

AGENDA ON THE POSSIBILITY OF HAVING GUIDELINES
ABOUT DELEGATION OF POWERS' :: REVISED

The Committee constituted for possibility of having Delegation of Powers to Deputy Registrar and Assistant Registrar including financial aspects have gone through the existing delegation of powers under Annexure - I, II and III in respect of Administrative and Financial powers in the Headquarters, Pro Vice-Chancellor in the out lying Campuses and the Principal, Pachhunga University College.

The Committee sat for 7(seven) times and have recommends that the delegation of powers need revisions to suit the present requirements for better

Administrative and Academic monitoring and control. Accordingly the Delegation of Powers committee revised the entire delegation of powers as per enclosed Annexure - I, II, and III for the Headquarters and the 2(two) outlying Campuses at Aizwal and Tura and Principal, Pachhunga University College respectively and the same is placed before the Executive Council for their consideration and approval

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A. ADMINISTRATIVE HORS. DELEGATION OF POWER

APPENDIX - I

Sl No	Nature of Powers Delegated	Authority to whom powers Delegated	Extent of Delegation
1	2	3	4
1(a)	Creation and appointment of Administrative/Ministerial staff and other necessary temporary posts in the University specified in Statute 13(2)(iii) of the NEHU Act	Vice-Chancellor	Full powers for post upto the rank of Section Officer or equivalent
(b)	<u>To make officiating arrangements for :</u>		
(a)	Non-Teaching :		
	Group - A staff	Vice-Chancellor	Full powers
(b)	Group - B, C and D	Registrar	Full powers
2.	<u>Inter-Departmental Transfers</u>		
(a)	Teaching Staff	Executive Council	Full powers
(b)	Group - A officer	Vice-Chancellor	Full powers
(c)	Group- B, C & D	Registrar	Full powers
(d)	Inter-departmental transfer	Controlling Officers and Head of the Department	Full powers
3.	<u>Grant of Casual Leave for Non-teaching staff</u>		
(a)	Group - A & B officers	Controlling Officers	Full powers
(b)	Group C & D staff	Dy.Registrar/ Astt.Registrar or equivalent as the case may be	Full powers
(c)	Personal staff attached to an officers	Officer concerned	Full powers

4.	Grant of Special Casual Leave :		
	Non-Teaching Staff Group - A,B,C & D	Registrar/Controlling Officers	Full powers
5(i)	Grant of Leave with substitute:		
	(a) Group - A officers/Teachers	Vice-Chancellor	Full powers
	(b) Group - B,C & D for more than 45 days	Registrar	Full powers
(ii)	Grant of Leave less than 45 days without substitute:		
	(a) Group - A & B	Registrar	Full powers - On the recommendation of the Controlling Officers
	(b) Group - C & D	Dy.Registrar (Estt)	Full powers - On the recommendation of the Controlling Officers
6.	Deputation for Refresher courses, Summer Institutes etc	Vice-Chancellor	Full powers
7.	To permit acceptance of outside work & fees by the employees		
	(a) Teaching staff	Vice-Chancellor	Full powers
	(b) Non-teaching staff Group - A Officers	Vice-Chancellor	Full powers
	(c) Group-B,C & D	Registrar	Full powers
8.	To engage persons as Casual Labours/ MASTER ROLL	Registrar	Full powers
9.	Permission for Air Travel for those not entitled	Vice-Chancellor	Full powers

