

School of Planning and Architecture, Bhopal



Delegation of Power

Approved in 25th Board of Governors
held on 10th July, 2015

Neelbad Road, Bhauri, Bhopal (MP) - 462030

School of Planning and Architecture, Bhopal
Delegation of Powers (Financial matters)

1.	Particulars	Authority to whom delegated	Remarks
	Re-appropriation of Funds		
	Re-appropriation of funds under plan and Non-plan budget head Note: - Re-appropriation will not be allowed from plan to non plan and vice versa	Director – (within sanctioned limit)	Full power
2	Writing-off of Materials/Items (except vehicles) of depreciated value of		
	a) Rs. 5,00,000/- (on each occasion)	Director	Full power
	b) More than Rs. 5,00,000/-	BOG	Full power
3	Temporary imprest		
	a) Sanction of Imprest	Director	Full Powers
	b) Recoupment, Adjustment and Payment	Registrar	Rs. 10,000 and more
	c) Recoupment, Adjustment and Payment	Dy. Registrar (F&A)	Upto Rs. 10,000
4	Approval of Purchase Indents and Orders (within budget limits)		
	a) Purchase	HOD/Head of Section	Within allocated budgeted amount meant for the purpose
	b) Purchase for consumables items	Registrar	Upto Rs. 50,000 (Director-Full Powers)
	c) Purchase for non-consumables and equipments	Registrar	Upto Rs. 2,00,000 (Director-Full Powers)
5	Payment related to students activities		
	a) Students scholarship/fellowships (As per rules of government/BOG)	Dean (AA)	Full Powers
	b) Students events, like NASA, Sports competitions etc. (within approved budget limit)	Dean (SA)	Full Powers
	c) Refund of students caution money as per fee structure (After following due procedure)	Registrar	Full Powers
6	Sanction of expenditure related to staff and faculty (Payment to be made as per Government rules/rules prescribed by Board of Governors)		
	a) Sanction of monthly Salary	Registrar	Full Powers
	b) Sanction of medical advance for hospitalization	Director	Full Powers
	c) Adjustment of Medical advances	Registrar	Above Rs. 1000
	d) Adjustment of Medical advances	Deputy Registrar (F&A)	Rs. 1000 and below
	e) Sanction of Allowances and Bonus	Registrar	Full Powers
	f) Sanction of Children Education Allowance	Registrar	Full Powers
	g) Sanction of LTC and LTC Advance	Director	Deans, Registrar, HODs, Faculty, Group-A Library (Full Power)
	h) Sanction of LTC and LTC Advance	Registrar	For non academic staff (Full Power)
	i) NPS contribution (NPS advance)	Registrar	Full Powers
	j) Sanction of TA/DA expenses	Director	Deans, Registrar, HODs, Faculty & Group-A Library staff (Full Power)
	k) Sanction of TA/DA expenses	Registrar	For non teaching staff (Full Power)

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	l) Sanction of TA/DA expenses; other expenses	HOD	Guest speakers, Student tours from Departmental funds, if so allocated
	m) Sanction of TA/DA for travel outside India	Director	Full Powers
	n) Sanction of Mobile/internet expenses to Deans/HODs etc. (With monthly rates notified with approval of Director)	Registrar	Full Powers
	o) CPDA claims	Director Registrar	Full Power Upto Rs. 15,000
	p) All related expenditure, which has prior approval of Director and is paid monthly/on each occasion as per rules	Registrar	Full Powers
	q) Sanction of leave Salary encashment	Director	Full Powers
7.	Sanction related to outsourced services		
	Manpower, Housekeeping, Security	Director	Full Power
8.	Sanction of professional charges		
	a) Doctor Consultancy charges (Monthly retainership fee as notified)	Registrar	Full Power
	b) CA fees (Prior approval of Director for engagement with salary details)	Registrar	Full Powers
	c) Legal charges (Government payments)	Registrar	Full Powers
	d) C&AG charges (Government payments)	Registrar	Full Powers
9.	Sanction of Payments related to Statutory expenses		
	a) TDS; VAT; Labour Cess	Registrar	Full Powers
	b) Electricity and Water charges	Registrar	Full Powers
	c) Other statutory Charges	Registrar	Full Powers
10.	Sanction of Payments of miscellaneous expenses		
	a) Telephone/internet expenses	Director Registrar	Full Power Upto Rs. 15,000
	b) Postage expenses	Director Registrar	Full Power Upto Rs. 15,000
	c) Printing and stationary	Director Registrar	Full Power Upto Rs. 15,000
	d) Photocopy/binding	Director Registrar	Full Power Upto Rs. 15,000
11.	Sanction of Recruitment expenses		
	a) Advertisement	Director Registrar	Full Power Upto Rs. 15,000
	b) TA/DA	Director Registrar	Full Power Upto Rs. 15,000
	c) Honorarium (As per rates notified)	Registrar	Full Powers
	d) Lodging & boarding	Director Registrar	Full Power Upto Rs. 15,000
12.	Sanction of Academic expenses		
	a) Seminar/Workshops/Convocation	Dean (AA) Director	Upto Rs. 15,000 Full Powers
	b) Training & Placement	Dean (SA) Director	Upto Rs. 15,000 Full Powers
	c) Transport Arrangement of Guest Experts, examiners etc.	Dean (AA) Director	Upto Rs. 15,000 Full Powers
	d) Hospitality/Entertainment expenses	Dean (AA) Dean (SA) Director	Upto Rs. 15,000 Upto Rs. 15,000 Full Powers
	e) Scholarships/Fellowships (with prior approval of the fellowship/scholarship amount)	Dean (AA) Registrar	Full Powers

