

KUVEMPU UNIVERSITY

Office of the University, Jnanasahyadri, Shankaraghatta – 577 451
HUMAN RESOURCE AND MANAGEMENT SECTION

Sub: General delegation of Special Financial and Administrative powers

- Ref: 1. Govt Order No. ಅಇ 03 ಟಿಎಫ್‌ಪಿ 2018, ಬೆಂಗಳೂರು
ದಿನಾಂಕ: 14-05-2018
2. Syndicate Decision dated:02-02-2019
3. Hon'ble Vice-Chancellor approval dated:14-06-2019

Preamble:

The question of revising the delegation of common financial powers to the officers of the University has been under the consideration for sometime past. The last revision of delegation of financial powers was made in 2002. Thereafter, the Government has revised the financial power for its officers. Several requests have also been received from the officers of the University for revising the delegation of financial powers. Due to escalation of the costs it has become necessary to revise the delegation of common financial powers in addition to reasons already furnished above.


Keeping in view of the above factors it is proposed to revise the delegation of financial powers to the officers of the University by adopting financial powers delegated to the officers of the Government, vide Government Order No ಅಇ 03 ಟಿಎಫ್‌ಪಿ 2018, ಬೆಂಗಳೂರು ದಿನಾಂಕ: 14-05-2018

Order No:KU/HRM-2/DEL/ 2019 /2019-20 DATED:19-06-2019

Pursuant to the approval of the syndicate at its meeting held on 02-02-2019. The Syndicate of the University is pleased to delegate common financial powers to its Officers as specified in the Annexure enclosed to this order subject to the following conditions.

1. The exercise of these powers are subject to strict compliance with the directions embodied in Part – II of Manual of Financial Powers, 1967
2. No authority can delegate any of the financial powers delegated to that authority to any other authority wholly or partly.
3. building work above Rs. 30.00 Lakh shall be placed before Building Committee.
4. The classifications of Officers of the University will be as follows:
 - a. Registrar Head of the Department
 - b. Registrar (E)& Finance Officer Divisional Level Officers
 - c. Principals of Constituent Colleges District Level Officers
NSS Coordinator / Director, DDE/CDC/
PG Centre / Librarian / Sports / PME/IQAC/
Executive Engineer
 - d. Deputy Registrars /Assistant Executive Engineer /Deputy Director/Deputy Librarian Sub- Divisional Officers
 - e. Assistant Registrar /Assistant Director/
Assistant Librarian/Assistant Executive Engineer Taluk Level Officers

By order


REGISTRAR
Registrar
Kuvempu University-2
Jnana Sahyadri
Shankaraghatta-577 451
Shimoga (Dist.)
29/6/19
20/6/19

To:

1. The Principal Secretary, Education Department (Higher Education), Government of Karnataka, M.S.Building, Bangalore.
2. The Registrar (Evaluation), Kuvempu University, Shankaraghatta
3. The Finance Officer, Kuvempu University, Shankaraghatta
4. The Librarian, Kuvempu University, Shankaraghatta
5. All the Deputy Registrar, Kuvempu University, Shankaraghatta
6. The Principals of all Constituent Colleges, Shiomga
7. The Director, P.G. Center, Kadur
8. The Co- Ordinator, P.G.Center, Chikmagalur
9. All the Chairman of the P.G.Department, Kuvempu University, Shankaraghatta/ Shimoga
10. The Executive Engineer, Engineering Section, Kuvempu University, Shankaraghatta
11. The Director, Directorate of Distance Education, Kuvempu University, Shankaraghatta
12. All the Assistant Registrar, Kuvempu University, Shankaraghatta/ Shimoga
13. The Faculty Advisors, Gents & Ladies Hostel, Kuvempu University, Shankaraghatta
14. The Programme Co- Ordinator, N.S.S., City Office, M.R.S.Circle, Bypass Road, Shimoga
15. The Director, Sports section, Kuvempu University, Shankaraghatta
16. The Director, Prasaraanga, Kuvempu University, Shankaraghatta
17. All the Superintendents, Kuvempu University, Shankaraghatta/ Shimoga/Chikmagalore
18. The Medical Officer, Health Centre, Kuvempu University, Shankaraghatta.
19. PA to Vice-chancellor /Registrar , Kuvempu University, Shankaraghatta.
20. The Convener, SC/ST Cell, / Women's Study Centre / Women's Harassment Cell / Kuvempu University, Shankaraghatta.
21. Office Copy.