10.	Approval to cross E.B in the time scale for non-teaching staff	Registrar on DPC's approval	Full powers
11(a)	Leasing of Residential houses and executing agreement with landlords	Registrar	Full powers subject to assessment of rent and value by the competent authority
(b)	Power to sign service contract on behalf of the University	Registrar	Full powers
12.	Countersignature of TA bills of members of Executive Council and other Statutory bodies	Self - Countersignature	
13.	Sanction to incur expenditure in connection with the field work of students within the budget provision	1. Vice-Chancellor, for Hqrs 2. Pro Vice-Chancellor for the Campuses	Full powers Full powers
14.	Grant of Honorarium to the employees	Vice-Chancellor	Full powers
15.	Sanction of reimbursement for medical treatment	Finance Officer	Full powers
16.	Condonation for late submission of medical reimbursement	Finance Officer	Full powers
17.	To countersign TA bills	Controlling Officers	Full powers - Statutory officers shall countersign their own TA bills
18(a)	Sanction of OTA to essential service staff	Registrar	Full powers
(b)	Sanction of OTA to others staff	Controlling Officers	Full powers
19.	Purchase of equipments, stores, maps, required for teaching and research purposes under plan/non-plan	Head of Academic Departments	Full powers - on the recommendation of the Departmental Purchase Committee

20.	Purchase of equipments and materials required for purpose other than teaching and research mentioned at Sl.No. 12	1.Vice-Chancellor 2.Registrar	Full powers Upto Rs 25,000/ at a time
21.	Emergency purchases	1.Registrar 2.Controller of Exam/Finance Officer/Tech. Consultant/ Deans and Librarian	Full powers Upto Rs 5,000/- at a time not exceeding Rs 10,000/- per annum
22(a)	Major printing	1.Vice-Chancellor	Full powers
(b)	Minor printing	2.Registrar 3.COE/FO/Dean/TC/Librarian	Upto Rs 20,000/- Upto Rs 5,000/- at a time subject to a maximum of Rs 10,000/- per annum
23(a)	Repair of furniture, office equipment and laboratory equipment	Registrar	Full powers
(b)	Office & Lab. equipments	Dean/TC/Librarian	Upto Rs 10,000/- per annum
24.	To hire furniture and office equipments etc.	1.V.C. for teaching Deptts. 2.Registrar for others	Full powers Full powers.
25(a)	Sanction of expenses in connection with conference/seminars organised by NEHU etc.(including entertainment expenditure on Lunch/Dinner etc.)	Vice-Chancellor	Full powers
(b)	Visiting faculty/Guest Professors	Vice-Chancellor	Full powers
(c)	Honorarium to Visiting Professors & Visiting Fellow for seminar/lectures	Vice-Chancellor	Full powers
26.	Purchase of Motor-vehicles	Vice-Chancellor	Full powers
27.	Purchase of Motor-cycles/Scooters	Registrar	Full powers

28(a) Maintenance and repair of University vehicles	1. Vice-Chancellor 2. Registrar 3. Pool Officer	Full powers Upto Rs 25,000/- Upto Rs 5,000/-
(b) Replacement of University vehicles	Vice-Chancellor	Full powers
29. Advertisement charges	Registrar	Full powers
30. Sanction of expenditure for electricity, water, telephone & rent charges	Finance Officer	Full powers
31. Cold weather charges/Heating arrangements	Registrar	Full powers
32. Payment of demurrage	Finance Officer	Full powers
33. Educational tour expenses including daily allowances to students	D.S.W.	Full powers - subject to rates approved by E.C.
34. Expenditure on Publication	Vice-Chancellor	Full powers
35. Binding of Books and Records	Registrar/ Finance Officer/ Deans/ Librarian/ Tech.Consultant/ Controller of Examination.	Full powers
36. Sanction of liv-eries to University employees	Registrar	Full powers
37. Expenditure on Games/Sports and Athletics and maintenance of playground field	1. Vice-Chancellor 3. Director of sports/(In-charge of Sports) & D.S.W.	Full powers Upto Rs 5000/- at a time
38. Grant in Aid to Staff Welfare Clubs	Vice-Chancellor	Full powers
39. Payment of Legal charges	Vice-Chancellor	Full powers
40. Grant of Festival Advance	Finance Officer	Full powers

