



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला

**NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA**

(An Institution set up by NITSER Act under MHRD, Govt of India)

BARJALA, JIRANIA, TRIPURA WEST – 799 046

F.No.NITA.73(59-Legal Cell)/2017

Dt: 22-09-2017

CIRCULAR

**Sub: Delegation of Some Financial Power to Dean (P&D) and Dean (SW)**

The competent authority has delegated the following power to Dean (P & D) and Dean (SW):

Dean (P&D) and Dean (SW) are required to carry out various maintenance activities, sometimes on urgent basis, and therefore, the following Financial Power is delegated:

- Sanction of advance up to total Rs. 50,000 in a month to Associate Deans and employees working under Dean (P&D)/ Dean (SW) and also adjustment of advance up to the same amount.
- Administrative approval to initiate urgent Procurement Process as per GFR 2017 up to Rs 50,000 in a month, final approval for Placing Order (if required) up to the same amount for Procurement, after following GFR and payment to all suppliers/ vendors against invoice/ bill up to Rs 50,000, if GFR was followed for Procurement Process.

*G. S. Panja*  
Registrar

Copy to:

All concerned at NIT, Agartala.

✓  
Dean (SW) – Dr. Panja



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NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA  
AGARTALA - 799046 (TRIPURA)

F.No.NITA.73(59-Legal Cell)/2017/10,264

Date:15-01-2018

CIRCULAR

Subject: Delegation of some administrative & financial power to the officials of NIT Agartala.

The BOG of NITA, at its 42<sup>nd</sup> Meeting, held on 27-12-2017 under Item No.42.4, ratified the decision of previous Chairperson of BOG and approved minor additional delegation of power. Accordingly, in supersession of previous circular nos. NITA.73(59-LegalCell)/2017 dated 28-08-2017, 22-09-2017 and 03-10-2017, this comprehensive circular is issued.

**1.0 Delegation of Power to Registrar**

Sanction of all types of Advances up to Rs 25000 and adjustment of advances up to the same amount and payment to all suppliers/vendors against invoice/ bill (includes Cash Memos) up to Rs 25000, as per GFR.

Settlement of TA/ DA claim of Officials and Non-Officials, if TA/ DA claim is submitted based on approved tour program by the Competent Authority / approval for engagement of Non-Official for Official Activities of NITA, by the Competent Authority.

**2.0 Delegation of Power to Director (i/c) / Director (Actg) nominated by Director under Statutes 17 (13)**

Sanction of advances for travelling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on this behalf, as mentioned in Statutes 17 (13) of NITs.

Sanction of all types of Advances up to Rs 2,50,000 and adjustment of advances up to the same amount.

Administrative approval to initiate urgent Procurement Process as per GFR 2017 up to Rs 2,50,000, final approval for Placing Order (if required) up to the same amount for Procurement, after following GFR and payment to all suppliers/ vendors against invoice/ bill up to Rs 2,50,000, if GFR was followed for Procurement Process.

**3.0 The following administrative and financial powers, as per details given below, have also been delegated by the Competent Authority:**

Description	Delegated to
Approval for Tour Program in India, for Official Work/ Duty	Director or Dy Director or Director (i/c)/ Director (Actg) nominated by Director.
Sanction for payment of Telephone/ Electricity Bills of Offices/ Dept/ Cells/ Units/ Centre/ Guest Houses/ Transit Houses	Registrar
Sanction and Payment of Salary/ Wages/ Contractual Amount and all salary related benefits as per rule	Registrar

