lodging and travel (Flights & Taxi) payments directly related to the service provider and any other purchase expenses directly related with the Deans Office. Sanction, drawl & settlement of advances directly related to the MHRD/Rajbhasha/Vigilance related activities/National Events Celebration.</p> <p>Dean / Associate Dean (SW & Sports): All payment related to the Council of Student Activity (CSA), Techno-Cultural fest, Photography club, Sports/Educational Tour & activities, Industrial Visits, Training & Placement expenses of students and any other purchase/ expenses directly connected with the Deans Office/Sports Section. Sanction, drawl & settlement of advances related to the students's activities and Alumni affairs.</p> <p>Dean / Associate Dean (P&D): All payment to the P&D Section including Estate, Maintenance, Electricity, Water, Fuel charges (Generator), Telephone, Sanitation/Waste Management, Horticulture, Annual Report/Brochure/Newsletter/ Magazine, Hosuekeeping/ Security services and any other purchase/ expenses directly related with the Deans Office/ P&D Section. Sanction, drawl & settlement of advances related to petty expenses on maintenance and purchase of consumables of urgent nature.</p> <p>Dean / Associate Dean (R&C): All payment related to the Innovation & Incubation, IPR Cell, Community Development, contract staff engaged in various projects and any other purchase/expenses directly related with the Deans Office/R&C Section. Sanction, drawl & settlement of advances related to Innovation & Incubation, IPR Cell and Community Development.</p>
3.	Associate Dean's	Rs. 75,000/-	<p>Dean / Associate Dean (P&D): All payment to the P&D Section including Estate, Maintenance, Electricity, Water, Fuel charges (Generator), Telephone, Sanitation/Waste Management, Horticulture, Annual Report/Brochure/Newsletter/ Magazine, Hosuekeeping/ Security services and any other purchase/ expenses directly related with the Deans Office/ P&D Section. Sanction, drawl & settlement of advances related to petty expenses on maintenance and purchase of consumables of urgent nature.</p> <p>Dean / Associate Dean (R&C): All payment related to the Innovation & Incubation, IPR Cell, Community Development, contract staff engaged in various projects and any other purchase/expenses directly related with the Deans Office/R&C Section. Sanction, drawl & settlement of advances related to Innovation & Incubation, IPR Cell and Community Development.</p>
4.	HoDs	Rs. 75,000/-	All sanction, drawl & Settlement of advances, purchase/expenses directly related with the respective departments.
5.	Deputy Registrar	Rs. 50,000/-	All administrative expenses viz. LTC, CEA, Reimbursement of Newspaper/Briefcase/Telephone/Medical expenses, TA/DA, Postage expenses, OTA, Legal & Professional Charges, Hospitality, Boarding & Lodging, travel (Flight & Taxi) and recruitment, other purchase and miscellaneous expenses. Sanction, drawl & settlement of advances related to the above.
6.	Assistant Registrar	Rs. 25,000/-	

Area which are not covered by said order will be approved by Registrar of the Institute after due approval from the Competent Authority. Registrar of the Institute is also authorized to sign the documents related to legal/ statutory compliance like GST, DSIR, Income Tax, Counter Affidavits etc on behalf of Head of Institution.

All files will be appropriately concurred by the Office of Deputy Registrar/ Assistant Registrar (Accounts) before sanctioning. The provisions of General Financial Rules (GFR)-2017 shall be strictly complied by all above mentioned sanctioning/approving authorities while exercising the financial powers with special attention to the Standards of financial propriety described in Rule 21 of GFR-2017.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. All employees – through email
2. Assistant Registrar (Estt./Accounts)
3. Office of the Director
4. Office of the Registrar
5. Guard file - for record