

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR
(DEEMED UNIVERSITY)**

**DELEGATION OF FINANCIAL POWERS TO THE VICE CHANCELLOR OF
LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION (DEEMED
UNIVERSITY), GWALIOR.**

(Approved by the Board of Management in its 23rd meeting held on 7th Jan. 2005 vide agenda item 15 (i).

S.No.	Nature of Power	Extent of Financial Powers Delegated
1.	Expenditure on "Works".	i) New - Upto 10 lakhs ii) Maintenance - upto 5 lakhs in each case The delegation shall be subject to compliance of the following conditions:- A) Budgetary allocation for the works exists and funds are available. B) The proposal has been vetted and concurred in by the Finance Wing. C) Works is completed within the amount approved in the original estimates.
2.	Powers of Appropriation and Re-appropriation.	"Full Powers" To re-appropriate funds from one primary unit of Appropriation to another subject to the following conditions:- 1. Funds shall not be appropriated or re-appropriated to meet expenditure, which has not been sanctioned by an authority competent to sanction it. 2. Funds shall not be appropriated or re-appropriated to any work, which has not received "administrative approval" and "Technical Sanction". 3. No re-appropriation shall be made from funds provided under the "Plan Heads" to the "Non-Plan Heads" and vice-versa and from one Major Head to another Major Head. 4. No re-appropriation of funds to augment Secretariat expenditure.

		5. No appropriation so as to augment the provision under the primary units "Salaries", "Wages", "Office Expenses" and "Other Expenses" taken together for the entire Grant or Appropriation.
3.	Powers of incurring contingent expenditure.	"Full Powers" subject to budget provisions and Government instructions issued from time to time.
4.	Demurrage/Wharf age charges	"Full Powers" subject to a report being submitted to the Board through Finance Committee, if the amount exceeds Rs. 50,000/- in each case.
5(i)	Power to incur expenditure on hospitality and entertainment.	Rs. 5,000/- in each case subject to scales and other instructions issued by the Ministry of Finance from time to time.
(ii)	Power to incur expenditure on gifts.	Rs. 2,000 on each occasion.
6. Power to "Write off" of losses		
i)	Irrecoverable losses of stores or of public money.	Rs. 30,000 per annum for losses of stores not due to theft, fraud or negligence and Rs. 5,000/- for other cases.
ii)	Deficiencies and depreciation in the value of stores (other than a motor vehicle or motor cycle) included in the stock and other accounts.	Rs. 5,000/- per annum.
iii)	Loss of revenue of irrecoverable loans and advances.	Rs. 5,000/- per annum.
iv)	Condemnation of motor vehicles and motorcycles.	"Full Powers" subject to Government of India guidelines on the subject. The prescribed procedure will be on the lines prescribed by Ministry of Finance i.e. obtaining of Condemnation Certificate and other rules regarding mileage etc.
v)	Condemnation of stores due to normal wear and tear	"Full Powers" subject to GOI instructions in the matter.

7(i)	Powers for indents, contracts and purchase of stores including sports equipment (other than work contract).	"Full Powers" subject to budget provision and availability of funds and further subject to the ceiling laid down in Rule 21 of DFPR from time to time.
(ii)	Contracts for supply of food stuffs and consumable stores for students mess	"Full Powers"
(iii)	Contracts in respect of sanctioned works, goods and services	"Full Powers"
8.	Purchase of Motor Vehicle (including motor cycle)	
(i)	Purchase	The purchase of vehicles can be made only if a specific provision has been made in the budget and as per instructions of the Government of India on the subject.
(ii)	Maintenance, upkeep and repairs	"Full Powers" subject to provision in the budget.
9.	Hire of conveyance.	"Full Powers" subject to the 'Scales' provided by the Government.
10.	Purchase of furniture and fixtures and its repairs.	"Full Powers" subject to Budget provision and availability of funds in the budget subject to scales and instructions laid down by the Govt. of India from time to time.
11.	Electricity and Water charges	"Full Powers" subject to scales and instructions laid down by the Govt. of India from time to time.
12.	Telephone, Fax, E-Mail and Telex charges including installation charges.	"Full Powers" subject to scales and instructions laid down by the Govt. of India from time to time.
13.	Municipal Rates and Taxes	"Full Powers" subject to scales and instructions laid down by the Govt. of India from time to time.
14.	Printing and Binding (i.e. printing of pamphlets, booklets, etc.	"Full Powers" subject to scales and instructions laid down by the Govt. of India from time to time.
15.	Local purchase of stationery and stores	"Full Powers" subject to scales and instructions laid down by the Govt. of India from time to time.

