

ABES Engineering College, Ghaziabad

Date: 24/12/2020

Sub: Policy for Financial Power Delegation

Following authorities are delegated for financial power for running the academic activities in the department and others sections.

1. Head of Department
2. Head of Sections (Registrar Office/Library/Administration)

Following authorities are responsible and accountable for financial power to run their department and sections:

S.No.	Financial Limits (in Rs) in FY (2020-21)	Competent Authority to approve the expenditure
1	50000/-	Director
2	Academic Heads (As per student intake)	
	35000/-	60
	70000/-	120
	100000/-	180
Section Heads		
3	25000/-	Registrar
4		Administrative Officer
5		Head (Centre for Career Planning Development)
9		Dean-Student Welfare
		Library

- Bills or expenses claim authority is the director of the institute.
- Financial power delegated to each head (Department/ Section) shall be adequate enough to enable them to meet their day to day operational requirements within their own defined authorities.
- If, in any case the allocated financial power is utilized before the due time, additional financial power of Rs.25000/- may be allocated.

In addition to the above financial power of Rs.25000/- in a FY (2020-21) is allocated to each academic heads & Rs.15000/- for section heads to meet day to day expenses. Similarly financial power of Rs. 25000/- per annum is allocated for each of the following sections:

- a) Registrar Office
- b) Admin Office
- c) CCPD
- d) Library
- e) DoSW

Above financial powers may be exercised with effect from 1st April of each year.

Schedule of Expenditure

Schedule I

Contingent & Miscellaneous Expenses

Delegation Authority	Recurring		Non Recurring	
Head of Department	Rs.20, 000/-	40%	Rs. 30,000/-	60%
Head of Section	Rs.10,000/-		Rs. 15,000/-	

Schedule II

Administrative Expenses

	Item of expenditure	Financial Limit
1	Purchase of office equipment including printer, calculators	Rs. 10,000/-
2	Postal Expenses on outgoing posts (Postage, Speed Post, Courier Charges)	Rs.5000/-
3	Publications of the university /printing & Binding/Department newsletter etc.	Rs. 2000/-
4	Stationary Store including computer stationary and other consumables	Rs. 15000/-
5	Remuneration (including conveyance charges to staff for attending duty on holidays and late hours.)	Rs. 10,000/-
	<u>IT Services</u>	

Schedule III

Students Services

	<u>Item of Expenditure</u>	<u>Amount</u>
1	Education tour / Seminar	15000/-