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	f) CPDA (including foreign travel)	Registrar Director	Upto Rs. 15,000 Full Powers
	g) Thesis/Dissertation evaluation and viva voce honorarium within the rates prescribed by BOG and notified	Dean (AA)	Full Power
13.	Sanction of Library expenses		
	Subscriptions, Books, Newspapers, magazines & publications	Dean (AA) Director	Upto Rs. 15,000/- Full Power
14.	Sanction of Payment related to IWD		
	a) Maintenance and repairing works related to construction, electricity, plumbing, carpentry, sewage etc.)	Registrar Dean (PD) Director	Upto Rs. 15,000/- Upto Rs. 15,000/- Full Power
	b) Minor construction work	Registrar Dean (PD) Director	Upto Rs. 15,000/- Upto Rs. 15,000/- Full Power
	c) Purchase of spare parts, tools, equipments	Registrar Dean (PD) Director	Upto Rs. 15,000/- Upto Rs. 15,000/- Full Power
15.	Sanction of Payment related to R&D		
	a) Expenditure in R&D activities related to R&D Projects, Consultancy projects, Training Programmes (Research) & Development and Outreach activities	Principal Investigator Dean (R&D) Director	Upto Rs. 5,000/- Upto Rs. 15,000/- Full Power
	b) Disbursement of honorarium to employees related to above activities	Principal Investigator Dean (R&D) Director	Upto Rs. 5,000/- Upto Rs. 15,000/- Full Power
	<i>Expenditure will be as per allocation of funds in different heads as per sponsoring/funding agency or as per allocated funds by the Institute. In absence of any allocation by the agency, allocation will be made by Dean (R&D) and approved by the Director</i>		
16.	Payment related to Statutory meetings		
	a) Honorarium (Rate of honorarium notified)	Registrar	Full Power
	b) Payment of TA/DA of members (As per rules)	Registrar	Full Power
	c) Hospitality expenses	Director Registrar	Full Power Upto Rs. 15,000
17.	Temporary Contingent advance for Departments/Sections		
	a) Sanction of advances	Director	Rs. 15,000 and more
	b) Sanction of advances	Registrar	Upto Rs. 15,000
	c) Adjustment of advances	Dy. Registrar (F&A)	Upto Rs. 15,000 (Registrar, above Rs. 15,000)
18.	Budget provision for Entertainment expenses (like tea; snacks for visiting guests and meetings)		
	a) Director	No limit	
	b) Registrar	Rs. 10,000 p.m.	
	c) Deans; HODs	Rs. 7,500 p.m.	
	d) All DRs/ARs	Rs. 2,500 p.m.	
19.	Power for releasing Payments against prior sanctions, for all cases not mentioned above		
	a) Deputy Registrar (F&A)	Below Rs. 15,000	
	b) Registrar	Rs. 15,000 and above	

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School of Planning and Architecture, Bhopal
Delegation of Powers (Administrative matters)