16.	Stores required for works in respect of sanctioned works.	"Full Powers" subject to provision in the budget subject to scales and instructions laid down by the Govt. of India from time to time.
17.	Petty works and Repairs	Upto Rs. 10,000/- in each case with annual ceiling of Rs. 5 lakhs and subject to scales and instructions laid down by the Govt. of India from time to time..
18.	Annual Repairs/Maintenance (like white-washing etc.)	"Full Powers" (CPWD schedules for periodicity and rates to be followed).
19.	Publication, official publication.	"Full Powers" subject to provision in the budget and GOI instructions in the matter.
20.	Payment to contingent staff.	"Full Powers" subject to the following condition: - <ol style="list-style-type: none"> 1. The work is of purely casual nature and the period does not exceed the limit prescribed by the Govt. of India. 2. Remuneration of such staff shall be regulated in accordance with general or special orders issued by the Government in this behalf. 3. Provisioning in the budget and availability of funds.
21.	All office equipment including typewriters, intercom equipment, calculators, tape-recorders, copying machine, fax, filing and indexing system, etc. including computers of all kinds and Library equipments.	"Full Powers" subject to Budget provision availability of funds and the instructions issued by the Govt. of India from time to time.
22(i)	Purchase of teaching aids in respect of academic wing like library equipments, audio-visual aids, photographic material promotional film on physical education and sports, etc.	"Full Powers" subject to the availability of funds and the instructions issued by the Govt. of India from time to time.

ii)	Purchase of medicines and other stores for Health Centre/Medical Centres.	"Full Powers" subject to availability of funds.
23.	Powers to incur expenditure on prizes	"Full Powers" subject to the availability of funds.
24.	Ordinary repairs to buildings owned by the Institute	"Full Powers" provided the funds are available.
25.	Expenditure on Academic Activities, e.g., Tournaments, Seminars, Conferences, Competitions and Races, etc.	"Full Powers" subject to budgetary provisions.
26.	Expenditure on Coaching Camp.	"Full Powers"
27.	Expenditure on making of promotional video films, etc. on Physical Education and Sports.	"Full Powers" subject to budgetary provisions.
28.	Expenditure on Scholarships/ Fellowships/Stipends.	"Full Powers" in respect of the sanctioned schemes.
29. Legal charges -		
(i)	Fees to Barristers, Advocates, Pleaders.	"Full Powers" subject to the scales and instructions laid down by the Govt. of India from time to time.
(ii)	Arbitration cases	"Full Powers"
(iii)	Power to compromise, settle and refer cases to arbitration.	"Full Powers" subject to provisions being available.
30.	Supply of uniforms, badges and other articles of clothing, etc. and washing allowance.	"Full Powers" as per scales prescribed by the Govt. of India from time to time.
31.	Investment and deposit of Institute's funds	"Full Powers" in consultation with the Finance Committee.
32.	Transfer or accept transfer of moveable properties.	"Full Powers"

Note: The delegation of the powers mentioned against items 1 to 30 are subject to

- (i) Budget provision,
- (ii) The availability of funds, and
- (iii) Adhering to the prescribed procedure.

**DELEGATION OF POWERS TO THE VICE CHANCELLOR OF LAKSHMIBAI
NATIONAL INSTITUTE OF PHYSICAL EDUCATION (DEEMED UNIVERSITY),
GWALIOR RELATING TO ESTABLISHMENT MATTERS**

S.No.	Nature of Power	Extent of powers delegated
1.	<p>i) Appointment and confirmation in respect of administrative, ministerial and other sanctioned posts in Groups B, C & D.</p> <p>ii) Disciplinary powers in respect of administrative, ministerial and other posts in Group B, C & D.</p>	<p>“Full Powers”, against availability of posts and on recommendations of the Selection Committee/DPC as under:-</p> <p>i) Vice Chancellor (Chairman) - in respect of Group 'B' posts.</p> <p>ii) Registrar (Chairman in respect of Group 'C' and 'D' posts and Member in respect of Group 'B' posts)</p> <p>iii) Finance Officer (Member)</p> <p>iv) One official of the Institute (not below in the scale of Rs. 10,000-15,200) to be nominated by the Vice Chancellor (Member).</p> <p>v) Liaison officer of the Institute/SC or ST representative not below in the scale of Rs. 8000-13,500 (Member).</p> <p>"Full Powers"</p>
2.	Engaging Visiting Fellows and visiting Professors.	“Full Powers” in terms of UGC Guidelines.
3.	Appointment of Attorney for the Institute	“Full Powers”.
4.	Declaring an Officer as Head of Office	“Full Powers”. However, the officer so declared shall not be below pay scale of 10,000-15200.
5.	Declaration of employees to be serving in vacation department	“Full Powers” in respect of categories of posts for which he is the appointing authority and as per Bye-laws.
6.	Appointment on compassionate grounds	“Full Powers” in respect of categories of posts for which he is the appointing authority and subject to Bye-laws on the subject.

