



**CENTRAL UNIVERSITY OF SOUTH BIHAR**

**दक्षिण बिहार केंद्रीय विश्वविद्यालय**

**NAAC ACCREDITATION: GRADE A<sup>++</sup>**

## **DELEGATION OF POWERS**

(Approved by Finance Committee in its 36<sup>th</sup> meeting held on 24.10.2024 as well as by Executive Council in its 53<sup>rd</sup> Executive Council meeting held on 14.11.2024)

**FINANCE OFFICE**  
**Central University of South Bihar**  
**Gaya - 824236**

# महाराष्ट्र शासन महाराष्ट्र शासन

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**DELEGATION OF POWERS  
To Various Officers in the University**

In terms of sub section (o) of section 26 of first schedule of Central University Act 2009 read with statute 39, the Executive Council of Central University of South Bihar on recommendation of the Finance Committee, hereby approves the Delegation of Powers to the Vice-Chancellor, Deans, Registrars, and Finance Officer or any other Officer, employee or authority of the University or to a Committee appointed by it.

The Finance Committee of the University has approved the Delegation of Powers in its 36<sup>th</sup> Finance Committee Meeting held on 24.10.2024 and the same was approved by the Executive Council in its 53<sup>rd</sup> Executive Council Meeting held on 14.11.2024.

In view of the substantial increase in the Educational/Administrative and Developmental Activities it is essential to bring those activities under consideration for further Delegation of Powers.

The exercise of these powers shall be subject to observance of the prevailing rules and regulations and general or special, conditions prescribed or which may be issued by the Competent Authority.

1. A Budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred and approval of the Competent Authority to be obtained.
2. No expenditure on a 'new item' can be sanctioned without prior approval of the Competent Authority.
3. All purchases exceeding Rs.25 Thousand shall be made with approval of Vice-Chancellor except in the cases in which the Divisions are specifically authorized to make purchases or stores exclusively required by them with prior approval.

All Purchase proposals would be processed as per the procedure prescribed in the GFR/Purchase Procedures. The Deans of Schools and Heads of Divisions concerned will submit the proposals to the Vice-Chancellor/Registrar for Administrative Approval.

For cases other than Works: All cases of expenditure above Rs. 10 thousand shall be concurred by Finance Officer.

For Works: All cases sanctioned by VC and concurred by the Finance Officer, the same will be applicable for passing of bills.

A formal sanction for creation of posts or incurring of expenditure shall be communicated to all concerned indicating reference to the financial concurrence and

existence of budget provisions. Notwithstanding these delegations, in cases, where adequate competition does not exist or emergent purchases are to be made, expenditure is to be incurred in relaxation of the prescribed procedure, approval of the Vice-Chancellor with the concurrence of Finance Officer will be necessary.

Contingent or other expenditure of an unusual character or involving departure from any general or special rule or order made by the Executive Council shall not be incurred nor any liability be undertaken in connection therewith without the prior sanction of the EC.

**Note:**

- (i) Vice-Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.
- (ii) Powers to write-off Losses shall vest with the Vice-Chancellor
- (iii) Powers to sanction expenditure in respect of items not specified below, shall rest with the Vice-chancellor
- (iv) Powers to sanction expenditure beyond the limits specified below shall rest with the Vice-Chancellor
- (v) Powers to release all salary related payments shall rest with the Finance Officer.
- (vi) In case of any ambiguity pertaining to the financial powers stated in DP (Delegation of Powers), the rules & regulations, guidelines & provisions mentioned in General Financial Rules 2017 and Delegation of Financial Powers Rules issued time to time by the Govt. of India may be referred.
- (vii) The Hon'ble Vice Chancellor, if so desired may revoke or limit the financial powers of an authority in case the concerned authority has not been complying with the financial powers delegated to him/her under this Delegation of Powers.
- (viii) These delegated financial powers are subject to revision after 6 month from the date of its notification, if the Vice – Chancellor desires so.

**SCHUDULE - I : POWER TO CREATE SEASONAL /CASUAL POSTS/POSITION**

Sl. No.	Nature of Power	Authority to whom Delegated	Extent of Delegation	Remarks
1	Academic/Other Academic Assistants/Academic fellows Seasonal/ Casual posts of Assistant level and Clerical and other staff for seasonal	Vice-Chancellor	Full Power upto one Academic Session	The appointment against these posts shall be at the prevailing rates and guidelines.
2	Seasonal/Casual Group 'C' staff/ Outsourcing Position	Vice-Chancellor	Full Power upto six months	The appointment against these posts shall be at the prevailing rates and guidelines.

