



शिवाजी विद्यापीठ, कोल्हापूर

परिपत्रक

सर्व विभाग व अधिविभाग प्रमुख यांना कळविण्यात येते की साहित्य उपकरणे व तदनुसार खरेदी करणे तसेच विविध कामांच्या अनुषंगाने देण्यात आलेल्या अधिकार प्रदान नियमावलीमध्ये (Deligation of Power) सुधारणा करण्यात आली आहे . महाराष्ट्र सार्वजनीक विद्यापीठे कायदा २०१६ व उर्जा विभागाच्या दि.१.१२.२०१६ रोजीच्या शासन निर्णयानुसार अधिकार प्रदान नियमावलीमध्ये सुधारणा करण्याबाबतचा विषय दि.१८.९.२०१७ रोजीच्या वित्त व लेखासमितीसमोर ठेवण्यात आला होता . दि.९.१०.२०१७ रोजीच्या व्यवस्थापन परिषदेसमोर अधिकार प्रदान नियमावली सुधारीत करण्याबाबत ठेवली असता ठराव क्रं.४३ नुसार नवीन विद्यापीठ कायदा २०१६ नुसार अधिकार प्रदान नियमावलीस दुरुस्तीसह मान्यता देण्यात आली आहे .

महाराष्ट्र सार्वजनीक विद्यापीठे कायदा २०१६ नुसार प्रशासकीय रचनेमध्ये बदल झाल्यामुळे पदानुसार त्यांना विलीय प्रशासकीय मान्यतेचे अधिकार देण्यात आले असून त्यानुसार येथुन पुढे दि.१.१.२०१८ पासून नविन अधिकार प्रदान नियमावली (Deligation of Power) नुसार कामकाज करण्यात यावे याची नोंद घ्यावी .

शिवाजी वि./ भांडार / 8087

प्र. वित्त व लेखाधिकारी

दि. 22/12/2017

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- प्रत माहितीसाठी :
- 1) मा .कुलगुरू यांचे स्वीय सहाय्यक .
 - 2) मा . प्रकुलगुरू यांचे स्वीय सहाय्यक
 - 3) मा .कुलसचिव यांचे स्वीय सहाय्यक .
 - 4) मा .संचालक परीक्षा मंडळे व मुल्यमापन विभाग यांचे स्वीय सहाय्यक .
 - 5) मा .वित्त व लेखाधिकारी यांचे स्वीय सहाय्यक .

प्रति : माहितीसाठी व पुढील कार्यवाहीसाठी

- 6) सर्व अधिविभाग प्रमुख
- 7) उपकुलसचिव / सहा .कुलसचिव / विभागप्रमुख
- 9) वेबसाईट सेल : सदर परिपत्रक विद्यापीठाच्या इंटरनेटवर प्रसिध्द करण्याबाबत