ANNEXURE-1

POWERS DELEGATED TO THE OFFICERS OF THE UNIVERSITY

Sl. No	Description of the power	Vice-chancellor		Registrar	Registrar (Evaluation) / Finance Officer	Principal of Constituent Colleges	Deputy Registrar	Assistant Registrar
1	To – Sanction arrears claims of university employee (vide Article 20(a) of KFC)	Full Power		Full Power	6 Years in each case	3 year in each case	3 Year in each case	-
2	To sanction promotion, Permanent or officiating and other arrangements involving alterations in the pay of University employee not sanctioned by them within one year from the earliest date on which they could be sanctioned (vide Article 20(d) of KFC and Rule 20 of KCSRC)	Full Power		6 Years	6 Years	5 Years	5 Years	-
3	To Sanction payment of arrears claim on account of contingent charge (including supplies and services) TA to non officials for attending meetings and monthly recurring grant in aid not exceeding Rs.3000 in each case preferred one year after their becoming due (Vide Article 21 Note 1 of KFC)	Full Power		3 Years	3 Years	3 Years	-	-
4	To refund of revenue including fees, fines, etc, admissible under rules (vide Articles 142 to 144 of KFC)	Full Power		Full Powers	Full Powers	Full Powers	Full Powers	-
5	To declare stores as obsolete surplus or unserviceable and dispose them of subject to fixing responsibility for the loss where they have become obsolete surplus or unserviceable owing to negligence of fraud etc, on the part of individual employee (vide Articles 168 of KFC)	i) Unusable goods like sports materials / toys / educational equipment etc	Full power	Full powers	Rs. 50,000 in one case subject to Rs. 5.00 lakhs per annum	Rs. 30,000 in one case subject to Rs. 3.00 lakhs per annum	Rs. 15,000 in one case subject to Rs. 1.00 lakhs per annum	Rs. 10,000 in one case subject to Rs. 50,000 per annum
		ii) Perishable items like plant, food material, consumables, drugs, fertilizers, etc	Full power	Full powers	2% of the value of the item, subject to Rs.2.00 lakh per annum	2% of the value of the item, subject to Rs.1.00 lakh per annum	Rs. 10,000 in one case subject to Rs. 50,000 per annum	Rs. 10,000 in one case subject to Rs. 50,000 per annum
		iii) unusable books and periodicals.	Full power	Full powers	Full powers	Full powers	Full powers	Full powers

Sl. No	Description of the power	Vice-chancellor		Registrar	Registrar (Evaluation) / Finance Officer	Principal of Constituent Colleges	Deputy Registrar	Assistant Registrar
6	To sanction house building, house purchase of house repairs advances to subordinate University employee (Vide Article 216 of KFC)	(i) <u>Advances</u> To sanction tour advance	Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
		(ii) To Recommendation for loan house building with in the permissible limit house building advance as per rules and subject to Budget allotment	Full power	Full Powers A & B	Full Powers A & B	Full Powers A & B	Full Powers C & D	--
		(iii) To recommendation vehicle purchase advance as per rules within permissible limit	Full power	Full Powers	Full Powers	Full Powers	Full Powers	--
7	To sanction write off of the following subject to quarterly statement of such write off being submitted to Vice Chancellor through proper channel. 1. Values of stores or University money list other than by fraud or negligence of individual employee 2. Irrecoverable items of departmental revenues 3. Irrecoverable amounts of loans and advances (Vide Article 306 of KFC)	Write off losses To sanction writing off in respect of the following. 1. Government goods or money lost	Full power	Rs. 20,000 in individual case, subject to Rs. 10.00 lakh per annum	Rs. 10,000 in individual case subject to Rs. 4.00 lakh per annum	Rs. 4,000 in individual case subject to Rs. 1.00 lakh per annum	-	-
		2. Irrecoverable departmental revenues	Full power	Rs. 20,000 in individual case, subject to Rs. 10.00 lakh per annum	Rs. 10,000 in individual case subject to Rs. 4.00 lakh per annum	Rs. 4,000 in individual case subject to Rs. 1.00 lakh per annum	-	-
		3. Irrecoverable loans and advances (In all such cases, the authorised officer shall record that the loss has not been caused because of fraud or negligence)	Full power	Rs. 20,000 in individual case, subject to Rs. 10.00 lakh per annum	Rs. 10,000 in individual case subject to Rs. 4.00 lakh per annum	Rs. 4,000 in individual case subject to Rs. 1.00 lakh per annum	-	-
		Writing off goods To sanction writing off or disposal of the following 4. Unusable goods in government store	Full power	Full power	Rs.50,000 in one case subject to 5.00 lakh PA	Rs.30,000 in one case subject to 3.00 lakh PA	Rs.15,000 in one case subject to 1.00 lakh PA	Rs.10,000 in one case subject to 50,000 PA

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		5. Perishable items like plant, food material, consumables, drugs, fertilizers, etc.	Full power	Full Power	2% of the value of the Item. Subject to Rs. 2.00 Lakh PA	2% of the value of the Item. Subject to Rs. 1.00 Lakh PA	Rs.10,000 of the value of the Item. Subject to Rs. 50,000 PA	Rs.10,000 of the value of the Item. Subject to Rs. 50,000 PA
		6. Unusable books and periodicals	Full power	Full power	Full power	Full power	Full power	Full power
		7. Obsolete or unserviceable equipment	Full power	Full Power	Rs. 50,000 in one case subject to Rs. 10.00 Lakh PA	Rs. 25,000 in one case subject to Rs. 2.00 Lakh PA	Rs. 15,000 in one case subject to Rs. 1.00 Lakh PA	Rs. 10,000 in one case subject to Rs. 50,000 PA
		8. Vehicles beyond economic repair, subject to certification by the RTO (Subject to certificate by the competent authority that the condition of obsolescence, expiry, or unserviceability has not been caused by negligence in planning, procurement of maintenance)	Full power	Full power	-	-	-	-