**SCHUDULE - II : CONTINGENT & MISC. EXPENDITURE**

Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Recurring			
2	Non-Recurring			Withdrawn as per DFPR 2024

**SCHUDDULE - III : ADMINISTRATIVE EXPENSES**

(COMMON TO ALL SECTIONS)

Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Purchase of Infrastructural Fixed Assets Except Land/ Building; and Construction of new Buildings	Vice-Chancellor	Full Power	Beyond 25 Crore with the approval of EC on the recommendation of FC
2	Purchase of Fixtures and Furniture	Vice-Chancellor	Full Power	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs. 50,000/- will be made with concurrence of Finance.
3	i) Freight Charges	Vice-Chancellor	Full Power	-
	ii) Demurrage/wharfage charges	Vice-Chancellor	Full Power	-
4	Advertisement & Publicity charges	Vice-Chancellor	Full Power	-
5	Hostel Expenses	Vice-Chancellor	Full Power	Subject to completion of procedural formalities as per laid down purchase procedure and as per Ordinance/Rules. Purchase above Rs. 50,000/- will be made with concurrence of Finance.
6	Electricity Charges, Water Charges and other Statutory Charges	Vice-Chancellor	Full Power	-
		Registrar/ Finance Officer	Full Power	-
7	Insurance	Registrar	Full Power	Subject to insurance cover being taken from a Nationalized General Insurance Company and Annual Premium approved by VC and issued guidelines available.
8	Legal Charges	Vice-Chancellor	Full Power	-

9	Other Professional (Administrative) Charges Transportation	Vice-Chancellor	Full Power	-
	(i) Purchase of Motor vehicle	Vice-Chancellor	Full Power	Subject to available guidelines and availability of Funds.
10	(ii) Maintenance and repairs of staff cars/Machinery	Vice-Chancellor Registrar	Full Power Upto 50 Thousand in each case	Subject to reasonableness of rates being determined by call of Tenders/Quotations
	(iii) Hiring of Vehicles for official purpose	Vice-Chancellor Registrar	Full Power Upto 10 Thousand in each case	Subject to completion of procedural formalities as per GFR
11	(iv) Pollution charges Municipal rates and taxes	Registrar Registrar	Full Power Full Power	- -
12	Postal expenses on outgoing dak, telegrams etc. (Postage, Speed Post Charges, Courier Charges etc.)	Vice-Chancellor Registrar	Full Power Upto 50 Thousand in each case	-
	i) Publications of the University	Vice-Chancellor	Full Power	Subject to availability of funds & empanelled Printers at rate prescribed with due approval of the VC
13	ii) Printing & Binding	Vice-Chancellor Registrar	Full Power Upto Rs.10 Thousand in each case	Subject to completion of procedural formalities as per GFR and availability of funds
	iii) Admission Brochure	Vice-Chancellor	Full Power	Subject to completion of procedural formalities as per GFR and availability of funds
14	Purchase of Publication for administrative use (Newspapers, Books)	Vice-Chancellor Registrar	Full Power Upto Rs. 25 Thousand per Annum	Subject to completion of procedural formalities as per GFR and availability of funds. Purchase above Rs. 10,000/- will be made with concurrence of Finance
15	i) Security Expenses payment of Wages of Security Staff ii) Wages in respect of outsources contractual staff Expenses iii) Outsourcings of cleaning & sweeping Services iv) Outsourcings of any other Services	Vice-Chancellor Vice-Chancellor Vice-Chancellor Vice-Chancellor	Full Power Full Power Full Power Full Power	Outsourcing the security services will be made in accordance with the provision for procurement of services in GFR and various Labour Welfare Rules/Acts, e.g Contract Labour Act, Minimum Wages Act, etc.