APPENDIX I

STATEMENT SHOWING DELEGATION OF POWERS

| Sr. | Subject | Power to whom delegated | Revised provision |
|-----------|--|--|--------------------------------------|
| 1 | Administrative sanction for Purchases/ Expenditure | | |
| A) | Recurring - (i) Chemicals & Glass wares, General stationery, Various types of Paper, contingency items, Other Consumables, Printing Material, Exam Bills, University Fellowship scholarship, Electronic Components & any other item of recurring nature | Hon.Vice-Chancellor | Full powers |
| | | Pro-Vice Chancellor | Up to Rs.10,00,000/- |
| | | • Dean | Upto Rs.3,00,000/- (inclusive) |
| | | • Registrar | |
| | | • Director | |
| | | • Finance & Accounts Officer | |
| | | Dy. Registrar (concerned) & equivalent officer. | Upto Rs. 50,000/- (inclusive) |
| | | HOD/Co-ordinator/ Director-Computer Centre/ Chief Rector | Upto Rs. 50,000/- (inclusive) |
| | | Asstt. Registrar (concerned) Medical Officer | Upto Rs.25,000/- (inclusive) |
| | | Asstt. Registrar (Stores and Accounts) | Upto Rs.25,000/- (inclusive) |
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| | (ii) Sanction of Expenditure on postage , courier and franking charges. | Registrar | Full powers |
| | | Dy. Registrar | Upto Rs.1,00,000/- (inclusive) |
| | | Asstt. Registrar (Concerned) | Upto Rs.25,000/- (inclusive) |
| | | Superintendet | Up to Rs.5,000/- |
| | (iii) Fixed Charges Rents, Rates, Govt.Taxes, Electricity bills, Telephone Bills, Water Charges, Municipal Charges & Other fixed Charges. | Pro. Vice Chancellor | Full powers |
| | | • Registrar • FAO | Up to Rs.3,00,000/- (inclusive) |
| | | Dy. Registrar (concerned) | Up to Rs.50,000/- (inclusive) |
| | (iv) Payments of legal charges | Vice Chancellor | Full powers |
| | | Pro. Vice Chancellor | Up to 3,00,000/- |
| | | Registrar | Up to 1,00,000/- |
| | | Dy. Registrar (concerned) | Up to 50,000/- |
| | (v) Hospitality and entertainment charges in connection with visits of distinguished visitors | Vice Chancellor | Full powers |
| | | Pro. Vice Chancellor | Up to 25,000/- |
| | | Dean • Registrar • Director • FAO | Up to 10,000/- |
| | | Dy. Registrar and equivalent officers. | Up to 2,000/- |
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| (vi) a) Fuel and lubricants. (Certificate regarding entries taken in the logbook must be recorded on the bill before it is sanctioned.) | Pro. Vice Chancellor | Full powers | |
| | Registrar | Upto Rs.3,00,000/- (inclusive) | |
| | Dy. Registrar (Vehicle) | Upto Rs.50,000/- (inclusive) | |
| | Asstt. Registrar (Vehicle) | Upto Rs.25,000/- (inclusive) | |
| b) Fuel for Generators and other appliances | Registrar | Full powers | |
| | HOD / Dy. Registrar | Up to 50,000/- | |
| | Asstt. Registrar | Up to 25,000/- | |
| (vii) a)Sanction & approval for Purchase of current news papers . | Registrar | Full powers | |
| | b) sanction of expenditure subject to administrative approval for purchase of news papers. | Dean / Registrar / FAO/ Director Dy.Librarian | Full powers |
| | | Dy. Registrar (Concerned) HOD (concerned)/co-ordinator | Up to Rs. 50,000/- inclusive |
| | | Asstt. Registrar (Concerned) Asstt. Librarian | Up to Rs. 25,000/- inclusive |
| | Superintendent | Up to Rs. 5000/- inclusive | |
| (viii) Repairs to equipment, machinery including replacement of spare-parts etc. | Vice-Chancellor | Full powers | |
| | Pro. Vice Chancellor | Upto Rs.3,00,000/- (inclusive) | |
| | Dean • Registrar • Director • FAO | Up to Rs.1,00,000/- (inclusive) | |
| | Dy. Registrar/Chief Accountant /HOD/Co-ordinator/Rector (concerned) & equivalent officer. | Up to Rs.25,000/- (inclusive) | |
| | Asstt. Registrar (Concerned)/Medical officer | Upto Rs.5,000/- (inclusive) | |
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| (ix) Repairs to vehicles | Pro. Vice Chancellor | Full powers | |
| | Registrar | Up to Rs.50,000/- (inclusive) Per vehicle per year | |
| | Dy. Registrar (Vehicle) | Upto Rs.10,000/- Per vehicle per year | |
| | Asstt. Registrar (Vehicle) | Upto Rs.5,000/- Per vehicle per year | |
| (x) Repairs to furniture, Fixture & Building (Civil & Electrical Work) | Building & Works Committee. | Full powers | |
| | Vice-Chancellor Full powers | Up to Rs.10,00,000/- (inclusive) | |
| | Pro. Vice Chancellor | Up to Rs.3,00,000/- (inclusive) | |
| | Registrar | Up to Rs.1,00,000/- (inclusive) | |
| | Dy. Registrar (Civil) | Upto Rs.50,000/- (inclusive) | |
| | HOD (Prior to Tech. approval of Civil /Electrical.) | Upto Rs.10,000/- per year (inclusive) | |

