

● **Delegation of Financial Powers**

Delegations of financial power as per the State Government Rules are explained as below:

❖ **Financial powers delegated to the Principal, Heads of Departments and relevant in-charges :-**

- ☐ The Controlling officer – The Principal
- ☐ The Drawing and Disbursing Officer (DDO) – The Account Officer
- ☐ All HODs are empowered to put the demand as per the requirement for the purchase of laboratory/utility equipment/books/furniture as follows:
- ☐ If it is above Rs.20000/-, purchase is made at the office of the CTE.
- ☐ If it is below rupees 20000/-, purchase is made at the Institute level after CTE approval by concerned department through store office. For purchase GeM portal is also used.
- ☐ Consumables as per the requirement are purchase by the HOD with due approval of Head of the Institute.
- ☐ All section heads are empowered to scrutinize proposals made by relevant Stakeholders and then purchased with due procedure.

❖ **Utilization of financial powers :-**

1. Principal is assisted by the Drawing and Disbursing Officer (DDO), countersign bills as controlling officer.
2. Subject to the budget allocations for expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the CTE/GOG.
3. Empowered to incur recurring contingency expenditure as per the norms prescribed by the CTE/GOG.
4. All contracts for and on behalf of the college (except himself and the college) when authorized by a CTE/GOG from me to me passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
5. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
6. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, and material for workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.