16	Procurement of Machinery, Tools and Plants, Pesticides, Manures Plants, Seeds and Maintenance of Garden/lawns etc.	Vice-Chancellor Registrar	Full Power Upto Rs.25 Thousand in each case	Subject to availability of funds & completion of procedural formalities as per laid down purchase procedure and as per Ordinance/Rules. Purchase above Rs. 50,000/- will be made with concurrence of Finance.
17	i) Stationary Store including computer stationary and other consumables ii) Office Equipment including telephone instruments, calculators electronic or manual, intercom Equipment, Photocopier, Franking machine (excluding computers)	Vice-Chancellor Registrar Vice-Chancellor	Full Power Upto Rs.1 lakh per annum & Rs.10 Thousand in each case Full Power	Purchase procedure as perscribed in GFR may be followed Subject to availability of funds & completion of procedural formalities as per laid down purchase procedure and as per Ordinance/Rules. Purchase above Rs. 50,000/- will be made with concurrence of Finance.
18	Purchase of ACs, Desert Coolers, Heat Conectors, etc.	Vice-Chancellor	Full Power	Subject to availability of funds & completion of procedural formalities as per laid down purchase procedure and as per Ordinance/Rules. Purchase above Rs. 50,000/- will be made with concurrence of Finance.
19	i) EPABX ii) Official Telephones iii) Residential Telephone iv) Telephone Bills received after due date v) Internet vi) Repairs and Maintenance of Telephones, batteries etc. vii) Repair and maintenance of office equipments, furniture etc	Registrar Registrar Vice-Chancellor Vice-Chancellor Registrar Vice-Chancellor Vice-Chancellor Registrar	Full Power Full Power Full Power Full Power Upto Rs. 10 Thousand in each case Full Power Full Power Upto Rs.50 Thousand in each case	Subject to availability of funds & completion of procedural formalities as per laid down purchase procedure and as per Ordinance/Rules. Purchase above Rs. 50,000/- will be made with concurrence of Finance. Subject to the Ceiling Approved Subject to the Ceiling Approved Subject to availability of funds & completion of procedural formalities as per laid down purchase procedure and as per Ordinance/Rules.
20	General Common Services i) Functions/Variou Days etc. ii) Convocation, Alumni meet. iii) Annual Function iv) Workshops/Seminar/Conference/ Lectures	Vice-Chancellor Vice-Chancellor Vice-Chancellor Vice-Chancellor Vice-Chancellor	Full Power Full Power Full Power Full Power Full Power	Subject to general instructions and availability of funds

21	Expenses at official meetings, functions, Consultative meetings, Board of Studies, BoE, Expert Fee etc.	Vice-Chancellor Registrar	Full Power Upto 20 Thousand in each case	Subject to prescribed rates per head as per entitlement as Approved by Competent Authority
22	Bills of Guests accommodated at Guest Houses etc.	Vice-Chancellor Registrar	Full Power Upto Rs. 50 Thousand in each case	(i) Sanction of VC is required to declare any person as University Guests (ii) Subject to prescribed rates & limits.
23	Engagement of Visiting Faculty/Adjunct Faculty /Guest Faculty	Vice-Chancellor	Full Power	Subject to payment as per approved norms
24	Payment of Honorarium/Sitting Fee/ TA/DA to Members of Statutory Bodies, Selection Committee, Assessment Committee, Expert Committees, Sub-Committee etc.	Vice-Chancellor Registrar/Finance Officer	Full Power Upto Rs. 25 Thousand in each case	- Subject to Approval of VC and payment at rates as per approved norms.
25	Conveyance/TA/DA Reimbursement of Employees	Vice-Chancellor Registrar/Finance Officer	Full Power Upto Rs. 25 Thousand in each case	- Subject to Approval of VC and payment at rates as per approved norms.
26	Fuel Charges for Official Vehicles and DG sets	Registrar	Full Power	-
27	LTC	Vice-Chancellor Registrar	Full Power Full Power	For Faculty/Statutory & Group A Officers For Group B & C as per approved rates and norms.
28	Miscellaneous jobs/unforeseen expenses	Vice-Chancellor	Full Power	-
29	Repairs and Renovation of Buildings	Vice-Chancellor	Full Power	Subject of concurrence of Finance and availability of Funds
30	Return of EMD/PBG	Registrar	Full Power	Subject to successful completion/satisfactory performance of the concerned Head of Department/Section.
31	Sports/Games/Cultural Expenses	Vice-Chancellor	Full Power	-
32	(i) Signing of Annual Maintenance Contracts of any nature (ii) Payment of any AMC	Registrar Vice-Chancellor	Full Power Full Power	To sign all AMC on behalf of the University after the terms & conditions are approved by Competent Authority