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8	To sanction re appropriation from one head of account to another within the same major head in the University budget provided it does not involve a) A diversion of provision from the plan to non-plan items b) Diversion of provision from the plan to non-plan items c) The undertaking of a recurring liability d) An increase in the allotment for secret service expenditure e) Expenditure on a new service f) An increase on an item the provision for which has been specifically reduced by a competent authority g) From charged item to vote of the University authorities. h) Diversion of funds for purposes other than that provided in the Budget (Article 308 to 314 of KFC)	Rs. 10.00 lakh between two units of appropriation under of appropriation under same major head and within same demand	Full power	-	-	-	-	-
9	To prescribe in the case of subordinate staff security for the custody of University cash or stores and fix the amount in cases not covered by the specific provision in the rules of Govt, Order (Vide ARTICLE 353 of KFC)			Full Powers	--	--	--	--
10	To sanction permanent advances for contingent expenditure to drawing officers subordinate to them (Vide Rule 24 of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
11	To sanction expenditure on publication of official advertisement in newspaper (Vide Rule 55(1) of MCB)	Advertisement 1. To sanction publishing of official advertisements subject to guide lines from Department/Direct orate of Information and Publicity, and also subject to availability of grants for this purpose	Full power	Rs. 50000	Rs 25,000	Rs. 10,000	Rs. 5,000	-
		2. To sanction printing of publicity material under government programmes	Full power	Full power	Full power	-	-	-

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12	To sanction the employment of unskilled part time menials payable out of contingencies in the offices for a total period not exceeding 3 years vide note 2 below Rule 7 and 55(2)(b) of (MCE)	Hiring manpower Subject to guidelines from DPAR/FD, and Subject to Vacancy of posts or availability of grants for Service – outsourcing	Full power	Full Powers	-	-	-	-
13	To sanction charges, for repairs to office bicycles (Vide Rule 55(7) of MCE)		Full power	Full power	Full power	Full power	Full power	Rs.150/- each time
14	To sanction to the purchase of books of reference relating to the special work including periodicals like magazine and journals and books for their departmental libraries and for granting prize, and to sanction the free supply of purchases of Government publications required for reference in office under their control from the govt book Dept (vide Rule 55(9) and 45 of MCE)	Books and periodicals:- To sanction purchas of reference books and journals for facilitating official work	Full power	Full Powers	Full Powers	Rs.20,000 per annum	Rs.10,000 per annum	Rs. 2,000 per annum
15	To purchase if absolutely necessary for official purposes, Govt of India publications and copies of administrative , copies of administrative reports and the like issued by corresponding department of other state Govt., if they are not supplied free or on exchange basis (Vide Rule 55(9)(d) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
16	To sanction the purchase of Furniture (Vide Rule 55(11) & 28 of MCE)	Furniture	Full power	Full power	-	-	-	-

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17	To sanction the purchase of office equipments	Office equipment	Full power	Rs. 20.00 lakh per annum	-	-	-	-
18	To Sanction for conveyance of office records in excess of according to local circumstances (Vide Rule 55(17) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
19	To sanction charges for Typing DTP by piece work (Vide Rule 55(18) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
20	To sanction repairs of calculators furniture and other articles of office equipment (Vide Rule 55(28) of MCE)	Repair and AMC of office equipment and furniture	Full power	Full Powers	Full Powers	Full Powers	-	-
21	To sanction charges for insurance on Special goods of Government such as mathematical and scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport (Vide Rule 55(32) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
22	To sanction the purchase of topo-sheets and maps for use in office (Vide Rule 55(37) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
23	To Permit in special circumstances the remittance at the expense of University of pay travelling allowance and contingencies of University servants employed out of way places even when the M.O. Commission exceeds the travelling allowance payable to a peon (Vide rule 55(39) (b) of MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers

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24	To sanction the hiring of private building including lands for departmental use in consultation with the Executive Engineer of the University (Vide rule 55 (46) of MCE)	Hiring of building in consultation with PWD/Rent Controller	Full power	1) Rs.2.00 lakh for a building for a month (except Bangalore Urban) 2) Rs. 5.00 lakh for a building in Bangalore Urban for a month)	-	-	-	-
25	To sanction local purchase of stationery articles in offices (Vide rule 55(48) of MCE)	Stationery	Full power	Full Powers	Full Powers	Rs. 10,000 each time and Rs. 2.00 lakh p.a	Rs. 5,000 each time and Rs. 1.00 lakh p.a	-
26	To sanction charges for shifting telephones from one office building to another (Vide rule 55(53) or MCE)		Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
27	To sanction repairs of tents Government (Vide rule 55(54) of MCE)	Repair of vehicles	Full power	Full powers	Upto Rs.1.00 lakh on one vehicle, subject to Rs. 7.00 lakh per annum	Upto Rs.50,000 on one vehicle, subject to Rs. 5.00 lakh per annum	Upto Rs.50,000 on one vehicle, subject to Rs. 3.00 lakh per annum	Upto Rs.20,000 on one vehicle, subject to Rs. 1.00 lakh per annum
28	To sanction repairs to computers, printer, UPS typewriters including duplicators of offices (Vide rule 55(56) of MCE)	Computers and peripherals (Subject to the Government Orders from e-Governance (DPAR))	Full power	Full powers	Full power	Rs25000 per annum	Rs. 5000 per annum	-
29	To sanction expenditure for participating important state exhibitions within the state		Full power	Full power	Rs. 1.00 crore per annum	-	-	-
30	To sanction expenditure for participating in District and other exhibitions within the state		Full power	Full power	Full power	Rs. 25000	-	-
31	To sanction charge in connection with the publications of hand books, invitations and latest etc.		Full power	Full Powers	Full Powers	Full power	Rs. 5000-00	Rs.2500

