



# 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 Institution of National importance under Ministry of Education, Govt. of India)

No:-MANIT/F&A/2026/775

Dated: 07.05.2026

## Notice

### **Subject : Delegation of Financial Powers to Various Officers/Functionaries of the Institute-reg.**

This is to notify all concerned that the Board of Governors in its 88<sup>th</sup> meeting held on 09.04.2026 on the recommendations of the 58<sup>th</sup> meeting of the Finance Committee held on 09.04.2026 has duly reviewed, revised, and approved the delegation of financial powers to various officers/functionaries of the Institute.

A copy of the Delegation of Financial Powers to various officers/functionaries of the Institute as approved by the Board of Governors is enclosed here as **ANNEXURE-II**.

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

- i. The officers/functionaries who have been delegated with the financial powers are required to exercise the same with utmost care and within the limit of delegated financial powers. Any deviation in exercising the powers over and above the approved limit will be treated as a clear violation of the approval of the Board of Governors.
- ii. The officers/functionaries exercising the delegated financial powers will be responsible for according approvals, initiating purchase procedure, placing the purchase order and subsequent action such as re-issue of purchase order, cancellation of purchase order, acceptance of goods & services, stock entry, timely submission of bills etc. ***It shall be mandatory to affix the official seal, along with the name and designation of the concerned officer/functionary, on all administrative and financial approval forms while exercising delegated financial powers.***
- iii. The officers/functionaries with delegated financial powers shall be responsible for adhering to the relevant rules/instructions such as NIT Act & Statutes, GFR, notifications from Ministry of Finance, other Government of India ministries/departments, NIT Council, Ministry of Education as well as the Institute from time to time.
- iv. All the officers/functionaries with the delegated financial powers shall ensure that the procurement of all the items are made through GeM only. Any item, which is not available on GeM, GeM non-availability report GeMARPTS will be required to be generated from the GeM Portal mandatorily and to be enclosed along with the recommendations of the payment of items procured outside the GeM.

Further, all reasonable efforts shall be made to procure goods and services through GeM by utilizing available modes on GeM such as custom bids or BoQ bids, as applicable.

Procurement through any mode other than GeM, without generating GeMARPTS and without making due efforts to procure through custom bids/BoQ bids on the GeM portal, shall not be permissible under any circumstances.

All the officers/functionaries are required to take note of the same.

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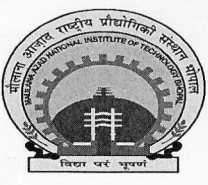
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- v. The officer/functionary with the delegated financial powers will be responsible for responding to the observations of the Internal Audit/ CAG Audit.
- vi. All the officers/functionaries delegated with the financial powers shall ensure that all the procurements are made within the delegated financial powers within the notified budget of their respective department/section. The allocation in respect of each such department/section shall be notified by the Institute at the start of every financial year.
- vii. In cases where the budget has not been allocated for any reason, the Department/Section concerned shall obtain prior approval of the budget from the competent authority before exercising the delegated financial powers. No expenditure is to be incurred without such prior approval.  
Any expenditure incurred in the absence of an approved budget shall be treated as unauthorized and shall be the sole responsibility of the concerned officer/functionary. The Institute shall not be liable for such expenditure, and any rejection of bills, claims, or procurement arising therefrom shall not be attributable to the Institute.
- viii. Head of Departments, who have been delegated with the financial powers for items of recurring and non-recurring nature, both are required to ensure that under no circumstances, Computer, Laptop and associated accessories such as Printer, Scanner, Headphones Bluetooth devices etc. as well as other items of regular nature such as Water Purifier, Refrigerator, Room Convector, Furniture, Air Conditioner, Cooler, Stabilizer etc. are procured from the funds earmarked for items of non-recurring nature for their respective departments.  
The notified non-recurring budget allocated to the respective departments shall be utilized exclusively for the procurement of laboratory equipment for U.G. and P.G. programmes, strictly within the limits of the delegated financial powers.  
Bills for items of non-recurring nature other than laboratory equipment's will be returned with straight way, and the sole responsibility for the same will lie on the concerned officer/functionary only.
- ix. Expenses on repair and maintenance are to be met out of the recurring Budget of the respective department/section notified for the year. Repair & Maintenance of equipment's are to be undertaken by authorized service providers only.
- x. Items under all procurement related to research, consultancy, testing, third party etc. projects handled by the Office of Dean (R&C) shall be undertaken by the Dean (R&C) office only within the limit of delegated financial powers.
- xi. The Project Investigators (PIs) of sponsored research projects, vested with delegated financial powers, shall ensure that all procurements are undertaken strictly within the limits of such delegated powers and within the approved budget of their respective sanctioned projects/grants. The PIs shall