**SCHEDULE - IV : IT SECTION**

Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Purchase of Computer, Printers, Computer Hardware, Add-ons, Upgrades etc, Networking, software purchase, development, installation	Vice-Chancellor	Full Power	Subject to completion of procedural formalities as per GFR and availability of funds. Purchase above Rs. 10,000/- will be made with concurrence of Finance
2	Maintenance of Computers and peripherals (AMC/contingency)	Vice-Chancellor Registrar	Full Power Upto 10 Thousand in each case	Subject to completion of procedural formalities as per GFR and availability of funds. Purchase above Rs. 10,000/- will be made with concurrence of Finance
3	IT Consumables (small peripherals)	Vice-Chancellor Registrar	Full Power Upto 10 Thousand in each case	Subject to Approval of rate contracts/norms approved by VC

**SCHEDULE - V : LIBRARY**

Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Purchase of books and journals/ e-resources/ periodicals/ Audio/ Video etc.	Vice-Chancellor	Full Power	Based on the recommendation of the University Library Purchase Committee
2	Material for packing, binding indexing library cards special registers etc.	Vice-Chancellor	Full Power	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs. 10,000/- will be made with concurrence of Finance
3	Purchase of publications like Newspapers & periodicals, etc, and special library stationary	Vice-Chancellor	Full Power	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs. 10,000/- will be made with concurrence of Finance

<b>SCHEDULE - VI : STUDENT WELFARE</b>				
<b>Sl. No.</b>	<b>Extend of power/Authority</b>	<b>Authority to whom Delegated</b>	<b>Extent of Delegation</b>	<b>Remarks</b>
1	Educational Tours/Field based learning	Vice-Chancellor	Full Power	Subject to availability of funds
2	a) Examination Expenses b) Admission Expenses	Vice-Chancellor	Full Power	-
3	Convocation	Vice-Chancellor	Full Power	-
4	Earn while you Learn Scheme	Vice-Chancellor	Full Power	
<b>SCHEDULE - VII : FINANCE SECTION</b>				
<b>Sl. No.</b>	<b>Extend of power/Authority</b>	<b>Authority to whom Delegated</b>	<b>Extent of Delegation</b>	<b>Remarks</b>
1	Temporary Advances	Vice-Chancellor Registrar/FO	Full Power Upto Rs.25 Thousand in each case	To be settled within 01 month with Finance
2	Imprest	Vice-Chancellor Registrar/FO	In the first instance Recoupment upto the approved imprest limit	To be settled within current Financial year
3	Advances in connection with conduct of examinations /Admission Tests	Vice-Chancellor	Full Power	To be settled within 01 month with Finance
4	Statutory Payment (GST/Income Tax/Professional Tax/NPS etc.	Finance Officer	Full Power	Subject to payment as per prescribed norms.
5	Audit Charges	Vice-Chancellor	Full Power	-

**SCHEDULE - VIII : STUDENT FEES, SECURITY DEPOSIT ETC.**

Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Extension in date of payment of fees, Remission of Re-Admission	Vice-Chancellor	Full Power	-
2	Payment of Non Net Fellowship/ Salary of JRF & SRF /Contingency	Registrar	Full Power	Subject to initial approval of competent authority for appointment of JRF/SFR and as per perscribed norms.
3	Refund of Security Deposits	CoE	Full Power	Subject to approval of the rates & norms by the competent authority
4	Refund of Fees	CoE	Full Power	Subject to approval of the rates & norms by the competent authority
5	Refund of Hostel fees/Hostel Security Deposit	Dean Students Welfare	Full Power	Subject to Recommendation of the Chief Warden of the concern Hostel
6	Merits, Awards, Stipends, Loans and other educational scholarships to Students, fee waiver	Vice-Chancellor	Full Power	Subject to availability of funds, completion of procedural formalities as per laid down procedure approved by EC

**SCHEDULE - IX : RE-APPROPRIATION OF FUNDS**

Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Re-appropriation from one sub-head or detailed head to another within the same major	Vice-Chancellor	Full Power	-
2	Re-appropriation from one major head of account to another major head of account of Revenue	Vice-Chancellor	Full Power	Subject to concurrence of Finance Committee.

**SCHEDULE - X :SIGNING OF CONTRACTS AND DOCUMENTS**

Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Collaboration with external agencies/ Institutions/ Signing of MoUs.	Registrar	Full Power	Subject to approval of the collaboration with Indian/ Foreign Organisations by VC and as per UGC/MoE guidelines for collaboration with Foreign Organisation.
2	Execution of document relating to supplies, hiring of residential or office accommodation, maintenance agreements, service contracts with the employees, agreements relating to Advances	Registrar	Full Power	Subject to the terms and conditions and form of documents as approved by the EC
3	Execution of documents relating to sale, endorsement, transfer, negotiation etc. of securities standing in the name of the University.	Registrar	Full Power	Subject to provision of the Act & Statutes
4	Signing of Receipts for moneys received on account of the University.	Finance Officer	Full Power	Subject to the delegation of the power by the Vice-Chancellor