7 (A)	Grant of TA/DA to non-official members attending meetings of committees	"Full Powers"
(B)	Decide remuneration and TA and other allowances to be paid to Examiners, Moderators, Tabulators and other Personnel connected with examination work.	"Full Powers" in consultation with Academic Council and Finance Committee.
8.	Powers to sanction leave and make alternate arrangements whenever required.	"Full Powers" in respect of Group 'A' employees and "leave not due" for all categories of employees as per Institute's Leave Rules as amended from time to time.
9.	Powers to permit an employee to go abroad on leave and/or vacations on personal affairs.	"Full Powers"

POWERS UNDER FUNDAMENTAL RULES

10.	Grant of Special Pay to LDC/UDC/Assistant appointed to the duties of Cashier.	"Full Powers", subject to the conditions laid-down in Service Bye-laws in term of F.R.
11.	Power to re-call an employee who is on a lien	"Full Powers", subject to approval by the authority who sanctioned lien.
12.	Power to transfer an employee inter-sectionally.	"Full Powers"
13.	Power to sanction annual increment.	"Full Powers", as per FR- 24 and subject to the provisions of Service-Bye-laws.
14.	Power to allow an employee to count extra-ordinary leave for increment.	"Full Powers", subject to the provisions of Service-Bye-laws.
15.	Power to sanction undertaking of work for which an honorarium is offered and grant or acceptance of an honorarium.	"Full Powers" upto a maximum of 2,500/- in each case. In the case of recurring honorarium this limit applies to the total of the recurring payment made to an individual in a year.

16.	Power to appoint an employee to hold/ to officiate in more than one post and to fix pay of subsidiary post & amount of compensatory allowance to be drawn.	“Full Powers” subject to the provisions of FR-49 provided he has powers to appoint the said post(s).
17.	Power to sanction transfer to foreign service in India.	“Full Powers”, in respect of employees for which V.C. is the appointing authority.

POWERS UNDER SUPPLEMENTARY RULES

18.	Power to sanction the undertaking of work for which a fee is offered and the acceptance of fee.	“Full Powers”, upto a maximum of Rs. 10,000/- in each case. In the case of recurring fees, the limit would apply to the total amount of recurring payment made to an individual in year and also subject to provisions of SR-11.
19.	Power to decide the shortest of two or more routes.	“Full Powers” in terms of SR - 30 (b).
20.	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest.	“Full Powers” in terms of SR - 31 and in consultation with Finance Wing.
21.	Power to sanction travel by Air.	“Full Powers” in terms of SR - 48 b (ii). The Vice Chancellor is empowered to sanction Air Travel to the non-entitled officers in emergent cases and for the reasons to be recorded and reported to the Board of Management at the next meeting.
22.	Power to define the sphere of duty of employees of the Institute.	“Full Powers” subject to powers and functions provided in MOA and the Institute’s Rules.
23.	Power to restrict the frequency and duration of journey.	“Full Powers” subject to provisions of SR - 63.
24.	Power to allow the exchange of daily allowance for the whole period of an absence from Head Quarters.	“Full Powers”

25.	Power to extend the time limits of six months and one month within which the members of the family of Institute's employee may be treated as accompanying him in individual cases attendant with special circumstances.	"Full Powers" in terms of SR - 11 (b) (ii).
26.	Power to disallow TA for journey to attend an obligatory examination if it is considered that the candidate has culpably neglected the duty of preparing for it.	"Full Powers" in terms of SR - 130.
27.	Power to declare who should be controlling officer and power to make rules for the guidance of controlling officers.	"Full Powers" in terms of SR - 191 and SR - 195 (a).
28.	Power to permit the calculation of joining time by a route other than that which travelers ordinarily use.	"Full Powers" in terms of SR - 296.
29.	Power to extend joining time on certain conditions within a maximum of 30 days.	"Full Powers" in terms of SR - 302.
30.	To sanction tour programme.	"Full Powers". The tour programme of the Vice Chancellor should be sent to the President for information.

NOTE: The matters not covered above but contained in FRSR and normally for which the HOD is the competent authority, shall be exercised by the Vice Chancellor.