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32	To sanction refund of wrong or excess credits provided (Vide Article 142 of KFC) 1. Each claim is supported by certificate of original credit and its non payments 2. The claim is preferred within 3 years of original credits 3. It is clearly established that it was a case of wrong of excess credits.	Refunds To sanction refund of revenue including fees, fines, etc. And to refund wrong of excess credit, subject to the claim being established with authenticated documents	Full power	Full Powers	Full Powers	Full Powers	Full Powers
33	To authorise University employees to proceed on duty beyond the limits of their charges but within the State (Vide rule 16(a) of KCSRS)	KCSR: To authorize Subordinate Government servants to proceed on duty beyond the limits of their charges but within the State (Vide rule 16(a) of Kcsrs)	Full power	Full Powers	Full Powers	Full Powers	Full Powers for group C & D
34	To authorize subordinate University employee to proceed on duty beyond the limits of their charges outside the State within India (Vide rule 16(b) of KCSRS)	To authorize subordinate Government servant to proceed on duty beyond the limits of their charges outside the State within India (Vide Rule 16(b) of KCSRS)	Full power	1. Non Gazetted Full powers. 2. Gazetted 15 days	15 days in case of non-gazetted	15 days in case of non-gazetted	10 days for group C & D
35	To sanction the acceptance of remuneration by University employees under their control for work as examiners for various Government Departments or Bodies set up by Government or Universities within the State in accordance with the scales sanctioned (Vide rule 28 (d) of KCSRS)	To sanction the acceptance of remuneration by Government servants under their control for work as examiners for various examinations conducted by Government departments or bodies set up by Government of Universities within the State in accordance with the State in accordance with the State in accordance with the scales sanctioned (Vide Rule 28(d) of KCSRs).	Full power	Full Powers	Full Powers	-	-

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36	To sanction the acceptance of fees by University employees under their control from a private person a private body of a public body whose funds are administered by government when not covered by any rules, special of local law or orders of Government (Vide rules 28 and 29 of KCSRs)	To sanction the acceptance of fees by Government servants under their control from a private person, a private body or a public body whose funds are administered by Government when not covered by any rules, special or local law of orders of Government (Vide Rules 28 and 29 of KCSRs)	Full power	Full Powers	Full Powers (NGOs)	Full Powers (NGOs)	-
37	To sanction in charge arrangements in posts which are vacant of the incumbents of which are absentees and the filling up of which requires the sanction of a higher authority (Vide rule 32,68,192 & 196 of KCSRs) University employees who are in the scale of pay of 1. Group A – 67550-104600 and above 2. Group B – 43100-83900 and above but below the scale of pay 67550-104600 3. Group C – 37900-70850 and above but below the scale of pay 43100-83900 4. Group D – 18600-32600 and above but below the scale of pay 37900-70850	To Sanction in-charge arrangements in posts which are vacant of the incumbents of which are absentees and the filling up of higher authority (Vide Rules 32,68,192 & 196 of KCSRs) Government servants who are in the scale of pay of:	Full power				
		i) Gr-‘A’ Services	Full power	4 months	3 months	2 months	-
		ii) Gr-‘B’ Services	Full power	6 months	4 months	3 months	2 months
		iii) Gr-‘C’ & “D”	Full power	Full power	Full power	Full power	Full power
38	To sanction, the extension of Joining time to University employees (Vide rule 62 of KCSRs)	1. Group A – 67550-104600 and above 2. Group B – 43100-83900 and above but below the scale of pay 67550-104600 3. Group C – 37900-70850 and above but below the scale of pay 43100-83900 joining time to subordinate non-gazetted Government servants (Vide Rule 86 of KCSRs)	Full power	Full power			


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39	To sanction maternity leave to married female University employees (Vide rule 135 of KCSRs) 1. Gazetted 2. Non-gazetted	To sanction maternity leave to married female University servants (Vide Rule 135 of KCSRs) 1. Gazetted 2. Non-gazetted	Full power	Full Powers Full Powers	Full Powers Full Powers	Full Powers Full Powers	Full Powers Full Powers	- -
40	Sanction of leave other than special disability leave to Subordinate University employees (Vide rule 192 and 196 of KGSRs) University employees who are in the scale of pay of 1. Group A – 67550-104600 and above 2. Group B – 43100-83900 and above but below the scale of pay 67550-104600 3. Group C – 37900-70850 and above but below the scale of pay 43100-83900 4. Group D – 18600-32600 and above but below the scale of pay 37900-70850 Note: The powers to sanction leave as above includes the powers to sanction leave preparatory to retirement but does not include the power to refuse earned leave applied as leave preparatory to retirement	Sanction of leave other than special disability leave to subordinate university servants (Vide Rule 192 and 196 of KCSRs); 1. Group A – 67550-104600 and above 2. Group B – 43100-83900 and above but below the scale of pay 67550-104600 3. Group C – 37900-70850 and above but below the scale of pay 43100-83900 Not: The powers to sanction leave as above includes the powers to sanction leave preparatory to retirement but does not include the powers to refuse earned leave applied for as leave preparatory to retirement.	Full power	4 months 6 months Full powers	3 months 4 months Full powers	2 months 3 months Full powers	2 months Full powers	 Full powers