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| (xi) Hiring of vehicles, equipments, furniture and other services | Pro. Vice Chancellor | Full powers | |
| | Dean/ Registrar /Director/FAO | Up to Rs.20,000/- (inclusive) | |
| (xii) Powers to give orders for printing and binding (in case of orders other than University Press, subject to 'No Objection Certificate' from University Press) Prior to the administrative approval of Registrar | Registrar | Full powers | |
| | Dy. Registrar (Concerned) / Chief Accountant and equivalent officer. | Up to Rs.50,000/- (inclusive) | |
| (xiii) a) 1. Administrative sanction of tours & travelling for PVC, Dean, Registrar Director,, FAO | Vice-Chancellor | Full powers | |
| | 2. Administrative sanction of tours & travelling for Uni. Teachers and class I officers. | Pro. Vice Chancellor | Full Powers |
| | 3. Administrative sanction of tours & traveling for Staff. | Dean/ Registrar /Director /FAO | Full Powers |
| (xiv) Travelling Allowance claims a) in case of the bills of the – Dean, Director , Registrar, FAO & University Teachers | Vice-Chancellor | Full Powers | |
| | Pro. Vice Chancellor | Up to Rs.1,00,000/- | |
| b) in case of the bills of the - Class I and Other Officers & Staff working under them | Dean/ Registrar /DIRECTOR /FAO | Full powers (in case of the bills of the staff working under them.) | |
| c) in case of other teachers and persons attending exam. work/meetings and other university work (subject to the existing T.A. Rules | Dean/ Registrar /DIRECTOR /FAO | Above Rs.3,00,000/- | |
| | Dy.Registrar (concerned / Chief Accountat) | Up to Rs.1,00,000/- (inclusive) | |
| | Asstt..Registrar (concerned) | Up to Rs.25,,000/- (inclusive) | |
| | Superintendent | Up to Rs.5,000/- (inclusive) | |
| d) In case of Time bar bill claims / duplicate bill in respect of pay & allowances prior sanction of Management Council | Pro. Vice Chancellor | Full Powers | |
| | Dean/ Registrar /DIRECTOR /FAO | Up to Rs.1,00,000/- (inclusive) | |
| | Dy.Registrar (concerned / Chief Accountat) | Up to Rs.25,000/- (inclusive) | |
| | Asstt.Registrar (concerned) | Up to Rs.5,000/- (inclusive) | |
| (xv) Sanctioning advances for - a) T. A. Advances | Vice-Chancellor | Full powers in case of the claims of Pro. Vice Chancellor and Others | |
| | Pro. Vice Chancellor | Powers in case of the claims of Registrar, FAO, ,Director's ,Dean & teachers | |

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| | | Dean/ Registrar/ Director / FAO | Full powers in case of the claims of the staff working under them. |
| | | Dy.Registrar (concerned / Chief Accountant) & equivalent officer | Up to Rs. 25,000/- |
| | | Asstt..Registrar (concerned) | Up to Rs. 5,000/- |
| | b) Pay Advance, Festival Advances, Cycle Advances, Computer Advance, Permanent Advance, all other admissible advances to employees. | Vice-Chancellor | Full powers |
| | | Pro. Vice Chancellor | Up to Rs.10,00,000/- (inclusive) |
| | c) Purchase Advances and Other Advances for University work | Vice-Chancellor | Full powers |
| | | Pro. Vice Chancellor | Up to Rs.3,00,000/- (inclusive) |
| | | Dean/ Registrar/ Director / FAO | Up to Rs.1,00,000/- (inclusive) |
| | | Dy.Registrar / Chief Accountant & equivalent officer | Up to Rs.50,000/- (inclusive) |
| | (xvi) Sanction of overtime charges (per annum per employee | Pro. Vice Chancellor | Full powers |
| | | Dean/ Registrar/ Director / FAO | Up to 300 hours 1) Subject to Budget provision. 2) Sanction will be given by the section where the employee is posted. |
| | (xvii) Write-off and disposal of obsolete or unserviceable stores or shortages/theft material, subject to recommendations of write – off committee | Management Council | Full Powers. |

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| 2) | Non-Recurring (i) Purchase of equipment, instruments, Machinery, Vehicles, Furniture, Books & Journals any other item of Non-recurring nature. (1.Prior to the permission of Technical/Furniture /library / purchase committee etc. 2. proper justification for purchase & report of stock verification required.) | Vice-Chancellor | Full Powers |
| | | Pro-Vice-Chancellor | Up to Rs.10,00,000/- |
| | | • Dean | Upto Rs.3,00,000/- (inclusive) |
| | | • Registrar | |
| | | • Director | |
| | | • FAO | |
| | | Dy. Registrar (concerned) | Upto Rs.50,000/- (inclusive) |
| HOD / Co-ordinator/ Director-Computer Centre/ Chief Rector | Upto Rs.25,000/- (inclusive) | | |
| Asstt. Registrar (concerned)/Medical Officer | Upto Rs,10,000/- (inclusive) | | |
| | (ii) Write off and disposal of surplus or unserviceable material, articles and equipment of non recurring nature (Subject to recommendation of write of committee) | Management council | Full powers |