41.	Sanction of Temporary Advance/ Loan from Provident Fund	Finance Officer	Full powers
42.	Payment of Advance TA on Tour/ Transfer	Finance Officer	Full powers
43.	Sanction of Advance of pay on transfer	Registrar	Full powers
44(a)	Sanction of Advances for purchase of Motor Cars	Vice-Chancellor	Full powers
(b)	Scooters/Motor Cycles	Registrar	Full powers
45.	Grant of permanent advances to Dean/Head of Administrative Departments for facilitating payment of contingency expenses	Finance Officer	Full powers
46.	Sanction to purchase prizes and awards for students	1. Vice-Chancellor 2. DSW/Deans	Full powers Upto Rs 2,000/- at a time
47(a)	Sanction for merit or other scholarships payable from University fund	Vice-Chancellor	Full powers
(b)	Free studentship	Vice-Chancellor	Full powers
48.	Award of Research Fellowship instituted by the University	Vice-Chancellor	Full powers
49.	Sanction of Grants out of students' Aid Fund	Vice-Chancellor	Full powers
50.	Expenses on Postages/Stamps	Head of Departments (Academic & Administrative)	Full powers
51.	License fees, Taxes etc. as required by Central/State Government/Local Bodies	Registrar	Full powers

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52.	Office Contingen- cies (to be read with SlNo. 21 & 22 (b))	1. Vice- Chancellor 2. Head of Admn. Deptts	Full powers Upto Rs 20,000/-
53.	Sanction of TA/ DA to persons to attend National/ International Conferences/Semi- nars/Symposium/ Workshop	Vice- Chancellor	Full powers
54.	Extending date for payment of fees	Deans	Full powers
55.	Remission of re-admission fees	Deans	Full powers - Subject to pro- vision of the Ordinance
56.	Re-fund of fees/ Security deposits to students	Controller of Examination	Full powers - Subject to pro- vision of the Ord- inance
57.	Purchase of equip- ments/furniture/ utensils/crockeries etc. and their repairs/replace- ment for Univer- sity Hostels	1. Vice- Chancellor 2. Registrar	Full powers Upto Rs 25,000/- at a time
58.	Purchase of equip- ments/furniture/ utensils/crockeries and other materials for University Guest House	Registrar	Full powers
59.	Investment of Provident Fund, Endowment funds in fixed deposit	Finance Officer	Full powers
60.	To write off losses of stores of any kind due to damage, deterioration or un-serviceability	1. Vice- Chancellor 2. Registrar	Full powers Upto Rs 10,000/- in each case
61.	To write off loss or deficiencies in store/cash	1. Vice- Chancellor 2. Statutory Officers/Deans/ Tech. Consul- tant	Full powers Upto Rs 1,000/- in each case after due inves- tigation and found to be not due to theft or negligence

62.	To write off the value of books or journals found to be short/damaged	1. Vice-Chancellor 2. Librarian	Full powers Upto Rs 10,000/- per annum
63.	Disposal of surplus obsolete stores	Statutory Officers/ Deans/ Technical Consultant	Full powers - as per write off procedures
64(a)	To write off cost of articles due to breakage by students in the departments	Head of Academic Departments	Full powers
(b)	To write off unserviceable equipments	Vice-Chancellor	Full powers
65.	Waiver or recoveries suggested by audit	Vice-Chancellor	Full powers
66.	To write off loss of revenue or irrecoverable loans/advance	Vice-Chancellor	Full powers
67.	Hire of Vehicles	Registrar	Full powers
68.	Sanction for payment of washing allowance	Head of Administrative Departments	Upto Rs 2,000/- in each case and within the budget allocation
69.	Purchase of Tent/Camp furniture	Deans	Upto Rs 2,000/- in each case and within the budget allocation
70.	Refund of Deposit/Earnest money and Caution deposit etc.	Finance Officer	Full powers
71.	Sanction for Pension/University contribution to C.P.F and final payment of C.P.F. and G.P.F.	Vice-Chancellor	Full powers