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41	Sanction of encashment of earned leave once in calendar years in accordance with rule 118 of KCSRs	Sanction of encashment of earned leave one in block period of two years in accordance with rule 118 of KCSR S.	Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
42	Encashment of earned leave at the time of retirement or at the time of death while in service in accordance with rule 118 (A) of KCSRs.	Encashment of earned leave at the time of retirement or at the time of death while in service in accordance with rule 118 (A) of KCSRs.	Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
43	To sanction disbursement to University employees of arrears of leave salary arising as a result of the sanction or communication of leave more than one year from the date of relief (Vide rule 198 of KSCSRs)	To Sanction disbursement to subordinate non-gazetted Government Servants of arrears of leave salary arising as a result of the sanction or communication of leave more than one year from the date of relief (Vide rule 198 of KCSRs)	Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
44	To order the retirement on invalid pension of University employees appointed by them or. by a lower authority, who by bodily or mental infirmity are permanently incapacitated from the public service (Vide rule 273 of KCSRs)	To order the retirement on invalid pension of non-gazetted Government servants appointed by them or by bodily or mental infirmity are permanently incapacitated from the public service (Vide rule 273 of KCSRs)	Full power	Full Powers	Full Powers	Full Powers	-	-
45	To sanction in exceptional cases road mileage both ways for road journeys made by University employees between places connected by rail vide (rule 462 (h) of KCSRs)	To sanction in exceptional cases, road metrage both ways for road journeys made by subordinate Government servants between places connected by rail vide (rule 462 (h) of KCSRs)	Full power	Full Powers	Full Powers	-	-	-

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46	To sanction daily allowance for halts on tour exceeding 10 days at a place to University employees (Vide rule 516 of KCSRs)	To sanction daily allowance for halts on tour exceeding 10 days at a place to subordinate university servants (Vide rule 516 of KCSRs)	Full power	1) 30 days in the case of gazetted officers 2) 90 day in the case of non-gazetted officers	1) 20days in the case of gazetted officers 2) 60 day in the case of non-gazetted officers	1) 15 days in the case of gazetted officers 2) 30 day in the case of non-gazetted officers	-	-
47	To allow University employees on transfer, the actual cost of transport by rail or other craft of their conveyance at owner's risk (Vide rule 532 (3) (A) (1) (4) (2) of KCSRs)	To allow subordinate university servants on transfer, the actual Cost of transport by rail or other craft or their conveyance at owner's risk (Vide rule 532 (3) (A) (1) (4) (2) of KCSRs)	Full power	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
48	To accord administrative approval to works to be executed by the engineering section against funds provided in the budget NOTE: In the case of major works estimated to cost Rs. one lakh and above, the powers approved to only works for which there is specific provision in the budget	Administrative approval of works	Up to Rs.10.00 crore each work	Upto Rs. 30.00 lakh	-	-	-	-
49	To order the casual and emergent purchase of stores which should normally be purchased through the stores purchase department		Full power	Full power	-	-	-	-

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50	<p>To accept tenders for purchase of stores ordered directly by the departments:</p> <ol style="list-style-type: none"> Where the lowest tender is accepted and the prescribed terms of tenders are followed In other cases Major overhauls of vehicles (rule 55 (40) (A) 3(b) of MCE) Minor overhauls of vehicles (rule 55 (40) (A) 3(C) of MCE) Petty repairs including replacement of missing or worn out parts except tyres and tubes (rule 55(40) (A) (3) (d) of MCE) 	Repair of vehicles	Full power	Full powers	Full power			
			Full power	Rs. 50000	Rs. 20000	-		
51	<p>Rule 55 (42) of MCE states that government prescribe from time to time the periodicals and journals to be subscribed for by each department News papers is an essential item for all offices. In the scheme of decentralizations of powers it is best left to the heads of departments to prescribe the news papers and journals to be subscribed by the heads of offices under his control and by his own office. The following guidelines are laid down.</p> <p>The Heads of departments are empowered to prescribe, the newspapers and periodicals to be subscribed by head of offices of various ranks under their control in field offices and as well as to their office.</p> <p>The Head of the department shall not subscribe to more than two news papers / periodicals to their own office and one newspaper / periodical to each subordinate offices.</p> <p>The supply of news papers and periodicals as specified above shall be restricted to only heads of offices and the officers who are not heads of offices shall not be entitled to get news papers / periodicals.</p>	Full power	Full powers	Full powers	-	-	-	

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52	<p>The powers have been delegated to the heads of departments to accord sanction for payment of advance deposits in respect of Group C and D officials and officers for undergoing treatment in the following hospitals subject to fulfilment of the conditions stipulated in Karnaataka Civil Service (Medical attendance) rules 1963;</p> <ol style="list-style-type: none"> 1. NIMHANS, Bangalore 2. Kidwai Institute of Oncology, Bangalore 3. Sri Jayadeva Institute of Cardiology, Bangalore and other Government and University recognized hospitals 	Full power	Up to Rs. 1.00 Lakh	Rs. 50000-00	Rs. 25000-00	-	-


REGISTRAR
 Registrar,
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 Shivamogga District
 Karnataka State.