DELEGATION OF POWERS UNDER GENERAL FINANCIAL RULES

S.No.	Nature of Power	Extent of power sanctioned
1.	Alteration of date of birth	"Full Powers" as per GOI guidelines only in respect of a bonafide clerical error.
2.	Investigation of arrears claims	"Full Powers"
3.	Grant of permanent	"Full Powers"

	advances/cash imprest	
4.	Sale of transfer of motor vehicles	“Full Powers” subject to the relevant provisions of Government Rules.
5.	Control of staff cars and vehicles etc. of the Institute.	“Full Powers” subject to Government rules on use of vehicles.
6.	Grant of Leave Travel Concession	“Full Powers” in terms of LTC Rules.
7.	Grant of GPF advances to Group 'A' employees and final withdrawal including part final withdrawals for all categories of staff.	“Full Powers” subject to GPF Rules.
8.	Sanction of pension to Institute's employees.	“Full Powers” as per Institute's Rules.
9.	Power to accord administrative approval for major works.	“Full Powers” subject to sanction of the competent authority.
10.	Grant of advance for purchase of conveyance	“Full Powers” to grant advance excepting to himself and subject to the conditions laid down in the Rules and availability of funds.
11.	Advance of pay and TA on transfer.	“Full Powers” subject to ceiling and scales laid down in GFR.
12.	Tour advance.	“Full Powers” subject to ceiling and scales laid down in GFR.
13.	L.T.C. Advances	“Full Powers” subject to ceiling and scales laid down in GFR.
14.	Festival Advances	“Full Powers” subject to ceiling and scales laid down in GFR.
15.	Grant of advances in connection with natural calamities.	“Full Powers” subject to ceiling and scales laid down in GFR.
16.	Advances in connection with law suits to which Institute is a party.	“Full Powers” subject to ceiling and scales laid down in GFR.
17.	Grant of advance in lieu of leave salary.	“Full Powers” subject to ceiling and scales laid down in GFR.
18.	Grant of House Building Advance.	“Full Powers” subject to the conditions laid down in House Building Advance Rules, availability of budget provision and availability of funds.
19.	Grant of advance to the family of	“Full Powers” subject to ceiling and scales laid

	an employee left in indigent circumstances on the death of the employee.	down in GFR.
20.	Reimbursement of medical expenses including counter signature of Medical Bills.	"Full Powers" subject to the provisions in Medical Attendance Rules of the Institute to be in conformity with the Medical Attendance Rules of the Govt. of India.
21.	Countersignatures of TA/DA and LTC bills.	"Full Powers" in respect of Group 'A' employees.

NOTE: The matters not covered above but contained in GFR and normally for which the HOD is the competent authority, shall be exercised by the Vice Chancellor.

OTHER DELEGATION OF POWERS

1.	Conduct of examinations and tests for admission and various degree / diploma / certificate awarded by the Institute, and declare result.	"Full Powers"
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DELEGATION OF POWERS TO THE REGISTRAR

1.	Local purchase of stationary and stores on contingent basis.	Rs. 5000/- in each case and not more than Rs. 50,000/- per annum.
2.	Power of incurring contingent expenditure.	Rs. 5000/- in each case for recurring and Rs. 15,000/- for non-recurring, within the budget provision.
3.	Sanction of advances from G.P.F.	"Full Powers" in respect of Group B, C and D employees.
4.	All types of leave except "leave not due".	"Full Powers" in respect of Group B, C & D employees.
5.	Signing of all types of contracts and agreements on behalf of the Institute.	"Full Powers"
6.	Countersignatures of TA/DA and LTC bills.	"Full Powers" in respect of Group B, C and D employees.

DELEGATION OF POWERS TO THE VICE CHANCELLOR OF LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION (DEEMED UNIVERSITY), GWALIOR.

(Approved by the Board of Management in its 33rd meeting held on 24th May, 2006 as indicated below).

Item No.	Power
10	<p>The Board of Management noted the proposal and resolved to approve the proposal for authorizing the Vice Chancellor to decide investment of money collected from the employees on account of Provident Fund Contribution in the following manner:-</p> <p>(a) Investment decisions in all the four scheduled banks in which the PF Contributions are presently invested, may be taken by the Vice Chancellor in consultation with the Finance Officer.</p> <p>(b) Any decision to invest in any other scheduled banks can be taken by the Vice Chancellor in consultation with the Registrar and Finance Officer only.</p> <p>The Institute was asked to report such decisions in the succeeding meetings of Board of Management.</p>
13	<p>The Board of Management noted the proposal and based on recommendations of the Finance Committee, approved enhancement of Delegation of its Financial Powers to the Vice Chancellor, under information to the Board of Management, as under: -</p> <p>(a) New work – From Rs. 10 lakhs to Rs. 30 lakhs.</p> <p>(b) Maintenance – From Rs. 5 lakhs to Rs. 30 lakhs.</p> <p>The enhanced delegation is subject to the conditions stipulated in the earlier delegation.</p>
15	<p>The Board noted the proposal and resolved to approve delegation of its powers for approval of Annual Accounts to the Vice Chancellor.</p>