72.	Commutation of Pension		Vice-Chancellor	Full powers
73(i)	Payment of arrear pay and allowances due to deceased employees' legal heirs	1.	Vice-Chancellor	Full powers
		2.	Finance Officer	Upto Rs 25,000/- in each case

NOTE : If the gross amount of the claim does not exceed Rs 5,000/- payment may be made without the production of a legal authority, if the Finance Officer is satisfied about the right and the title of the claimant. If the gross amount of the claim exceeds Rs 5,000/- payment may be made only on producing succession certificate from the competent authority.

(ii)	Sanction of H.B.A.		Vice-Chancellor	Full powers
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N.B : Controlling Officers denotes Head of Administrative and Academic Departments. For administrative convenience the Controlling Officers may further delegates powers to their sub-ordinate officers under their control as per provision of Statute - 43.

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APPENDIX - II

SCHEDULE OF DELEGATION OF POWERS TO THE PRO VICE-CHANCELLOR, DEPUTY REGISTRAR OF THE OUT LYING CAMPUS AT AIZAWL, MIZORAM CAMPUS AND TURA CAMPUS, GARO HILLS

Sl No	Name of Powers Delegated	Authority to whom power Delegated	Extent of power Delegated
1	2	3	4
1.	Re-appropriation of fund	Pro Vice Chancellor	Full powers - from one minor to another under the same major head on non-plan with intimation to Finance Officer
2.	<u>Temporary Officiating arrangement:</u>		
	(a) Teaching and Group-A & B officers	-do-	Full powers- as per existing norms
	(b) Group- C & D	Deputy Registrar	Full powers - as per existing norms
3.(a)	Grant of Casual Leave/Duty Leave/Maternity Leave etc. and permission to leave/vacation/holiday and grant of Earned leave/Leave not due without substitute	Pro Vice Chancellor	Full powers - in respect of the Deputy Registrar, Principals, Teachers and all Group A & B officers
	(b) Group - C & D	Dy. Registrar	Full powers
4.	To sanction Honorary to employees	Pro Vice-Chancellor	Full powers - as per existing norms
5(a)	<u>To sanction medical reimbursement:</u>		
	(i) Group A officers & Teachers	Pro Vice-Chancellor	Full powers
	(ii) Other staff	Deputy Registrar	Full powers
	(b) To sanction TA /DA to officers/Teachers :		
	(i) Group A officers/Teachers	Pro Vice-Chancellor	Full powers
	(ii) Other staff	Deputy Registrar	Full powers
	(c) To sanction study tour expenses including D.A. to students as per approved rate	Pro Vice-Chancellor	Full powers

(d)	To sanction TA advance on tour/leave salary advance/festival advance/LTC advance	Pro Vice-Chancellor	Full powers
6(a)	To sanction purchase of office equipments/stores/furniture/type-writers/stationery/camping materials	1.Pro Vice-Chancellor 2.Deputy Registrar	Full powers Rs 5,000/- at a time not exceeding Rs 10,000/- per annum
(b)	To sanction repairs to typewriters/office equipments/furniture	1.Pro Vice-Chancellor 2.Deputy Registrar	Full powers Upto Rs 5,000/- at a time not exceeding Rs 10,000/- per annum
(c)	Maintenance & repairs of vehicles	1.Pro Vice-Chancellor 2.Deputy Registrar	Full powers Upto Rs 5,000/- at a time not exceeding Rs 10,000/- per annum
7.	To sanction installation of residential telephones	Pro Vice-Chancellor	Full powers
8.	To sanction printing & binding except publications	1.Pro Vice-Chancellor 2.Deputy Registrar	Full powers Upto Rs 2,000/- at a time not exceeding Rs 10,000/- per annum
9.	To sanction purchase of books, journals and periodicals for Library	Pro Vice-Chancellor	Full powers - on the recommendation of the Library Sub-Committee
10.	To sanction for maintenance of buildings/permanent assets	Pro Vice-Chancellor	Full powers
11.	To sanction employment of master-roll	Pro Vice-Chancellor	Full powers - (as per State Govt.rates)
12.	Engagement of Casual labour for Pachhunga University College	Pro Vice-Chancellor	Full powers - on the recommendation of the Dean/Principal subject to State Govt. approved rates and fund availability