ANNEXURE-2

POWERS DELEGATED TO THE OFFICERS OF THE UNIVERSITY

Administrative Power:

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
1	To effect transfer of officer and other sub-ordinate officials within the University	Full power	Full Powers	-	-	
2	To permit University teachers to accept the examination work of other Universities b) Within the State b) Outside the State University	Full Powers for all Categories of teachers	Full Powers For all teachers	-	-	
3	To confirm/employees against sanctioned post and sanctioned scales after the period of probation is completed service is approved subject to eligibility by passing prescribed tests and departmental examinations	Full Powers	Full Powers for Group C & D	-	-	
4	To remit late fees, fines etc.....imposed on students	Full Powers	Full Powers	Full Powers	Full Powers	
5	To impose penalties on teachers in connection with the examinations work in case of debar of teacher from the University examinations for malpractices, dereliction of official duty examinations shall recommend such teachers after conducting enquiry as per rules by giving equal opportunity to defend himself in the matter	Full Powers	-	-	-	
6	To appoint tabulators, coding officers, custodian, dispatch officers, Chief superintendent and the deputy chief superintendents and exam. Hall reviewers (Invigilators clerical assistants laboratory Asst. Typists etc...as per rules.	Full Powers	-	Full Powers	-	
7	To sanction remuneration to the various Officers/ Officials involved in coding, tabulating, invigilation typing supervision, clerical, job, laboratory asset., as per rules	Full Powers	-	Full Powers	-	
8	To execute and conclude all the agreements and contracts with the approval of the appropriate authorities	-	Full Powers	-	-	

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
9	Power to sign on behalf of the University bills, notes, receipt, acceptances, endowments, cheques realise agreement contracts and documents (power to authorises signing acceptance)	-	Full Powers	-	-	
10	To permit the University Employees to accept remuneration, consultation fee etc..., and to serve to accept the membership of the organisations not century ordinances, rules and regulations.	Full Powers	Full Powers	-	-	
11	Sanction of subsistence allowance as per rules during the suspension of the University employees pending approval of the University authority.	Full Powers	Full Powers	Group C & D working under him Full Powers	Group C & D working under him Full Powers	
12	Do decide on the case of University employees who are selected to undergo to a course of training or study shall count for service qualifying them for increment or pay as per rules.	Full Powers	Group C & D	-	-	
13	To sanction leave preparatory to retirement or leave refusal	-	Full Powers	-	-	
14	To permit extra cost by way of travelling allowance under special circumstances	Full Powers	Full Powers	-	-	
15	To order retirement of the University employees who attained the age of superamuation	Full Powers	Group C & D	-	-	
16	To sanction retirement benefit to the University employees	Professor & Associate professor	Other employees	-	-	
17	To make temporary appointment against leave Vacancy	Full Powers	Group C & D	-	-	
18	To sanction daily allowance for halts not exceeding 30 days and to declare the shortest route within the state	Full Powers	Group C & D	-	-	
19	To sanction D.C.R.G / Gratuity to the families of University employees as per rules	-	Full Powers	-	-	
20	According administrative approval to A.M. estimates in respect of Water supply and sanitary, Electricity Roads	Full power	Rs. 3.00 lakhs	-	-	

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
21	To accord administrative approval and technical sanctions to the revised or modified estimates	Upto 25% over the original sanctioned estimates	Upto 10% over the sanctioned estimates	-	-	
22	To sanction expenditure on urgent repairs to University buildings, road, water supply, electricity installations etc., subject to the budget provisions	Full Powers	Upto 1,00,000/- at a time and max 10,00,000 PA	-	-	
23	Power to authorities signing and acceptance of the works by charging it to the works concerned	Full Powers	-	-	-	
24	To Sanction charges for taking photographs of the works by charging it to the works concerned	-	Full Powers	-	-	
25	To sanction purchase of blue printing sapper ammonia, ink, etc by charging it to the sanctioned works	Full Powers	Full Powers	-	-	
26	To sanction purchase of stationary or works against provisions made in sanctioned estimates	Full Powers	Upto Rs.25,000 each time upto 1,00,000 P A	-	-	
27	To sanction advertisement charges for tender notification in news papers by charging it to the works concerned	Full Powers	Full Powers	-	-	
28	To order for the disposal stores articles by public auction or bherwise surplus stores articles like empty cement bags etc not less than their book value and unserviceable status	Full Powers	Full Powers	-	-	
29	To sanction purchase of schedule of rate books from the P.W.D / B.W.S.S.B. PHE, the electricity board and other authorities	Full Powers	Full Powers	-	-	
30	To conduct negotiations for entrustment of work as per rules	Upto Rs. 10.00 Crore	In respect of work costing upto Rs.2.00 crore	-	-	
31	Entrustment of work to piece work contractors at not more than sanctioned estimated schedule of rates.	Full Powers	Upto Rs.5.00 lakh	-	-	

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
32	To pass and admit excess over the original estimate of both original works and repairs works including AM. Works due to deviations in quantities and rates etc.,	Full power	-	-	-	
33	To authorise utilisation under the saving under any estimate for the same work	Full Powers	-	-	-	
34	Granting of extension of time as per terms and conditions of agreement as per rules	a) Upto 75% of the total period stipulated in the contract agreement for completion of works in respect of all contracts in normal condition. b) However in special circumstances granting of extension time full power				
35	Approval of dates and sanctioning of estimates	-	Full Powers	-	-	
36	Termination of the agreement as per the terms and conditions	Upto Rs. 10.00 Crore	Upto Rs. 50.00 lakhs	-	-	
37	Repairs to tools and plant and machineries	Full Powers	Full Powers	-	-	
38	Approval of Technical sanctions and estimates i. Irrigation, road, bridge and buildings works (for irrigation works all estimates over Rs. 50.00 lakhs to be cleared by TSC) ii. Works of electrical installations of Government buildings against, lumpsum provision in the sanctioned estimate. iii. Component parts of a project against lumpsum provision in the sanctioned estimate for specialised and skilled works.	This delegation of power limited to executive engineer of Kuvempu University upto Rs. 1.00 Crore				


REGISTRAR
 REGISTRAR,
 KUVEMPU UNIVERSITY,
 Inana Sahyadri,
 Shankaraghatta-577 451.
 Shivamogga District
 Karnataka State.

