



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University
Kakryal, Katra - 182 320 (J&K)

SMVDU /FIN/2014/2138-44

Dated: 08-10-2014

NOTIFICATION

As per approval accorded by the Vice Chancellor, the following delegation of financial powers is hereby made with immediate effect:

(A) Expenditure out of Sponsored Research Projects & Consultancy Projects:

- (I) The Finance Officer is hereby empowered to issue/adjust advances upto an amount of ₹25,000/- (*Rupees Twenty Five Thousand only*) & the applications for issuance of advances to the extent shall be submitted to the Finance Officer directly by the concerned PI/CI through Director of the concerned school.
- (II) The Registrar is hereby empowered to sanction an expenditure including issuance & adjustment of an advance upto an amount of ₹1,00,000/- (*Rupees One Lac only*).
- (III) The re-appropriation of funds from one budget/ expenditure head to another if permissible in terms of guidelines of the said project /consultancy shall be made on the recommendation of the concerned PI/CI to the extent as shown against each:
 - (a) Finance Officer : upto 10%
 - (b) Registrar : upto 20%
 - (c) Vice Chancellor: above 20%
- (iv) The adjustment accounts in respect of advances shall be submitted by concerned PI/CI through Director of concerned school within a period of 02 months from the date of issuance of such an advance/ advances.

(B) Expenditure on Workshops/Conferences/Seminars etc.

- (i) A Unique Miscellaneous Project (MP) number shall be allotted by A&R section in the format (MP/Year/Number) e.g.MP,2014/01 in respect of

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*Circulate to all faculty & staff
at receipts.*



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SMVDU /FIN/2014/ 213 B-44

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all approved conferences ,workshops, seminars/FDPs/MDPs/EDPs etc. The purchase committee of the respective event comprising of 03 faculty members including PI/Organizing Secretary is hereby empowered to procure material and/or incur expenditure related to the event to the extent of ₹50,000/- (*Rupees Fifty Thousand only*) on any particular activity/bill as per approved budget. All bills/ payments shall be authenticated by the Budget Committee consisting of atleast two members in addition to Chairman of Organizing Committee. The payment of such bills/ expenditure shall be released by the Finance Officer.

- (ii) The Finance Officer is hereby empowered to release/adjust advance upto an amount of ₹25,000/- (*Rupees Twenty Five Thousand only*).
- (iii) The Registrar is hereby empowered to sanction an expenditure including issuance/adjustment of an advance upto an amount of ₹1,00,000/- (*Rupees One Lac only*).

(C) Expenditure out of University Funds.

- (I) The Finance Officer is hereby empowered to:
- (a) Sanction/ adjust/recoup an imprest upto an amount of ₹5,000/- (*Rupees Five Thousand only*) subject to a ceiling of an any single item of not more than ₹1,000/- (*Rupees One Thousand only*) & a total bill of ₹5,000/- (*Rupees Five Thousand only*). The applications/correspondence in this regard shall be addressed directly to the Finance Officer by the imprest holder. However, if any expenditure is found not reasonably justified, the finance Officer may refer such reimbursement/recoupment to Registrar/Vice Chancellor for approval.
- (b) Release/adjust advances upto an amount of ₹25,000/- (*Rupees Twenty Five Thousand only*) in respect of request for issuance of advance received through Registrar.

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(c) Release payments in respect of sanctioned expenditure upto an amount of ₹25,000/- (Rupees Twenty five Thousand only).

(II) The Registrar is hereby empowered to sanction procurement/expenditure upto an amount of ₹50,000/- (Rupees Fifty Thousand only) subject to the ceiling of ₹5,000/- (Rupees Five Thousand only) for any single item.

(D) The Vice Chancellor shall sanction procurement/expenditure in all the above heads i.e A, B & C upto the limit approved by Executive Council in its 15th Meeting held on 3rd of May'2010.

Deep Chauria

Registrar

- Copy to :
- (i) All Deans , for information.
 - (ii) All Directors, I/C Directors, for information
 - (iii) Finance Officer, SMVDU for kind info.
 - (iv) PS to VC for kind information of the H'VC.
 - ✓ (iii) All Section Heads
 - (IV) Concerned File.