	Nature of Power	Competent Authority/Extent of Power	Remarks
1.	Approval of advertisement for teaching and non-teaching positions	Director	
2.	Appointment of Academic and Group A non-teaching staff	Chairperson/Board of Governors	
3.	Appointment of Group B & C non-teaching Staff	Director	
4.	Confirmation of teaching and non-teaching staff	Director	
5.	Upgradation of teaching and non-teaching staff (as per approved MHRD guidelines and to be ratified by BoG)	Director	To be reported to BoG
6.	Sanction of incentive for Additional Qualification as per rules for all categories of Staff	Director	
7.	Acceptance of Resignations and all types of retirements other than superannuation (as per rules)	Director	
8.	Permission for Foreign Travel	Director	
9.	Issue of Appointment Letters		
	i) All faculty, Group A non-teaching staff and Teaching staff on consolidated salary	Director	
	ii) All Group 'B' and 'C' non-teaching Staff	Registrar	
10.	Deputation of teaching staff for training/ workshop/conference and courses in India/abroad	Director	(recommended by HOD)
11.	Deputation of non-teaching staff for training and courses in India	Registrar	
12.	Approval for forwarding of Applications/NoC for outside employment as per rules.		
	i) All Academic Staff	Director	
	ii) All Group A, B & C non-teaching Staff	Registrar	
13.	Issue of No Objection Certificate for Passport to teaching and non-teaching staff	Registrar	
14.	Approval for issuance of Bonafide /Experience/Service Certificate to teaching and non teaching staff	Registrar	
15.	Signing of Contracts		
	All interest bearing advances	Registrar	
	Signing of contracts for contractual appointments for Academic staff	Director	
	Signing of contracts for contractual appointments for Other staff	Registrar	
	Mortgage against House Building advance	Registrar	
	Motor Vehicle Advance	Dy. Registrar/Asstt. Registrar	
	Allotment of Institute premises for commercial use	Registrar	

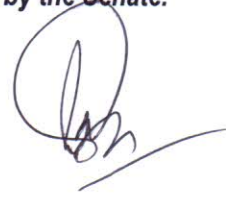
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16.	Allotment of Quarters to faculty and staff	Registrar	On recommendation of House Allotment Committee
17.	Sanction of Overtime payment /Honorarium/ Compensatory off (for Group B and C, in lieu of working on holidays/beyond office hours)	Registrar	

Administrative powers of Deans, HoDs related to Academic matters will be decided by the Senate.



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School of Planning and Architecture (SPA), Bhopal
DELEGATION OF POWERS

Administrative (APAR)

Group A (Faculty & Staff)

S.N.	Designation of Group A Officer	Department	Reporting Authority	Reviewing Authority
1	Dean/HoD/ Registrar	DOAA/DOSA/DO RD/DOPD/Admin	Director	Director
2	Professor/Associate/ Assistant Professor	Architecture/ Planning	HOD	Director
3	Dy. Registrar (F&A)	Finance & Accounts	Registrar	Director
4	Assistant Librarian	Library	Prof./I/C Library	Director
5	Assistant Registrar	Admin./S&P	Registrar	Director
* 6	Assistant Registrar	Academics	Dean (AA)/Registrar	Director

Group B (Staff)

S.N.	Designation of Group B Officer	Department	Reporting Authority	Reviewing Authority
1	Section Officer	Admin./S&P/F&A	Assistant Registrar/ Deputy Registrar(F&A)	Registrar
2	Assistant Engg. Cum Project Officer/ Junior Engg.(Civil)/ (Electrical)/ Multi Skill Assistant	IWD	Associate Dean(P&D)	Dean (P&D)
3	Private Secretary	DOAA	Dean (AA)	Director
4	Jr. Supdt. (Graphics Lab)/(GIS Lab)	Architecture/ Planning	HOD	Director
5	Personal Assistant	Office of HOD/Registrar	HOD/Registrar	Director
6	Multi Skill Assistant/ Jr. Supdt./Accountant	Admin./S&P/F&A /Academics	Assistant Registrar/ Deputy Registrar(F&A)	Registrar
** 7	Multi Skill Assistant (Lib)	Library	Assistant Librarian/Prof. I/C Library	Director
8	Nursing Assistant	DOSA	Hostel Warden/Supdt.	Dean(SA)

Group C (Staff)

