AUTHORITIES DELEGTED BY THE BOARD OF GOVERNORS (BOG)

1. The power delegated by the BOG to the Managing Director/Director / Principal, as well as to the HODs and Registrar of the Institute detailed in Annexure-1.

2. The delegated powers are to be exercised by the employees for effective functioning of the Institute / Departments under their administrative control.

3. The authorities exercisable by an employee can also be exercised by his reporting and other higher officers in respective areas.

4. Any doubt concerning the interpretation of delegation should be referred to the Director.

5. Any or all power delegated herein may be revoked, modified or amended by the BOG with concurrence of the Director. All power delegated are subject to the observation of the provisions of the Institute rules and relevant directives of the AICTE and WBUT and budgets as may be approved by the BOG.

Delegation of Authority and Financial Power.....

ITEM OF DELEGATION	EXTENT OF POWER DELEGATED	LEVELS			REMARKS
		DR/PR	HOD	RT	
1. PURCHASE	a) Sanctioning authority for purchase of capital items/equipment against recommendation of purchase committee.	Rs. 5,00,000/- per order	---	---	---
	b) Sanctioning authority for purchase of Revenue items against purchase committee recommendation.	Rs. 50,000/- per order	Rs. 10000/- per order	Rs. 20000/- per order	---
	c) Sanctioning authority for repair and maintenance of equipment and buildings.	Rs. 30,000/- per order Rs. 10000/-	Rs. 5000/- Per order	Rs. 5000/- per order	---
	d) Sanctioning authority for sale of scrap.		---	---	---
2. ADMINISTRATION	a) Sanction for installation of Telephone/ FAX etc	Rs. 50,000/- per order	---	---	---
	b) Execution of tenancy agreement for hired facilities, Annual Maintenance Contract for Utilities etc.	Rs. 50,000/-	---	Rs. 20000/- per contract	---
	c) Hiring transport for Institute duty.	---	---	Rs. 2000/- per order	---
	d) Disciplinary action with suspension and / or fine.	Up to 6 weeks and /or fine of Rs. 5000/-	Up to two weeks	---	---

On duty

ITEM OF DELEGATION	EXTENT OF POWER DELEGATED	LEVELS			REMARK
		Director/Principal	HOD	Registrar	
3. PERSONNEL	a) Recruitment of faculty and officers against recommendation of Selection Committee	As per approved strength	---	---	MD's clearan required
	b) Recruitment of Technical / Laboratory/Workshop Assistants.	As per approved strength	---	---	--- MD's clearan required
	c) Granting of normal salary increements against performance appraisal	As required	---	---	
	d) Granting promotion and performance rewards.	Against recommendation of HODs.	---	---	In consultati of HODs
	e) Hiring contractual employee on per day basis up to a period of 6 months	As required	---	---	HOD's clearance required
	f) Approval of all kinds of leave as per Service Rules i) Teaching Staff ii) Non Teaching Staff	√ --- √	---	√ ---	In consultati with HODs
	g) Granting permission to attend seminar / workshop				

ITEM OF DELEGATION	EXTENT OF POWER DELEGATED	LEVELS			REMARI
		DR/PR	HOD	RT	
4. FINANCE	a) Approval of cash vouchers	10000/-	5000/-	5000/-	---
	b) Sanctioning expenses associated with participation in seminar / workshop etc.	50,000/-	10,000/-	---	As per serv Rules
	c) Sanctioning conveyance expenses for all kinds of staff	Up to Rs. 5000/- per bill	---	---	---