**SCHEDULE - XI :REIMBURSEMENT OF MEDICAL EXPENSES ETC.**

Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Medical Advance	Vice-Chancellor	Full Power	Within normal limits and subject to production of estimates from an approved Hospital and fulfillment of pre-condition for outdoor bills.
2	Purchase of Medicines/equipment for University Health Center	Vice-Chancellor	Full Power	-
3	Outdoor medical Claims (OPD)	Vice-Chancellor Registrar	Full Power Upto Rs.50 thousand in each case	Subject to the CUSBCHS scheme and CGHS rates
4	Indoor medical Bills (Hospitalization)	Vice-Chancellor Registrar	Full Power Upto Rs.50 thousand in each case	Subject to the CUSBCHS scheme and CGHS rates
5	Payment to empanelled Hospital	Vice-Chancellor Registrar	Full Power Upto Rs.50 thousand in each case	Subject to the agreement under rates and CUSBCHS Scheme

<b>SCHEDULE - XII : REIMBURSEMENT OF TUTION FEE/EDUCATION ALLOWANCE</b>				
Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Children Education Allowance/Tution Fee/ Hostel Subsidy	Registrar/ Finance Officer	Full Power	Subject to limit prescribed from time to time
<b>SCHEDULE - XIII : GROUP INSURANCE PAYMENT</b>				
Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Monthly Premium	Vice-Chancellor Registrar	Full Power Upto 1 lakh in each case	-
2	Final Payment	Vice-Chancellor Registrar	Full Power Upto 1 lakh in each case	-
<b>SCHEDULE - XIV : MEMBERSHIP FEE PAYMENT</b>				
Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Foreign Institutions	Vice-Chancellor	Full Power	Subject to approval of Government of India initially to become a member
2	Indian Institutions	Vice-Chancellor	Full Power	-
<b>SCHEDULE - XV : NPS PART &amp; FULL WITHDRAWALS &amp; PAYMENT OF GRATUITY</b>				
Sl. No.	Extend of power/Authority	Authority to whom Delegated	Extent of Delegation	Remarks
1	Part withdrawals	Registrar	Full Power	Subject to NPS & Gratuity guidelines.
2	Final Withdrawals	Registrar	Full Power	

<b>SCHEDULE - XVI : APPROVAL OF TOURS/ACADEMIC VISITS</b>				
<b>Sl. No.</b>	<b>Official Seeking approval for Tour /Academic</b>	<b>Authority to whom Delegated</b>	<b>Extent of Delegation</b>	<b>Remarks</b>
1	All Deans/Registrar/ FO/COE/Librarian	Vice-Chancellor	Full Power	-
2	Professor/Associate Professor /Assistant Professor/other Teaching or Academic staff & equivalent status	Vice-Chancellor	Full Power	-
3	Other Group 'A' Officers	Vice-Chancellor Registrar	Full Power Upto 5 days in each case	For approval of absence for more than 5 days, VC will be Approving Authority
4	All Group B & C employees	Registrar	Full Power	-
5	Sanction of Advance for Approved Tours as per extant rules	Finance Officer	Full Power	-
<b>SCHEDULE - XVII : MISCELLANEOUS</b>				
<b>Sl. No.</b>	<b>Nature of Power</b>	<b>Authority to whom Delegated</b>	<b>Extent of Delegation</b>	<b>Remarks</b>
1	Grants in aid to Staff/Student Welfare Fund	Vice-Chancellor	Full Power	Subject to the rates and conditions prescribed in the Rules approved by the Component Authority.
2	power to alter and correct date of birth in case of bonafide clerical error in case of staff	Vice-Chancellor	Full Power	Subject to available guidelines
3	sanction for leasing out shops, premises etc. in University campus	Vice-Chancellor	Full Power	Subject to available guidelines
4	Acceptance of outside work and remuneration by Faculty	Vice-Chancellor	Full Power	As per prescribed norms.
5	Deputation of Research staff and fellows for field work pertaining to research schemes with TA/DA as per rules concerning the grants received for research	Vice-Chancellor PI	Full Power Full Power	Subject to availability of Funds, for visits abroad only Vice Chancellor will have full powers. In case of travel of PI within the country, Vice Chancellor will have full powers. Subject to availability of Funds, Project Investigator will have full powers for research staff under them for projects within India.