



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003
(An Institute of National importance under Ministry of Education, Govt. of India)

No. AB/Estt/2026/ 583

Date: 28.04.2026

NOTICE

Subject: Delegation of Administrative Powers to Officers/Functionaries of the Institute – reg.

This is to notify to all concerned that the Board of Governors in its 88th meeting held on April 09, 2026, has approved the Delegation of Administrative Powers to various officers/functionaries of the Institute.

A copy of the Delegation of Administrative Powers, as approved by the Board of Governors and placed at **ANNEXURE-I**, is enclosed herewith.

The delegation of administrative powers shall be exercised by the concerned officers/functionaries subject to the following:

- i. The Officers/Functionaries to whom administrative powers have been delegated shall exercise such powers judiciously, with due diligence, and strictly within the prescribed limits. Any deviation or exercise of powers beyond the approved limits shall be treated as a violation of the decision of the Board of Governors.
- ii. The delegated powers shall be exercised strictly in accordance with the provisions of the Institute's Act and Statutes, and the applicable rules, regulations, norms, and procedures of the Government of India.
- iii. The Officers/Functionaries exercising delegated powers shall be personally responsible for replying to and addressing observations, if any, raised by Internal Audit, Statutory Audit, or C&AG Audit.
- iv. Unless otherwise specified, all delegations shall be exercised on a per-occasion basis.
- v. In financial matters, splitting of sanctions, work orders, purchase orders, or any such actions to avoid obtaining approval from the competent higher authority is strictly prohibited.
- vi. The Competent Authority of the Institute reserves the right to impose additional conditions, modify, suspend, or withdraw any of the delegated powers at any time. The Competent Authority shall retain overriding powers in all matters.
- vii. Delegated powers shall not be further sub-delegated.
- viii. Delegation of powers shall be applicable only to regular incumbent functionaries and shall not apply to temporary in-charge arrangements unless specifically approved.
- ix. In case of any ambiguity or conflict in interpretation of the delegated powers, the decision of the Finance Committee/Board of Governors/Director shall be final and binding.
- x. In the event that a position to which powers have been delegated is vacant, such powers shall be exercised by the next higher authority.
- xi. Where powers are delegated to more than one Officer/Functionary, proposals requiring higher approval shall be routed through the proper administrative channel.

- xii. Exercise of powers within the delegated limits shall rest with the concerned Officer/Functionary; however, cases exceeding such limits shall be submitted to the next higher competent authority for approval.
- xiii. All delegated powers shall be exercised in conformity with the principles of financial propriety as laid down in the General Financial Rules (GFR), including ensuring economy, efficiency, transparency, and accountability in decision-making.
- xiv. No Officer/Functionaries shall exercise delegated powers in cases where there is a conflict of interest, whether direct or indirect.
- xv. All decisions taken under delegated powers shall be duly documented, properly recorded, and capable of withstanding scrutiny by audit and vigilance authorities.
- xvi. The delegation of powers does not absolve the Officers/Functionaries of their responsibility for due diligence, vigilance, and adherence to prescribed procedures.
- xvii. Any irregularity, misuse, or abuse of delegated powers shall invite appropriate action as per applicable rules.

All concerned are requested to take note of the above and exercise the delegated administrative powers in accordance with the above terms & conditions as well as the guidelines and the general principles as approved by the Board of Governors.

This notice is issued with approval of the Competent Authority.

W/Son
28/04/2026

Registrar

Copy to:

- 1. Director
- 2. All Deans / Heads of Departments / Heads of Centres
- 3. All Faculty Incharges/Section Incharges
- 4. Joint Registrar /Assistant Registrar (Estt.)
- 5. Assistant Registrar (Finance & Accounts)
- 6. PIC (Institute website) – for uploading on the Institute website.
- 7. Guard File

o/c

mj
28/04/26

Delegation of Administrative Powers



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Delegation of Administrative Powers to various Officers / Functionaries

Abbreviations:

Dean (Academic) - Dean of Academic

Dean (SW) - Dean of Student Welfare

Dean (FW) - Dean of Faculty Welfare

Dean (ID & IR) - Dean of Institute Development & International Relations

Dean (R & C) - Dean of Research and Consultancy

Dean (P & D) - Dean of Planning & Development

Definitions:

1. "Appropriation" means the assignment to meet specified expenditure of funds included in a primary unit of appropriation;
2. "Contingent Expenditure" means all incidental and other expenditure including expenditure on stores which is incurred for the management of an office, for the working of technical establishment such as a laboratory, workshop, office expenses and the like but does not include any expenditure, which has been specifically classified as falling under some other Head of expenditure, such as "Works" etc.
3. (a) "Academic Staff" means Professor, Associate Professor, Assistant Professor (Regular as well as Contract) and other Academic staff as defined in the Statute 22 (1)(i) of First Statute of NITs.
(b) "Non-Academic Staff" means Registrar, Deputy Registrar, Assistant Registrar and other staff defined in the Statute 22 (1) (ii) & (iii) of First Statute of NITs.
4. "Financial Year" means the year beginning on the 1st of April and ending on the 31st of March of the following year;
5. "Government" means the Central Government;
6. "Institute" means the Maulana Azad National Institute of Technology Bhopal
7. "Miscellaneous expenditure" means all expenditure other than expenditure falling under the category of pay and allowances of Government servants, leave salary, pensions, contingencies, grant-in-aid, contributions, works, tools, plant and the likes;
8. "Non-recurring expenditure" means expenditure other than recurring expenditure;



9. "Re-appropriation" means the transfer of funds from one primary unit of Appropriation to another such unit,

10. "Recurring expenditure" means the expenditure which is incurred at periodical intervals for the same purpose. Expenditure other than recurring expenditure are non-recurring expenditure;

General Principle of Delegation of Powers:

i. Delegation of power shall be exercised strictly as per Act and Statutes, Government of India rules, norms and procedures as applicable to the Institute under rule.

ii. Unless otherwise provided, all delegations are on per occasion basis,

iii. In financial matters, splitting of work orders, purchase orders, etc. should not be done to avoid seeking approval of the higher officers.

iv. Competent Authority [Finance Committee / Board of Governors / Director] of the Institute may impose conditions or withdraw any of powers delegated to officers in this Delegation of powers. The Competent Authority shall have overriding authority to exercise full powers in all matter.

v. Delegated powers cannot be delegated further.

vi. Delegation of powers can only be made to incumbent functionaries and is not applicable to temporary In-charges;

vii. While discharging the delegation of powers provided in this document, if any conflict exists, the interpretation in terms of NITSER Act / Statutes shall prevails.

viii. In case of any conflict in understanding of the delegations of powers as detailed in this document, the interpretation of the Finance Committee / Board of Governors / Director shall be final.

ix. In case any position to whom powers have been delegated is vacant / not filled, the powers is to be exercised by the next higher officer/ functionary.

x. Whenever the powers are delegated to more than one Officer, the file to the higher levels shall be routed through proper channel.

xi. Any escalation within the limit of delegated power will be with respective officer/ functionary. Further, escalation beyond the limit of delegated power will go to respective higher authority.

DELEGATION OF ADMINISTRATIVE POWERS

A. Service Matters			
S. No.	Description	Competent Authority	Extent of powers delegated
1	Appointment / Promotions	As per NITSER Act & NIT Statute	As per NITSER Act & NIT Statute
2	a. Deputation of Academic & Non-academic Staff for study or Training within India	Director [Through Dean (FW)] Registrar	All Academic Staff All Non- Academic Staff
	b. Deputation for study or Training outside India	Chairperson, Board of Governors	As per NITSER Act & NIT Statute
3	a. Travel/Tour Programme for attending conference/workshop/seminar etc. of Academic Staff within India	Director Dean (FW)	Full Powers* In cases without financial implications.
	b. Travel/ Tour Program for Non-Academic Staff within India	Registrar	Full Powers
	c. Permission for Foreign Travel on official tour	Chairperson, BoG	All employees
4	Sanction / permission for usage of CPDA	Director	Full Powers* (except International Travel)
		Dean (FW)	Sanction of expenses up to ₹50,000/- out of CPDA except travel
5	Transfer from the department / section/centre to another department/section/centre	Director	Full Powers*
	Engaging ad-hoc or contractual manpower against vacancy or funded projects		
	Appointment / Resignation / Extension of tenure of Temporary Faculty, Contractual Staff & engagement of outsource staff etc.		
6	Re-employment of Academic & Non- Academic Staff	Director	Full Powers*
7	(i) Leave Approval: (EL, HPL, Commuted Leave, Leave not due, SCL, CCL, Maternity Leave, Paternity Leave, Vacation etc.)	Director	Dy. Director, All Deans, All HoD, CVO and Registrar
		Dean (FW)	All Academic Staff
		Registrar	All Non-Academic Staff (Group-A & B)
		DR (Estt.)/AR (Estt.)	All Non-Academic Staff (Group-C)
	(ii) Extra Ordinary Leave	Director	All Academic Staff and Non-Academic Staff (Group A)
		Registrar	All Group B & C staff
	(iii) Casual Leave & RH	Director	Dy. Director, All Deans, All HoD, CVO and Registrar
		HoDs/Deans/Section In-Charge	All Academic Staff & Non-Academic Staff of the department /Section Concerned
		Registrar	All Dy. Registrar / Assistant Registrar of concerned section