National Institute of Technology Agartala

P.O.: NIT Agartala, Barjala, Jirania, West Tripura, Pin - 799 046

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(including LTC)	
Sanction for payment of statutory taxes	Registrar
Sanction of Imprest Amount to all Heads of Academic Dept/ Centre/ Sections and Adjustment of Imprest Amount for all	Registrar
Sanction for issue of Experience Certificate, after processing the cases in personal files:	Registrar
Sanction of Leaves as per Rule and joining time acceptance after availing leave	
1. Casual Leave and RH (Clarification: includes Station Leave Permission, if required).	1. Heads of Dept/ Cells/ Units/ Centre/ Offices
2. Special Casual Leave(SCL) for contractual faculty and contractual tech.staff(including station leave permission, if any)	2. Head of Dept./Dean(FW)/ Dean(Acad)/Registrar.
3. E.L. for Faculties-except for Deans and HODs (Clarification: includes Station Leave Permission, if required)	3. Dean (FW)
4. E.L. for other employees (Clarification: includes Station Leave Permission, if required)	4. Registrar
5. a) All other leaves for all employees (Clarification: includes Station Leave Permission, if required)	5. Director or Dy Director or Director (i/c)/ Director (Actg) nominated by Director.
b) For Deans and HODs, for all kinds of leaves (including Station Leave Permission, if required)	

4.0 Delegation of Some Financial Power to Dean (P&D) and Dean (SW)

Dean (P&D) and Dean (SW) are required to carry out various maintenance activities, sometimes on urgent basis, and therefore, the following Financial Power is delegated:

- i. Sanction of advance up to total Rs. 50,000 in a month to Associate Deans and employees working under Dean (P&D)/ Dean (SW) and also adjustment of advance up to the same amount.
- ii. Administrative approval to initiate urgent Procurement Process as per GFR 2017 up to Rs 50,000 in a month final approval for Placing Order (if required) up to the same amount for Procurement, after following GFR and payment to all suppliers/ vendors against invoice/ bill up to Rs 50,000, if GFR was followed for Procurement Process.

Copy to all concerned

*G.B. Saha*  
(Registrar)

*Registrar*  
*Admin. Officer*



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NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA  
AGARTALA-799046 (TRIPURA)

F.No. NITA.73 (22-)/ 2017/7644

Dt: 31-08-2018

CIRCULAR

Sub: Delegation of Administrative and Financial Power to Dean (R&C) and PI of Funded Projects / Schemes (Except TEQIP)

With a view to facilitate smooth functioning of externally funded projects, the BOG at its 44<sup>th</sup> Meeting held on 9<sup>th</sup> August, 2018 under Item No. 44.5, delegated the following powers to Dean (R&C) and Principal Investigator (PI):

SL. No.	Description	Power delegated to	Remarks
1	Engagement of staff under the project from the project fund if provision for man power engagement exists under the project.	Dean (R&C)	Format for engagement of manpower should be as approved by the Registrar.
2	Management of Project Staff, such as deployment of staff for official tour, including settlement of TA/DA sanctioning of leave etc. as permitted under the project.	P.I.	All expenses to be incurred under the project fund, if permitted under the project.
3	Approval for Official Tour related to the concerned project including attending Seminar/ Conference and settlement of TA/ DA etc. in respect of PI and Co-PI	Dean (R&C)	All expenses to be incurred under the project fund, if permitted under the project.
4	Procurements of Goods and services under the Project, if provision exists in the project.	i) PI upto Rs. 5,00,000/- ii) Full power to Dean (R&C).	For Procurement, GFR or Rules for Procurement specified by the Funding Agency to be followed.
5	Civil/ Electrical Work approved under the project	Dean (R&C) full power	-do-
6	Operation of Bank Account if opening of separate Bank Account is permitted by the Director.	PI/ PI and Co-PI jointly.	For opening separate Bank Account, consent from the Registrar as Custodian of Funds as per provision of Section 18(1) of NITSER Act, should also be taken on relevant file. The Accounts should be a part of Annual Accounts of NITA.
7	Engagement of Auditor for checking the Accounts and preparation of UC.	Dean (R&C).	
8	Sanction for UC and signing on UC on behalf of NITA.	Dean (R&C).	Institute Audit Officer / Asst. Registrar (Audit) shall examine the UC.

The Director will have full power to alter/ change/ cancel any decision taken by PI and Dean (R&C), whenever required. The Director, NITA is also authorized to withdraw any power from any official at any stage. All Procurements may be subject to Scrutiny by the NITA Audit Officers/ Assistant Registrar (Audit) of NITA, as and when decided by the Director.

*(Signature)*  
(Registrar)

Copy to all concerned

*(Signature)*  
Dean (R&C)