ANNEXURE-3

POWERS DELEGATED TO THE OFFICERS OF THE UNIVERSITY

Financial Power

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
1	To sanction temporary advances from the Kuvempu University contributory provident fund or G.P.F. as per rules	-	Full Powers	-	-	
2	To sanction partial advances, permit withdrawals from the Kuvempu University General provident fund as per rules	-	Full Powers	-	-	
3	To sanction to get new Telephones	-	Full Powers	-	-	
4	To sanction Laboratory Equipments and chemicals to University Departments	Full power	Rs. 5.00 lakhs	-	-	
5	To sanction an annual and special expenditure in case of emergency not provided in the budget recording reasons in writing or if it is excess of provision made in the budget subject to ratification by the appropriate authority	Full power	Upto Rs. 50,000/-	Upto Rs. 25,000/-	Upto Rs. 25,000/-	
6	To accord acceptance of bills in respect of all claims sanctioned by the University.	Full Powers	Full Powers	Full Powers	Full Powers	
7	To sanction A.C. bills as per rules	Full Powers	Full Powers	Full Powers	Full Powers	
8	To drawn money on A.C. bill in respect of advance sanctioned by the University and render accounts to the Finance Officer within the stipulated periods as per rules	Full Powers	Full Powers	Full Powers	Full Powers	
9	To sanction refund of examination fees wrongly paid or in excess towards issue of duplicate marks card, eligibility, migration certificates and degree certificates relating to the examinations.	Full Powers	Full Powers	Full Powers	Full Powers	
10	To draw, endorse of countersign cheques of the University including deposit accounts.	Full Powers	Full Powers	Full Powers	Full Powers	
11	To sanction refund of EMD and other security deposits, as per rules	Full Powers	Full Powers	Full Powers	-	

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
12	To sanction payment of claims preferred by other departments regarding supply and service.	Full powers	Up to 1,00,000/- Within 3 yrs, in each case	-	-	
13	To sanction the destruction of time barred records as per rules	Full Powers	Full Powers	Full Powers	Full Powers	
14	To Permit the remittances of salaries, allowances and other supply and services by money orders and D.D. at University expenses	Full Powers	Full Powers	Full Powers	Full Powers	
15	To sanction purchase of diaries and other table equipments to officers of the University not below the rank of Assistant Registrar or equivalent cadre	Full Powers	Full Powers	-	-	
16	a) To sanction conveyance charges within the city for the distance not less than 2 K.M. on office work as per rules b) To sanction conveyance charges examination related works	Full powers	Full power	Full power	-	
17	To sanction legal charges like court fee and other charges	Full Powers	Rs. 25000-00	-	-	
18	To sanction awards other than research awards to the University employees where due, delegations & discretion were used in order to protect the University property.	Full powers	Rs.5000/- in each case & 50000/- PA	Rs.5000/- in each case & 50000/- PA	Rs.5000/- in each case & 50000/- PA	
19	To sanction expenditure towards purchase to dictionaries, reference books etc., for office use at prevailing rates.	Full Powers	Full Powers	Rs.5000/- at a time & max, 25000/- PA	Rs.5000/- at a time & max, 25000/- PA	
20	To sanction remuneration / honorarium/ royalty to authors/ reviewers/ Teachers	Full Powers	Full Powers	-	-	
21	To sanction expenditure in connection with manufacture of blocks, art work etc.,	Full Powers	Upto Rs.50000/- at a time & Max 5,00,000/- PA	-	-	
22	Towards purchase of different of paper/ special paper boards and other printing materials as per rules	Full Powers	Full Powers	Full Powers	Full Powers	
23	To sanction payment of honorarium to speakers guest lecturers etc.	Full Powers	Full Powers	-	-	

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation)	Finance Officer	Principal / Director / convener
24	To sanction contingent expenditure towards soap, towels, washing powder etc., to the University press	-	Full Powers	-	-	
25	To sanction raw material of various description to the University employment and guidance bureau as per rules for hobby workshop.	Full Powers	Full Powers	-	-	
26	To sanction Air Fare to the members of the board of examiners board of appointment/ board of studies extra moral studies/ student welfare others.	Full Powers	-	-	-	
27	To sanction drugs, minor equipments and other medicines to the University health centre	Full power	Upto Rs. 1.00 Lakh	-	-	
28	To sanction contingent amount in connection with the University examination as per rules	Full Powers	-	Full Powers	-	
29	To sanction deputation allowance to the deputed officers other than the statutory Officers Foreign service as per rules	Full Powers	Upto Group C & D	-	-	
30	Sanction of travelling allowance to the members of the various boards as per rules	Full powers	Full Powers	Full Powers	Full Powers	
31	To sanction contingent amount in connection with the University as per Rules	Full Powers	Rs.20000/- at a time and max Rs.2,00,000/- PA	Rs.20000/- at a time and max Rs.2,00,000/- PA	-	
32	To sanction retirement benefits to all categories of University employees in case of death or attain the age of superannuation (including DCPGs)	Full Powers	Group C & D	-	-	
33	To sanction reimbursement of medical charges as per rules	Full Powers	Upto Rs.50,000-00 in each case	-	-	
34	To sanction of the investigation of arrears claim of pay and allowance of all the employees provided the claims are over 6 years	Full power	Within 6 years	-	-	
35	To sanction refund of admission / tuition fee and other fees paid by the students and refund of registration fees, affiliation fees, etc.,	Full Powers	Full Powers	-	-	
36	To sanction expenditure on binding of books journals, periodicals register etc.,	Full Powers	Rs.1,00,000/- in each case and Rs.3,00,000/- PA	Rs.20,000/- in each case and Rs.1,00,000/- PA	Rs.20,000/- in each case and Rs.1,00,000/- PA	


REGISTRAR
 Registrar,
 KUVEMPUR UNIVERSITY,
 Jnana Sahyadri,
 Shankaraghatta-577 451.