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be responsible for ensuring compliance with all applicable rules, regulations, and instructions, including those stipulated under the NIT Act & Statutes, General Financial Rules (GFR), and guidelines/notifications issued by the Ministry of Finance, Government of India, Ministry of Education, NIT Council, and other concerned authorities, as well as those issued by the Institute from time to time. Further, the PIs shall be held responsible for furnishing appropriate replies to observations raised by the Internal Audit and the Comptroller and Auditor General (CAG) Audit in respect of any deviations from the prescribed rules while exercising the delegated financial powers.

- xii.** Unless otherwise provided, all delegations are on per occasion basis.
- xiii.** In financial matters, splitting of work orders, purchase orders, etc. should not be done to avoid seeking approval of the higher officer.
- xiv.** The departments/sections are advised to prepare an Annual Procurement Plan for all goods & services required for the department/section, especially for those goods & services, which are required on regular basis throughout the year.
- xv.** Delegated powers cannot be sub-delegated further.
- xvi.** Delegation of powers is to be exercised by incumbent functionaries only and is not applicable to temporary In-charges.
- xvii.** 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.
- xviii.** Power delegated to any officer/functionary may be reviewed by the Director at any time.

All concerned are requested to take note of the above and exercise the delegated financial powers subject to above terms and conditions as well as the guidelines and the general principles approved by the Finance Committee and Board of Governors.


This notice is issued with the approval of competent authority.

  
07/05/26  
कुलसचिव/Registrar

**Enclosed:-** As stated above.

**Copy to:-**

1. All Deans.
2. All HoDs/Chairman, Centers for circulation amongst the employees.
3. Chief Warden/Wardens.
4. All Assistant Registrars/Joint Registrar.
5. PA to Registrar, for record.
6. PA to Director, for kind information.

  
07/05/26  
कुलसचिव/Registrar

## Delegation of Financial Powers



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MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

*Handwritten signature*

## Delegation of Financial Powers to various Officers / Functionaries of the Institute

### **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:**

1. 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.
2. Unless otherwise provided, all delegations are on per occasion basis,
3. In financial matters, splitting of work orders, purchase orders, etc. should not be done to avoid seeking approval of the higher officers.
4. 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.
5. Delegated powers cannot be delegated further.
6. Delegation of powers can only be made to incumbent functionaries and is not applicable to temporary In-charges;
7. While discharging the delegation of powers provided in this document, if any conflict exists, the interpretation in terms of NITSER Act / Statutes shall prevails.
8. 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.
9. 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.



10. Whenever the powers are delegated to more than one Officer, the file to the higher levels shall be routed through proper channel. For example; if financial powers for processing of payment delegated to the Registrar, Deputy Registrar and Assistant Registrar is up to ₹ 5.00 Lakhs, ₹ 50,000/- and ₹ 25,000/- respectively, the processing of payment in an instant case up to ₹ 5.00 Lakhs will be routed the Deputy Registrar and Assistant Registrar also.
11. 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.
12. Officers/functionaries, who have been delegated powers under this document will be required to exercise the powers and will be responsible for following relevant rules and procedures as per GFR and other Government of India Rules.