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	(iv) Study Leave/Sabbatical Leave	Board of Governors	All employees
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8	i. Forwarding of Application / Issue of No objection Certificate for outside employment	Director	All Academic Staff
		Registrar	All Non-Academic Staff
	ii. Foreign assignments against open advertisements:	Chairperson, BoG	All employees
9	Issuance of Vigilance Clearance	CVO	All employees
10	NOC for Passport	Registrar	All employees
11	i. NOC for Visa including Foreign Travel on personal ground	Director	All Academic Staff
		Registrar	All Non-academic Staff
	ii. Permission for Foreign Travel on official tour	Chairperson, BoG	All employees
12	Permission for pursuance of Higher Studies (Such as correspondence / distance part-time mode etc.)	Director	All Academic Staff
		Registrar	All Non-Academic Staff
13	Sanction/approval of LTC including Leave Encashment & Change of Hometown	Registrar	All employees
14	Approval for addition/deletion of dependent for Medical, LTC, etc.	Registrar	All employees
15	Acceptance on Joining on first appointment	Registrar	All employees
16	Sanction of Deputation, Lien & acceptance of Technical Resignation	As per NITSER Act & NIT Statute	As per NITSER Act & NIT Statute
17	Annual Increments	Director	All Academic Staff
		Registrar	All Non-Academic Staff
18	Pay Fixation on appointment/ MACP/ DPC	Director	All Academic Staff
		Registrar	All Non-Academic Staff
19	Approval for all pension/retirement benefits related documents	Director Documents concerned to be signed by Registrar/DR/AR	Full Powers*
20	Disciplinary Authority	As per NITSER Act & NIT Statute	As per NITSER Act & NIT Statute
21	Issue of show cause notice	Director	All Academic Staff & Group-A Non-academic staff
		Registrar	All Non-Academic Staff (Group-B & C)

B. General Administration

S. No.	Description	Competent Authority	Extent of powers delegated
22	Sanction of HRA to the employees	Registrar	All employees
23	Approval of accommodation on Rent (as per approved policy)	Director (Through Estate Officer)	Full Powers*
24	Allocation of Quarters:	Director (Through Estate Officer)	Full Powers*
	(i) Allocation of staff Quarters		
	(ii) Temporary allocation of building or quarters (as per approved policy)	Director (Through Estate Officer)	Full Powers*
25	Declaration of Holidays	Director	Full Powers*
26	Assignment of Additional Responsibilities	Director	Full Powers*
27	Approval of MoU between Institute / Organization for mutual cooperation	BoG Director to sign MoUs after due approval of BoG	Full Powers*
	Project based MoU	Director	Full Powers*

		Dean (R& C) to sign MoUs after due approval of BoG	
28	Approval for organisation of Conference/Workshop/Seminar/Symposia etc.	Director (Through Dean (ID))	Full Powers*
29	Some typical cases where special permission is required	Director	Full Powers*
C. Research & Consultancy			
S. No.	Description	Competent Authority	Extent of powers delegated
30	Consultancy / Project related Travel / Funded internship related travels	Dean (R&C)	All Faculty, Students Research for research & consultancy activities (Subject to availability) of funds under the relevant budget head of the concerned
	Engagement of Temporary Research Staff including SRF, JRF, RA etc		Full Powers*
Full Powers*- Power of sanction/approve, review and make exceptions.			