



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला

NATIONAL INSTITUTE OF TECHNOLOGY

An Institute of National Importance

(An Institution set up by NIT Act under Min. of Education, Govt. of India)

BARJALA, JIRANIA, TRIPURA WEST - 799 046

F.NITA.4/(74-Accounts/2010/Vol-2/9859-64.

Dated: 08/01/2025

14.

OFFICE ORDER

Sub: Delegation of Financial Power of NIT Agartala – reg.

1. In continuation to the order No. F.NITA.4 (74-Accounts)/2010/Vol-2/3301-05 dated: 06/11/2024 and amendments/ additions issued thereon.
2. In addition to powers so delegated vide order No.F. .NITA.4(74-Accounts)/2010/Vol-2/3301-05 dated: 06.11.2024, following amendments/ additions to financial powers to be delegated are issued.

Sl. No	Name of Delegation	Competent Financial Authority (CFA)	Power Delegated
(a)	Petty Purchase/ services (cash advances etc), purchase without quotation as per GFR provisions. (a)The expenditures will be post-audited. (b) log sheet for approval accorded in the month be prepared on the file for correct accounting	HoD/ PI	All approvals of payment up to an amount of Rs. 25,000/- per bill for direct payment and up to ceiling of Rs. 50,000/- per month.
		Registrar and Deans	All approvals of payment up to an amount of Rs. 25,000/- per bill for direct payment and up to ceiling of Rs. 1 Lakh per month.
(b)	Purchase of stores/ equipment and other items through purchase procedure/ GFR except project. (The expenditures will be pre audited) See Notes **	Registrar	Rs. 1,00,000/-
		Dean (s)	Rs. 1,00,000/-
		Chairman, Library	Rs.1,00,000/- for purchase of books on recommendation of library committee.
(c)	Purchase and reimbursement of expenditure through CPDA. (The expenditures will be pre audited)	Dean (FW)	Full powers for listed items.
		Director	Full Powers for non-listed items
			Foreign travel Expenses
(d)	Powers of IPC to vet procurements	IPC	Procurement for Rs. 10 Lakhs and above.

** Note (refer Sl. No. 2(b) above)

Sl. No.	Nature of Expenditure	CFA	Financial Powers delegated
(i)	Expenditure related to routine and recurring campus maintenance	Dean (P&D)	Rs. 1 Lakhs (All approval to a maximum limit of Rs. 1 Lakhs per proposal and upto the ceiling of Rs. 2.5 Lakhs per month)
(ii)	Expenditure related to hostel maintenance, NCC and NSS activities and mess maintenance	Dean (SW-1)	Rs. 1 Lakhs (All approval to a maximum limit of Rs. 1 Lakhs per proposal and upto the ceiling of Rs. 2.5 Lakhs per month)

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(iii)	Expenditure related to student activities, sports activities and student gymkhana activities	Dean (SW-II)	Rs. 1 Lakhs (All approval to a maximum limit of Rs. 1 Lakhs per proposal and upto the ceiling of Rs. 2.5 Lakhs per month)
(iv)	Expenditure related to Medical Unit, CCD activities, payment to vendors, CPDA, TA/LTC and telephone Bills	Dean (FW)	Rs. 1 Lakhs (All approval to a maximum limit of Rs. 1 Lakhs per proposal and upto the ceiling of Rs. 2.5 Lakhs per month)
(v)	Expenditure related to conduct of conferences and seminars in NITA promotion of project and research activities	Dean (R&C)	Rs. 1 Lakhs (All approval to a maximum limit of Rs. 1 Lakhs per proposal and upto the ceiling of Rs. 2.5 Lakhs per month)
(vi)	Expenditure related to examination activities, fellowship/ Scholarship (Ph.D, M.Tech etc.) convocation and other academic activities	Dean (AA)	Rs. 1 Lakhs (All approval to a maximum limit of Rs. 1 Lakhs per proposal and upto the ceiling of Rs. 2.5 Lakhs per month)
(vii)	Expenditure not falling in above mentioned criteria/activities	Registrar	Rs. 1 Lakhs (All approval to a maximum limit of Rs. 1 Lakhs per proposal and upto the ceiling of Rs. 2.5 Lakhs per month)

3. Following financial powers are delegated to different functionaries to clear monthly/recurring bills/expenditures:-

Sl. No.	Nature of Bill/ Expenditure	Delegated appointment	Financial Limit
(a)	Electricity and Solar Bill	Dean (P&D)	Full Powers without surcharge/ late fee
(b)	Return of BG/ EMD	Registrar	Full Power
(c)	Student/ Hostel Wi-Fi Bills **	Dean (SW-2)	Rs. 10 Lakhs without surcharge/ late fee
(d)	Salary and allowances of all employees less project and hostel staff, GPF, EPF, Pension, Medical Claims.	Registrar	Full Powers

4. Grant of permanent imprest @10,000 per month to be spent on post-audit basis. Following appointments in addition to those notified vide notification No.F.NITA.4(74-Accounts)/2010/Vol-2/3301-05 dated: 06/11/2024 are authorized to draw imprest amount. The expense to limited to Rs. 10,000/- per bill.

Sl. No.	Designation	Amount per month
(a)	Chairman, Computing/ ICT	Rs. 10,000/-
(b)	Chief Warden**	Rs. 10,000/-
(c)	Warden, Aryabhatta Hostel **	Rs. 10,000/-



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(d)	Warden, RNT Hostel**	Rs. 10,000/-
(e)	Warden, Gargi Hostel**	Rs. 10,000/-
(f)	Warden, Gomati Hostel**	Rs. 10,000/-
(g)	Warden, Dhalai Hostel**	Rs. 10,000/-
(h)	FIC, Lawn and Gardens	Rs. 10,000/-

**** Note:**

- The amount for hostels will be debited out of hostel fund account.
- The delegation to Wardens of respective hostels may be transferred in the event of fresh appointments.

5. In absence of permanent incumbents, the delegation of power will be extended to respective in-charges up to a financial limit of Rs 1 Lakh.
6. The powers as delegated in order dated 06.11.2024 as referred at para 1 above, which are not revised in this order will continue to be exercised by delegated authority without any modifications.
7. The above delegation is subject to budgetary provisions and allocation of funds to concerned dept/section/centre /etc


REGISTRAR
NIT Agartala

Copy to;

1. PS to Director, NIT Agartala for kind information.
2. All Deans for kind information.
3. All HoDs for kind information.
4. Chief Warden.
5. DR (F&A)/ DR (Admin) for kind information.
6. Chairman, Computing/ ICT.


REGISTRAR
NIT Agartala