## Maulana Azad National Institute of Technology Bhopal

### Delegation of Financial Powers

#### A - Pay, Allowances & Advances

SI.No.	Particulars	Competent Authority	Extent of Powers Delegated
1	Approval of Pension Payment Orders / DCRG / GPF & all other retirement benefits.	Director	Full Powers
		Registrar	Issue of Pension Order & Other Orders (After approval of Director)
2	GPF (Advance and Withdrawal)	Director	Full Powers
		Registrar	Upto ₹ 5.00 lakh
3	NPS withdrawal (all related issues) & final payment.	Director	Full Powers
		Registrar	Upto ₹ 5.00 lakh
4	Payment of Salary (Regular, Contractual staff)/Payment of Manpower wages, Wages of Security Personnel, Temporary Faculty etc.	Director	Full Powers
		Registrar	Full Powers
5	Payment of Personal Claims [Telephone Reimbursement, Children Education Allowance, Medical Reimbursement, TA/DA claims and other bills related to personal claims.]	Director	Full Powers
		Registrar	Upto ₹ 5.00 lakh
		Dean FW (Only for CPDA)	Upto ₹ 50,000 (Only for CPDA, except travel head)
6	Sanction of LTC advance & Passing of LTC bills / settlement of LTC advance, EL encashment.	Registrar	Full Powers
7	Sanction of Temporary Advance Settlement of Temporary Advance. Imprest.	Director	Full Powers
		Registrar	Upto ₹ 1.00 lakh

#### B - Student Related Expenses

SI.No.	Particulars	Competent Authority	Extent of Powers Delegated
1	(A)-Payment of Stipend / Fellowship/Scholarship/Sponsorship	Director	Full Powers
		Registrar	Upto ₹ 25.00 lakh
	(B)-Medical Bills of students.	Director	Full Powers
		Registrar	Upto ₹ 50,000
	(C)- Student cultural activities/Sports etc. (Within approved budget of cultural activities)	Director	Full Powers
		Registrar	Above ₹ 1.00 lakh to ₹ 5.00 lakh
Dean SW		Upto ₹ 100,000	



<b>C - Infrastructure Development and Maintenance Works</b>			
<b>SI.No.</b>	<b>Particulars</b>	<b>Competent Authority</b>	<b>Extent of Powers Delegated</b>
1	<b>Power of sanction</b> <b>(Grant of Administrative Approval &amp; Financial Sanction)</b> (within approved budget by FC/BoG) <b>Note:-</b> Files to be routed through Registrar & Purchase order to be issued by HoD/Deans after due approval)	Board of Governors	Full Powers (on the recommendation of Finance Committee and Building & Works Committee)
		Building & Works Committee (BWC)	Upto ₹ 60 lakh (Minor works)
		Director	Upto ₹ 25.00 lakh
		Dean (P&D)	Upto ₹ 200,000 (For meeting civil/electrical emergent needs & Annual Ceiling limit ₹ 10 lakh)
		SE	Upto ₹ 50,000 (For meeting civil/electrical emergent needs & Annual Ceiling limit ₹ 10 lakh)
		EE	Upto ₹ 25,000 (For meeting civil/electrical emergent needs & Annual Ceiling limit ₹ 5 lakh)

<b>D - Procurement of Lab Equipment, Furniture, Library, General Utility Items/ Services etc. (Both recurring and non-recurring nature)</b>			
<b>SI.No.</b>	<b>Particulars</b>	<b>Competent Authority</b>	<b>Extent of Powers Delegated</b>
1	<b>Under Ministry Grant/IDF/IRG</b> <b>(a)-Approval of Indent</b> <b>(Grant of Administrative Approval &amp; Financial Sanction)</b> (within approved budget by FC/BoG) <b>Note:-</b> Files to be routed through Registrar & Purchase order to be issued by HOD/Deans after approval)	Director	Full Powers ( After BoG Approval)
		Registrar	Upto ₹ 5.00 lakh
		HoDs <i>[For their respective Departments]</i>	Upto ₹ 1.00 lakh [within the limit of sanctioned budget for the respective Academic Departments]
		Deans <i>(For their respective offices within their sanctioned budget from their respective accounts)</i>	Upto ₹ 1.00 lakh [within the limit of sanctioned budget for the respective Sections]
		Professor In charge of 1-Vehicle 2-AC & Refrigeration <i>(For their respective offices within their sanctioned budget from their respective accounts)</i>	Upto ₹ 50,000 [within the limit of sanctioned budget for the respective charges/offices only for repair & maintenance]
		Chairman Library Committee	Upto ₹ 100,000 [within the limit of sanctioned budget for the respective Sections, Annual Ceiling ₹ 2.50 lakh]
		Librarian	Upto ₹ 50,000 [within the limit of sanctioned budget for the respective Sections, Annual Ceiling ₹ 2.50 lakh]
		Chairman COW (Hostels)	Upto ₹ 50,000 [within the limit of sanctioned budget for the respective Sections, Annual Ceiling ₹ 5.00 lakh]
		Medical Officer	Upto ₹ 25,000 [within the limit of sanctioned budget for the respective Sections, Annual Ceiling ₹ 2.50 lakh]
		AR/DR/JR	Up to 25,000