S.N.	Designation of Group C Staff	Department	Reporting Authority	Reviewing Authority
1	Workshop Studio Assistant	Architecture	HoD	Director
2	Junior Assistant	Admin./S&P/ Academic	Assistant Registrar	Registrar
3	Junior Assistant	DOSA/DORD	Dean(SA)/ Dean(R&D)	Director
5	Junior Assistant	MHRD	Director (SPAs)MHRD	Registrar
6	Junior Assistant	T&P	Prof./I/C T&P	Dean (SA)
7	Technical Assistant (GIS)/(Graphics Lab)/Lab Attendant	Architecture/ Planning/ Computer Center	HOD/ Dean(P&D)	Director
8	Library Assistant	Library	Assistant Librarian	Director
9.	Hotel Assistant/ Caretaker	DOSA	Hostel Warden/Supdt.	Dean(SA)

*In case of close relationship Registrar will be the reporting officer.

**In case of close relationship Prof./I/C Library will be reporting officer.

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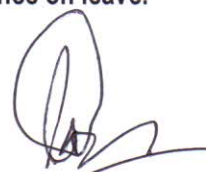
**Delegation of Powers
Administrative (Leave Matters)**

	Leaves	Sanctioning Authority
	Casual Leave(CL) /Special Casual Leave(SCL)/ Duty Leave(DL)	
1	a) Deans, Registrar, Head of Departments & Group A Library Staff	Director
	b) Other faculty (including Associate Deans)	Head of Department
	c) Non-teaching Staff (Group A,B&C) (For Group B & C, leave applications are to be forwarded by Sectional Heads).	Registrar
	d) Staff deployed in Departments/ Office of the Deans	Deans/Head of Departments
	e) Outsourced staff	Departmental/Sectional Head
	Earned Leave/Vacation Leave/Half Pay Leave /Committed /Leave Not Due/ Paternity/Maternity/Child Care Leave (For Faculty)	
2	a) Deans, Head of Departments	Director (through Administration Section)
	b) Faculty (including Associate Deans)	Director (on the recommendations of Head of Department) through Administration Section
	Earned Leave/Half Pay/Committed / Leave Not Due/Paternity/Maternity/Child Care Leave (For non-teaching staff)	
3	a) Registrar and Group A (including Group A Library Staff)	Director (through Administration Section)
	b) Group B & C staff (including staff deployed in Departments/Library/Sections/Office of the Deans) (Leave applications are to be forwarded by Deans/HoDs /Sectional Head)	Registrar
	c) Maternity/Child Care Leave (for non-teaching staff) (Leave applications are to be forwarded by Sectional Heads)	Director on recommendation of Registrar
	Extra-Ordinary Leave(EOL)	
4	a) Deans, Registrar, Head of Departments & Group A Library Staff	Director (through Administration Section)
	b) Other faculty (including Associate Dean)	Director (on the recommendations of Head) through Administration Section
	c) Non-teaching staff (including staff deployed in Departments/Library/Sections/Office of the Deans) (Leave applications are to be forwarded by Deans/HoDs/ /Sectional Head)	Director on recommendation of Registrar
	Leave on foreign service terms/Short leave on foreign service/Long leave on foreign service/sabbatical leave	
5	a) Faculty (other than Deans and Heads)	Director (on the recommendations of Head) through Administration Section
	b) Deans, Head of Departments	Director (through Administration Section)

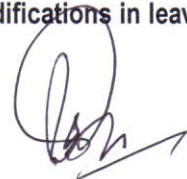
1. Group A Officer including Dean/HoD/Registrar proceeding on any Leave shall give charge of their post to some other Group A Officer in format available with Administration Section. A copy of charge shall be forwarded to Assistant Registrar (Administration) for record.
2. Deans shall forward a copy of charge given to any faculty, to HoD concerned in which he/she is a faculty member.
3. A copy of sanctioned leave application of Deans/Heads shall be marked to respective office of the HoD for information.
4. Associate Deans are required to inform respective Dean about his/her absence on leave.



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5. For sanction of CL/SCL/Duty Leave/EL/HPL/Commutated Leave, Faculty members assigned with additional administrative/academic/hostel duties are required to forward his/her leave application through concerned Deans and submit to respective HoD.
6. Leave Rules for teaching and non-teaching staff shall be applicable as per guidelines contained in Leave Manual of the Institute.
7. Delegation of powers regarding leave matters will change automatically with the modifications in leave rules by BoG from time to time.



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