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| | (iii) (a) Sanction to major works | Building & Works Committee | Full powers |
| | (b) Sanction of expenditure on maintenance works of the Works deptt. (All such sanctions are to be reported to the Technical committee.) | Vice-Chancellor | Full Powers |
| | | Pro-Vice-Chancellor | Up to Rs.3,00,000/- |
| | | Registrar | Up to Rs.2,00,000/- |
| | | Dy. Registrar (Civil/Elect.) | Upto Rs.1,00,000/- (inclusive) |
| | (c) Sanction to minor works (All such sanctions are to be reported to the technical committee.) | Dy. Registrar (Civil) | a) Upto Rs.50,000/- (inclusive) |
| | (d) Sanction for expenditure after Technical scrutiny to R.A.Bills/ Final Bills. (All such items are to be scrutinised and sanctioned by the Technical Committee.) | Vice-Chancellor | Full powers |
| | | Pro-Vice-Chancellor | Up to Rs.10,00,000/- |
| | | Registrar | Up to Rs.3,00,000/- |
| | | Dy. Registrar (Civil/Elect.) | Up to Rs.50,000/- |
| | (e) To extend date of completion of works | Building & Works Committee | Full powers |
| 3) | Sanctioning write-off of loss of Receipt Books/Cheque Books and other money value books/ measurement books subject to approval of Finance Committee | Management Council | Full powers |
| 4) | Sale of grass, fruits, garden produce,wastepaper, old news papers etc. and dismantle material subject to approval of Sales Committee. | Management Council | Full powers |
| 5) | Refund of revenue receipts and deposits i) Refund of Student Fees & Deposits other than Library Deposit | Pro-Vice-Chancellor | Full powers |
| | | Dean/ Registrar/ Director / FAO | Up to Rs. 50,000/- |
| | | Dy. Registrar (concerned) / Chief Accountant | Up to Rs. 20,000/- |
| | | Asstt. Registrar (concerned) | Up to Rs.5,000/- |
| | ii) All other Deposits (security deposits and earnest money deposits shall be refunded after the recommendation of the Engineering/Stores and concerned section.) | Finance & Account officer | Full powers |
| | | Dy. Registrar (finance) | Up to Rs. 50,000/- |
| | | Asstt. Registrar (Finance) | Up to Rs. 20,000/- |
| iii) Refund of Library Deposit | Librarian | Full powers | |
| 6) | i) Calling of Quotations/ Tenders (* Subject to obtaining prior administrative sanction) | H.O.D. (Concerned Department) / Librarian/Co-ordinator/ Director-Computer Centre/ Chief Rector / Rector vidyarthi bhavan etc. Dy. Registrar (concerned) / Chief account /equivalent officer | Full Powers* |

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| ii) Opening of Tenders | a) Technical and financial offer to be opened before F.A.O & two members of Purchase Committee and comparative statement shall be placed before Purchase Committee for acceptance/ approval | Full Powers* |
| iii) Opening of tenders for works departments | Tender opening committee | Full Powers* |
| iv) (a) Opening of Quotations Pertaining to Post Graduate Department | To be opened in the presence of Dy. Registrar (Stores) & Departmental Sub-Committee approved by V.C. | Upto Rs. 3,00,000/- (Inclusive) |
| (b) Opening of Quotations Pertaining to Post Graduate Department | To be opened by Departmental Sub-Committee approved by V.C. & Dy. Registrar (Store) | Upto Rs. 1,00,000/- (Inclusive) |
| c) Opening of Quotations Pertaining to other sections. | F.A.O. and one member of Purchase committee. | Up to Rs. 3,00,000/- |
| | Jointly by Dy.Registrar(stores) , Dy. Registrar of concerned deptt. & Asstt. Registrar (Finance) | Up to Rs. 1,00,000/- |
| d)Opening of Quotations Pertaining to Works deptt. | F.A.O., Dy.R (Civil), Dy.R (Store) & one PC member | Up to Rs. 3,00,000/- |
| | Jointly by Dy. Registrar (Stores) and Dy. Registrar (Civil) | Up to Rs. 1,00,000/- |
| v) Acceptance of Tenders | Purchase Committee | Full Powers * |
| vi) Acceptance of Quotations: a) When three or more quotations are received & Selected on the basis of lowest cost | Officers competent to give administrative sanction | Full Powers * |
| b) (i) When less than three quotations are received (ii) Quotation recommended other than lowest | Pro-Vice Chancellor | Full Powers * |
| | Dean / Registrar, Director, FAO | Upto Rs.25,000/- (Inclusive) |
| vii) Purchases directly from the manufacturer /sole dealer without calling quotations (in case of emergency) | Vice-Chancellor | Full Powers * |
| | Pro.Vice-Chancellor | Up to 3,00,000 |
| viii) Purchases of items directly from the specific manufacturer. | Vice-Chancellor | Full Powers * |
| | Pro.Vice-Chancellor | Up to 3,00,000 |
| ix) placing supply order after obtaining administrative Sanction and after acceptance of tender/quotations by competent authority | Concerned H.O.D. / Asstt. Librarian/Coordinator / Dy. Registrar Concerned section/ Chief Rector/ Rector Vidhyarthi Bhavan & equivalent officer | Full Powers |
| | Dy. Registrar/Chief Accountant /Asstt. Registrar (Concerned) | Full Powers |
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| 7) | Re-appropriation of Budgetary Provision (effect to be shown in the revised Budget) | Vice-Chancellor | Full Powers (Subject to final approval of Senate to the revised estimate of that year) |
| 8) | Power to create new Budget head | Vice-Chancellor | Full Powers (Subject to final approval of Senate to the revised estimate of that year) |
| 9) | Acceptance of Donation | Hon.Vice Chancellor / Pro-vice-chancellor / Registrar | Full powers (on the behalf of management Council) |
| 10) | Administrative Sanction of any funding agencies regarding tender / quotation. | | Respective Nodal officer/Hod / Principal Investigator & equivalent officer through proper channel. |
| 11) | Sending Sanction letter , Agreement , Purchase orders/work order etc. regarding tender / quotation. | | Respective Nodal officer/Hod/Principal Investigator/ equivalent officer. |
| 12) | Administrative sanction of Travel Grant / Conference / Seminar / Symposia / workshop / Publication Grant | Pro-Vice Chancellor | Full powers. |
| 13) | Reconciliation of receipts | H.O.D / Dy. Registrar Concerned | H.O.D / Dy. Registrar Concerned |