ANNEXURE-4
POWERS DELEGATED TO THE OFFICERS OF THE UNIVERSITY


Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal / Director / convener	Deputy registrar	Assistant registrar
1	To sanction uniforms to Drivers Laboratory Attendants and other class IV employees	-	-	-	Full Powers	Full Powers	-
2	To countersign bills AC / DC / NDC and others bill	-	-	-	Full Powers	Full Powers	-
3	To sanction time scale increment to all classes of teaching and non-teaching staff	Full power for Group A & B	Full power for Group A & B	-	-	Full power for Group C & D	-
4	To sanction special casual leave to the University teachers as per rules	-	Full Powers			Full Powers (within state)	-
5	To sanction advances of pay to an employee on transfer	-	-	-	-	Full power	-
6	To sanction reimbursement of Medical charges as per rules	Full Powers	Upto Rs.50,000	-	-	-	-
7	To sanction of T.A.Bills	-	Group A & B			Group C & D	-
8	Annual property statement	-	Group A			Group B & C	Group D
9	Accordal of permission of purchases or acquire movable and immovable properties	-	Group A & B			Group C	Group D
10	To sanction of HTC and LTC	-	Group A & B			Group C	Group D
11	To sanction of time bound advancement	-	Full power			-	-

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal / Director / convener	Deputy registrar	Assistant registrar
12	1. Notification of UG / PG / PG Diploma / Ph.D courses	-	Full power	-	-	Full power	-
	2. Admission approval of UG Courses		Full power			Full power	
	3. Admission approval of PG & PG Diploma Courses		Full power			Full power	
	4. Admission approval of B.Ed Courses		Full power			Full power	
	5. Issue of migration certificate					Full power	Full power
	6. Issue of eligibility certificates to UG & PG students	Full power	Full power				
	7. Issues of permission letter to UG & PG Students					Full power	
	8. Issues of medium of instruction certificate					Full power	
	9. Issue of transfer certificate					Full power	Full power
	10. Issue of equilance certificate	Full power	Full power				
	11. Approval of Ph.D research centres	Full power	Full power			Full power	
	12. Approval of Ph.D Guides	Full power					
	13. Ph.d provisional registration	Full power					
	14. Ph.D confirmation registration	Full power					
	15. Fee Reimbursement bill of UG & PG students	Full power		Full Power			
	16. Action taken information of syndicate & AC meeting					Full power	Full power
	17. Provisional affiliation certificate issued to Foreign students	Full power	Full power				
	18. Approval of calendar of events of UG & PG certificates	Full power					
	19. Revision of fees structure of UG & PG course	Full power					
	20. Institution of Gold medals & Cash Prizes	Full power					
	21. Monthly progress report to governor office					Full power	Full power

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal / Director / convener	Deputy registrar	Assistant registrar
13	Issue of no objection certificate to the staff (to go abroad)	Group A	Group B.C & D			-	
14	Accordal of permission to go on other duties (within the state)	-	Group A			Group B	Group C & D
15	To sanction of stagnation increment	-	Full Powers			-	-
16	Fixation of Pay	Full power	Full Powers			-	-
17	Sanction of charge allowance	-	Group A & B			Group C	Group D
18	Approval of panel of Guest Lecturer/ part time Lecturer	Full power	Full Powers			-	-
19	To sanction of casual leave	Statutory Officers	Chairman of the Depts			Group A & B	Group C & D
20	To sanction of festival advance	-	-			Full Powers	-
21	To sanction Encashment of earned Leave	Group A	Group B			Group C & D	-
22	To sanction of Maternity leave & paternity leave as per rules	-	-			Full power	Full Powers
23	Declaration of probationary period	Full Powers	Full Powers			-	-
24	To sanction of Telephone Electricity, Rent, Water supply petrol, Diesel & courier bills as per rules	-	-			Full Powers	-
25	To sanction and to draw money on A.C. Bills and render accounts to the Finance Officer within the stipulated periods as per rules.	Full Powers	Full Powers			Upto Rs.5,000/- @ a time	Upto Rs.3,000/- @ a time
26	To claim and to disburse supplementary salary T.A. and other establishment claims to the concerned as per rules	-	-			Full Powers	-

Sl. No	Nature of Powers	Vice – Chancellor	Registrar	Registrar (Evaluation) / Finance Officer	Principal / Director / convener	Deputy registrar	Assistant registrar
27	To Sanction expenditure on Dry-Cleaning and Pressing of Convocation Dresses and Polishing of Mace & Wooden Stand					Full powers	

- 1) Group A – 67550-104600 and above
- 2) Group B – 43100-83900 and above but below the scale of pay 67550-104600
- 3) Group C – 37900-70850 and above but below the scale of pay 43100-83900
- 4) Group D – 18600-32600 and above but below the scale of pay 37900-70850


REGISTRAR
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