

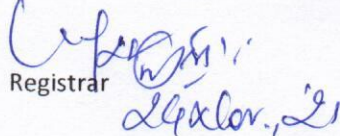
Office Order**Delegation of Financial Powers: Approving Authorities**

1. In clarification to the Office Order no. NIDJ/2021-22/Admin/1926 dated 12.04.2021 and following the organisational structure of the institute, this is to clarify that for settlement of bills pertaining to the purchase of recurring items/services up to the value of ₹ 10,000/-, the following Institute functionaries will be the approving authorities with respect to the mentioned functional areas: -

Heads of Department	Area
(a) Registrar	: Library and Student Affairs
(b) Chief Administrative Officer	: Administrative / Estate (Campus Development) & Maintenance
(c) Controller of Finance & Accounts	: Finance & Accounts
(d) Activity Chairperson (Education)	: Academics / Workshop

2. Further, this is also clarified that the payment procedure for such bills will be as per guidelines of the Finance & Accounts department. The procedure of verification of documents for release of payment will be uniform for all the aforesaid approving officials and should be as per the following: -
- Payment of bill should be based upon the purchase indent duly approved by the competent authority.
 - Bill value should be based on the value of the purchase indent / order.
 - Billed goods should be at par with that of approved purchase indent / purchase order.
 - Bill should be certified by the indenter stating that items have been received in good condition and as per the indent.
 - After certification of the bill by the indenter, items should be entered in the stock register meant for the purpose.

3. This has approval from competent authority.


Registrar

Copy to:

1. All concerned.
2. Chief Administrative officer, for information and necessary action.
3. Controller of Finance & Accounts, for information and necessary action.
4. Director, for information.
5. Related file.

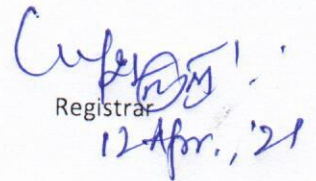
Office Order

As approved by the Governing Council of the institute, the financial powers as per the given extent has been delegated to the following officials for sanctioning the expenditure on Recurring & Non-recurring/Capital items:

Subject matter	Extent of power	Sanctioning authority
Sanctioning approval on approved recurring items	up to Rs. 10,000/-	Activity Chairperson/ Heads of Deptt. / Discipline Coordinators
	Beyond Rs. 10,000/-	Director
On approved non-recurring / Capital items	Limited to Rs. 10,000/-	Registrar
	Beyond Rs. 10,000/-	Director

For sanctioning the expenditure on an item beyond the approved budget, Director of the institute has the authority to approve up to Rs. 10,000/-; whereas beyond that the said limit, it will need approval of the Standing Committee.

This is issued with approval of the competent authority.


Registrar
12 Apr., '21

Copy to:

1. Director, for kind information.
2. All employees, for information and necessary action.
3. Chief Administrative Officer, for information and necessary action.
4. Controller of Finance & Accounts, for information and necessary action.
5. Relevant file.