			[within the limit of sanctioned budget for the respective Sections, Annual Ceiling ₹ 1.00 lakh
2	<b>Research Sponsored Projects</b> <b>(A) Approval of indent</b> <b>(For AA/FS of Procurement for both consumables &amp; non-consumables)</b> <b>Note:-</b> (Purchase order to be issued by PI/HoD/after approval)	Director	Full Powers
		Dean R&C	Above ₹ 5.00 lakhs to ₹ 10.00 lakhs
		Project Investigator	Upto ₹ 5.00 lakhs [within the limit of sanctioned budget for the respective projects]
		<b>(B) Utilization Certificate/SE/UC of Projects</b>	Registrar
3	<b>Delivery Period Extension request of the vendor without the imposition of LD.</b>	Director	Full Powers
4	<b>Delivery Period Extension request of the vendor with the imposition of LD.</b>	Registrar	Full Powers
5	<b>Return of EMD / Bid Security</b>	Registrar	Full Powers
6	<b>Return of Performance Security</b>	Director	Full powers
		Registrar	Upto ₹ 5.00 lakh
7	<b>Bid Cancellation /Re-Tendering</b>	Director	Full Powers
8	<b>Extension of Period of service agreement / contract</b>	Director	Full Powers
9	<b>Extension of time period of Bid/Tenders</b>	Registrar	Full Powers
10	<b>(a) Write Off</b>	BoG (Through FC)	Above ₹ 25,000
		Director	Upto ₹ 25,000
	<b>(b) Auction of Write off materials</b>	Director	Full Powers subject to approval for write off by respective authority.
	<b>(c) Irrecoverable losses</b>	FC/BoG	Above ₹ 10,000
		Director	Upto ₹ 10,000
11	<b>Seminar/Workshop/Conference/Training</b> <b>(Sponsored/Self-Generated Income)</b>	Director	Full Powers
		Registrar	Upto ₹ 5.00 lakh

<b>E- Processing of Payments Vouchers and Signing of Payment Instruments</b>			
<b>SI.No.</b>	<b>Particulars</b>	<b>Competent Authority</b>	<b>Extent of Powers Delegated</b>
1	<b>(i) Processing of Payments Vouchers</b>	Director through Registrar & AR/DR/JR (F&A)	Above ₹ 25.00 lakh
		Registrar through AR/DR/JR (F&A)	Above ₹ 1.00 lakh to ₹ 25.00 lakh
		AR (F&A) &DR/JR (F&A)-Jointly (In case DR/JR not available, the power to be exercised by the Registrar.)	Above ₹ 50,000 to ₹ 1.00 lakh
		AR/DR/JR (F&A)-Single	Upto ₹ 50,000

<b>(ii) Signing of Payments Instruments (Cheque/PFMS Online Payment Advice)</b>	Registrar & AR/DR/JR (F&A) jointly	Above ₹ 1.00 lakh (After approval of vouchers)
	AR (F&A) &DR/JR (F&A)-Jointly (In case DR/JR not available, the power to be exercised by the Registrar.)	Above ₹ 50,000 to ₹ 1.00 lakh (After approval of vouchers)
	AR/DR/JR (F&A)- Single	Upto ₹ 50,000 (After approval of vouchers)