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| 13. | Write off losses including books and journals after investigation | Pro Vice-Chancellor | Upto Rs 10,000/- |
| 14. | To sanction purchase of liveries for University employees | Pro Vice-Chancellor | Full powers - within the campus subject to budget provision |
| 15. | To sanction payment of legal expenses | Pro Vice-Chancellor | Full powers - with administrative approval of Hqrs |
| 16. | To sanction temporary advance from GPF/CPF to staff/teachers | Deputy Registrar | Full powers |
| 17. | To sanction purchase of utensils/crockeries/furnitures etc. to hostels/guest house | 1.Pro Vice-Chancellor
2.Deputy Registrar | Full powers
Upto Rs 5,000/- at a time subject to a maximum of Rs 10,000/- a year |
| 18. | To sanction hire of house/building as class rooms/office/hostels | Pro Vice-Chancellor | Full powers |
| 19. | To sanction hire of conveyance during meetings/seminars/conferences | 1.Pro Vice-Chancellor
2.Deputy Registrar | Full powers
Upto Rs 2,000/- in each case |
| 20. | To sanction overtime allowance to Ministerial staff | Deputy Registrar | Full powers - in respect of essential staff |
| 21. | To condemn unserviceable articles | Pro Vice-Chancellor | Full powers - On recommendation of Condemnation Committee |
| 22. | Transfer of Ministerial staff with -in Campus | Deputy Registrar | Full powers |
| 23. | Grant of Casual Leave & Special Casual Leave to Ministerial, Technical Staff | Deputy Registrar | Full powers |

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| 24. | Grant of Earned Leave, Commuted leave, Maternity leave, Extra Ordinary leave, Leave not due to Group - C and Group - D staff without substitute | Deputy Registrar | Full powers- Upto 90 days without substitute |
| 25. | Station leave permission to Ministerial staff | Deputy Registrar | Full powers |
| 26. | Postal and Telegram and Telephone Charges | Deputy Registrar | Full powers |
| 27. | Electricity, Gas and Water charges | Deputy Registrar | Full powers |
| 28. | Cold weather charges | Deputy Registrar | Full powers |
| 29. | Demurrage charges | Deputy Registrar | Upto Rs 2,000/- |
| 30. | Permission for official tour for Ministerial staff | Deputy Registrar | Full powers |

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APPENDIX - III

SCHEDULE OF DELEGATION OF POWER TO PRINCIPAL OF PACHHUNGA UNIVERSITY COLLEGE

Sl No.	Nature of Power	Extent of power Delegated
1	2	3
1.	ment Officiating appoint/substitute appointment for ministerial staff against temporary vacancies for Group-B, C and D	Full powers
2.	Grant of Casual leave, Special Casual leave to Teachers and staff	Full powers
3.	Grant of Earned leave, Commuted leave, Maternity leave, Extra Ordinary leave, Leave not due to staff	Full powers
4.	Grant of Station leave permission to staff	Full powers
5.	Sanction of Medical reimbursement for treatment within the State for staff	Full powers
6.	Payment of honorarium/ remuneration to teachers/ resource persons invited from outside the college for delivering special lectures	Full powers - on recommendation of Head of Department concerned
7.	Payment of O.T.A. to essential service staff	Full powers
8.	Payment of Ta/DA to staff	Full powers
9.	Payment of Advance Pay and T.A. to staff on transfer	Full powers - as per rules
10.	Grant of Festival Advance	Full powers - as per rules
11.	Purchase of equipment, stores, furniture, books, maps, journals for office, library and laboratories	Full powers - on recommendation of the Purchase Committee and within budget provision
12.	Purchase of Office Stationaries	Full powers
13.	Printing and Binding	Full powers