Note :

- 1) All the financial powers delegated above are subject to the provisions of the Maharashtra Universities Act,2017 (as amended from time to time) and the Statutes and Ordinances framed there under and the rules, norms and procedure laid down by the Management Council from time to time and other prevailing rules, as well as Govt. resolution dated 1.12.2016 .
- 2) Expenditure involving new service or recurring liability shall not be incurred without obtaining the formal approval of the concerned authority.
- 3) Purchase / work orders shall not be split-up to avoid the necessity of obtaining sanction of Higher authority required with reference to the total amount of orders.
- 4) The concerned Officers shall exercise above financial powers subject to the availability of budget provision, committed exp. & unspent balance and also the availability of funds.
- 5) Approval of Purchase Committee and Technical Committee shall be obtained wherever necessary as per rules in existence at the time.
- 6) Quotations shall be called for invariably where the purchase cost of individual item is Rs.5000/- or more, in exceptional cases, this condition can be relaxed by the Vice-Chancellor subject to submission of appropriate justification by the concerned HOD / Officer and certification that rates of purchase are reasonable.
- 7) The Vice-Chancellor shall be competent to make necessary working arrangements in the absence of Finance and Accounts Officer and Other Officers.
- 8) No purchase / expenditure shall be incurred without pre-sanction of competent authority.
- 9) The competent authority shall take all precautions while exercising powers delegated to avoid any audit objections / queries.

APPENDIX II

DELEGATION OF POWERS (Finance Department)

| ACCOUNTS WING | | AUDIT WING | |
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| Signing of vouchers | | Passing of vouchers | |
| Superintendent of concerned section | All vouchers prepared in the concerned section. | Superintendent (Bill Passing Unit) Superintendent (T.A.D.A.) | upto Rs.5,000/- |
| | | Assistant Registrar (Bill Passing Unit) | upto Rs.50,000/- |
| | | Chief Accountant / Dy.Registrar (Finance) / equivalent officer | upto Rs.1,00,000/- |
| | | Finance & Accounts Officer | Above Rs.1,00,000/- |
| Signing of Pay Bills | | Signing of cheques | |
| Jointly signed by Registrar & F.& A.O. | Monthly Pay Bills | Superintendent (Payment) | up to Rs.5,000/- |
| | | Assistant Registrar (Bill passing unit) | up to Rs.50,000/- |
| Pay Bill Daily wages & Honorarium – | | Chief Accountant/ Dy.Registrar (Finance) / equivalent officer | up to Rs.1,00,000/- |
| Asstt. Registrar | Up to 25,000/- | Finance and Accounts officer | above Rs.1,00,000/- |
| Dy. Registrar | Upto Rs.50,000/- | | |
| Finance & Accounts Officer | Above Rs.50,000/ | Signing of Cash Books | |
| | | Chief Accountant | Full powers (All cash books) |
| | | Finance and Accounts Officer | Signing of monthly Abstract |
| Certification of Bills | | | |
| Dy. Registrar / equ. Officer (concerned) | Above Rs. 50,000/- | | |
| Asstt. Registrar / equ. officer (concerned) | Up to Rs. 50,000/- | | |