

Delegation of Financial and Sanctioning Powers

The following table gives the financial limits up to which the concerned person has authority to approve purchases within the allocated budget of the department/project. Such a person shall be referred to as the Competent

Financial Authority (CFA). It is the responsibility of the CFA to ensure that sufficient funds are available for the purchase.

No	CFA	Non-Consumable	Limited Time Asset Store	Consumables (CS)	Contingent Advance for equipment
1.	Director/ Dean (R &D)	10,00,000/-	5,00,000/-	2,00,000/-	1,00,000/- (for project purchases only)
2.	HODs/ (Project Investigators)	1,00,000/-	50,000/-	10,000/-	5,000/-

Notes:

1. All purchases of furniture's should be done through Stores and Purchase Section after duly approved by the Director.
2. The above limits apply to indigenous purchase.
3. All temporary contingent advances shall be adjusted as per the guidelines approved by the BOG.
4. The financial and sanctioning powers as given above are approved by BOG and can be revised by the BOG from time to time.
5. Project coordinators shall be treated as equivalent to HOD.
6. For the purposes of this manual, Acting HOD and Acting Dean (R&D) shall exercise the same financial powers as the incumbent unless decided otherwise by the Director.

The Financial powers are delegated as follows:-

- Financial power of Director upto Rs 10 lacs per semester. He is also authorized to sign upto Rs 5 lacs to stores
- Financial power of HOD upto Rs 1 lac per semester and under single signature upto Rs 10,000

The powers and duties of officers and employees

Administrative Officer: To assist in all administrative duties, control for organization coordination as per instruction form Head of office for the institution.

3. Accounts Officer (Finance) : To manage all financial matters of payment & receipt as per the govt. rules as Drawing and Disbursing Officer.

4. Store Officer: To carry purchase of material and equipment as per Institutions requirement and take work from subordinate staff.

5. Librarian : To manage all library functions for the students & faculty of college.

6. Student Section Incharge: Managing student record and carry, liaisoning with university in academic and other student related activities with the help of subordinate staff

7. Student Section Incharge (scholarships) :Managing student record and carry, liaisoning with govt.reg. student scholarships, aauthar cards and other related activities with the help of subordinate staff

7. Wardens: Hostel and mess administration and provide necessary accommodation and other necessary facilities to the students.

Principal: Student decipline , campus maintenance , Anti-ragging measures, carrying out the academic mission of the campus and supervises matters relating to undergraduate studies

Dean (R&D):Coordinating teaching and learning initiatives and programs, including supplemental instruction, the Writing Initiative, Research Opportunity Program, and experiential and service learning to enhance the quality and effectiveness of the undergraduate academic mission and amplifying the range of learning opportunities for LBRCE students; Initiating research fund raising and monitoring funds.

Director: faculty appointments and career progression, development and administration of academic policies, and development and review of academic departments and programs. It is also responsible for management of the academic budget. The Dean's office also resolves all matters related to possible academic offences through the Dean's Designates for the administration of the Code of Behaviour on Academic Matters.

Dean (SCS):

Dean (Std.Affairs):

8. Professor: Managing the respective academic program development consultancy and contact the subordinate teaching and technical staff.

9. Assistant professor: Teaching & duties imparted by the HOD

10. Instructional Staff: To maintain laboratory and assist in performing experiments.