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| 14. Publication | Upto Rs 15,000/- per annum for College Magazine and Newsletters etc. |
| 15. Repair of Typewriter and Calculator | Full powers |
| 16. Postal & Telegram and Telephone charges | Full powers |
| 17. Electric, Gas, Water charges etc. | Full powers |
| 18. Repair of Furniture | Full powers |
| 19. Maintenance, Up-keeping and Repairs of vehicles | Upto Rs 10,000/- at a time and above Rs 10,000/- with the approval of Pro Vice-Chancellor |
| 20. Hire of conveyance charges | Upto Rs 5,000/- at a time |
| 21. Petty works | Upto Rs 5,000/- at a time |
| 22. Minor repair of Building | Upto Rs 10,000/- at a time and above Rs 10,000/- upto 1(one) lakh with the approval of the Pro Vice-Chancellor |
| 23. Local advertisement charges | Full powers |
| 24. Sanction for Games & Sports | Full powers - subject to budget provision |
| 25. Refund of caution deposit/ Security deposit to students | Full powers |
| 26. Purchase of Cookeries, Utensils and Furniture. | Full powers - on recommendation of Purchase Committee/Sub-Committee |
| 27. To write off cost of articles due to breakage | Upto Rs 5,000/- per annum on recommendation of the Condemnation Committee |
| 28. Cold weather charges | Full powers |
| 29. Demurrage charges | Full powers |
| 30. To condemn unserviceable articles | Upto Rs 5,000/- at a time and above Rs 5,000/- with the approval of the Pro Vice-Chancellor |
| 31. Sanction of Temporary Advance from CPF / .GPF | Full powers |

N.B. :- The Delegation of Powers propose envisages the Vice-Chancellor delegating the power of supervision over Pacchungu University College to the Pro Vice-Chancellor, Mizoram Campus for better Administration and Academic monitoring and control.

Study Leave in respect of Dr.T.S.B.Baul,
Scientific Officer, RSIC, NEHU, Shillong.

The Study Leave in respect of Dr.T.S.B.Baul,
Scientific Officer, RSIC, NEHU, Shillong has appeared
twice in the 1st part of E.C. Agenda i.e. item No.3:1(1-4)
and 3:17(i). Therefore, item No.3:1(1-4) be treated as withdrawn
and item No.3:17(1) will remain.

- (iii) House Allotment and retention of quarter by the re-employed teachers.

No. EC:91:96:6:7: (iii): The Council deliberated on the House-Allotment Rules and RESOLVED that the professors occupying the L Type quarters may be offered the P Type quarter in turn and be given 15 days' time to move into the quarter failing which the matter will be reported to the Executive Council.

- (iv) Hiring of building for Pro-Vice-Chancellor's residence.

No. EC:91:96:6:7: (iv): The Council considered the hiring of a building for the Pro-Vice-Chancellor's Residence, Tura Campus and approved the same.

- (v) Duties and Powers of the Dean, Students' Welfare.

No. EC:91:96:6:7: (v): The Council considered the draft Ordinance on the Duties and Powers of the Dean, Students' Welfare and RESOLVED to approve the same.

- (vi): Delegation of Administrative & Financial Powers.

No. EC:91:96:6:7: (vi): The Council considered the draft Delegation of Administrative and Financial Powers and RESOLVED to approve the same.

Item No.7

FINANCIAL MATTERS -

- (i) Minutes of the Finance Committee.

No. EC:91:96:7:(i) : The Council considered the Minutes of the Finance Committee and while noting the same RESOLVED that the matter relating to payment of arrears to the staff should be taken up afresh with the University Grants Commission, and the matter reported back to the Council.