



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला
National Institute of Technology Agartala
AGARTALA - 799 046 (TRIPURA)

No.F. NITA.4 (74-Accounts)/2010/Vol-2/13301-05,

Dated: 6 / 11 / 2024

ORDER

Subject: Delegation of Administrative and Financial power to the officials of NIT Agartala

In partial modification to orders as issued earlier following financial powers are being delegated wef 20.10.2024: -

Ser. No	Designation	Revised Powers Delegated
1	Director (i/c)	i) The amount to sanction of all type of advances upto Rs. 3,00,000/-. ii) Administrative and financial approval for procurement Goods and services of any items upto Rs. 3,00,000/-. iii) Release of payment for bills pertaining to outsourcing services to include security, housekeeping, gardening and student's Messes subjecty to pre-audit.
2	Registrar and Registrar (i/c)	i) The amount to sanction of all type of advances upto Rs. 50,000/-. ii) Sanction for payment of Telephone, Electricity bills, Salary bills (regular and contractual employees), Pension bills, LTC bills and all salary related benefits as per rules. iii) Sanctions for payment of EMD and Security deposit. iv) Administrative and financial approval for procurement Goods and services of any items upto Rs. 50,000/-. v) Settlement of TA/DA & LTC claims of officials and non-officials (less faculty members), if TA/DA & LTC claims are submitted based on approved tour program by the competent authority/ approval for engagement of non-officials for official activities of NITA, by the competent authority. vi) Approval for EL including station leave permission for non-teaching employee.
3	Dean (R & C)	i) Engagement of staff under the project from the project fund. ii) Approval for official tour related to the concerned project including attending seminar/conference and settlement of TA/DA etc. iii) Full powers beyond Rs 5,00,000/ to accord administrative and financial approval for procurement of goods and services under project fund.
4.	Dean (Academic)	i) All approvals for grant of Scholarship and Fellowship
5.	Dean (SW- I & II) and Dean (P&D)	i) All expenditure upto Rs 1,00,000/ per month for sanction of advance and its adjustment.

National Institute of Technology Agartala

Barjala, Jirania, West Tripura, Pin: - 799046

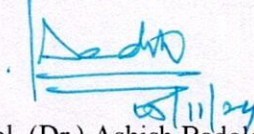
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6.	Dean (FW)	i) All approvals related to CPDA amounting to Rs 50,000/-. ii) Settlement of TA/DA & LTC claim of all faculty members and officers, if TA/DA & LTC claims are submitted based on approved tour program by the competent authority/ approval for engagement faculty members for activities of NITA, by the competent authority.
7.	PI	i) All approvals upto Rs 5,00,000 related to project fund subject to pre-audit.
8.	HoDs	i) All approvals of payments upto Rs 20,000/ per month for direct billing to vendors.
8.	Dy. Registrar (Admin)	i) Signing for issue of experience certificate, after approval on file. ii) Sanction of imprest amount to Establishment Section.
9.	Dy Registrar (F & A)	i) Sanction of imprest amount to Finance & Accounts Section and Purchase section. ii) Signing of documents for payment of statutory taxes after approval.

Note: The amount of imprest is enhanced to Rs 10,000/- wef 01.11.24 and will be maintained on the basis of replenishment. The guidelines to be followed are attached herewith.


(Col. (Dr.) Ashish Badola)
Registrar

Copy to: -

1. PS to the Director, NITA for kind information
2. All Deans, NITA
3. All HoDs, NITA
4. All Sectional Heads, NITA
5. System Administrator, NIT Agartala with the request for placing this in the Institute's website


Registrar



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HANDLING OF PERMANENT IMPREST: GUIDELINES

1. Permanent advance or imprest is granted to all HoDs and I/C Sections as per list given below of NIT Agartala who have to meet day to day contingent and emergent expenditure, subject to the provisions under Rule 322 of GFR, 2017.
2. An amount of Rs 10,000/- is hereby authorised to each department/section/appointment subject to observance of the following conditions: -
 - (a) The amount has been fixed considering monthly average of contingent expenditure for the preceding twelve months. The same will be reviewed on receipt of monthly expenditure state at the end for financial year for any increase/decrease in the amount.
 - (b) The advance will be recouped twice a month on receipt of expenditure so incurred in the month.
 - (c) No separate application for such advance/imprest will be submitted from respective department.
 - (d) The advance is primarily intended for meeting emergent contingent expenditure. Any procurement of items of capital nature/ small value items like printers, UPS, furniture, fixtures etc. or payment of remuneration are not permissible.
 - (e) Payment from permanent imprest on account of hospitality expenses to vendors is not permitted. Any payment which involved deduction of income tax will be made from imprest amount as permitted.
 - (f) The accountability for the advance and its utilization on bona fide Government account in accordance with these rules and regulations shall rest wholly on the holder. Any default in observance of the rules will be responsibility of concerned section/department/imprest holder, if observed during the course of annual audit by C&AG Audit of India.
 - (g) Copies of sanctions along with monthly statements of expenditure showing the amount of and details of items of expenditure should be furnished to the sanctioning authority by 10th of the following month.
 - (h) The permanent imprest needs acquittal at the end of each financial year. The unspent balance, if any, should be deposited by 15th March as it cannot be carried forward to the next financial year.
 - (i) In the event of transfer of charges and annually on the 15th April, each officer in whose favour the permanent advance is sanctioned shall send an acknowledgement of the amount due from and accountable for by himself as on 31st March, preceding to the authority which sanctioned the permanent advance i.e., Director NIT Agartala and endorse a copy of the same to accounts section.
 - (j) The request for recoupment of imprest will be submitted to the accounts section with a summary sheet consisting of item-wise expenditure duly signed by the imprest holder and forwarded by the Head of Department/Section I/C, as the case may be.



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(k) A note of each item of Permanent Advance or imprest given to various authorities shall be kept in the "Register of Permanent Advances" to be maintained as per format given below by the accounts section. If the amount of an advance is increased or reduced during the course of a year, the amount in the column for the current year should be altered in red ink as soon as payment of the increased advance is made or credit representing difference due to reduction is received from the officer concerned. The amount of the advance outstanding as on 31st of March each year should be entered in the money column for the subsequent year.

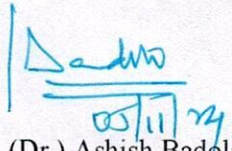
REGISTER OF PERMANENT ADVANCES

Ser No	Sanction Order & date	Office/Dept for which sanctioned	Date of drawl	Amount	Receipt of annual expenditure summary from concerned section/department	Remarks

3. The appointments/ OIC(s) who are authorised to maintain imprest/ permanent advance at NIT Agartala are as: -

- PS to Director
- Registrar
- All Dean(s)
- All HoD(s)
- Chairman (Accreditation and Industrial Relations), Chairman CRF, Chairman Library, Chairman CCD, Chairman IGH, Chairman (Alumni Affairs).
- MO, NITA Health Centre
- DR (Administration)
- DR (Finance and Accounts) to include expenditure for Audit Office.

(Any sanction for incurring expenditure/ approval for holding imprest account will be submitted for approval along with detailed justification)


(Col. (Dr.) Ashish Badola)
Registrar