

DELEGATION OF POWERS AT NIFT HEAD OFFICE & CAMPUSES

S. No.	Area of Delegation	Director General	Officers at H.O.	Campus Directors	Deputy Director(F&A) / Officers at HO & Campus
A.	Service Matters				
1.	Reimbursement of Medical treatment/Medical Insurance claim	Full Powers	Full Powers (Director F&A)	Full Powers except Campus Director	Full Powers Upto Rs 10,000/- on each occasion
2.	(a) Remittance of L.S. & P.C. of Deputationists	Full Powers	Full Powers (Director F&A)	Full Powers except Campus Director	NIL
	(b) Advance/settlement/ leave encashment for LTC	Full Powers	Full Powers (Director F&A)	Full Powers except Centre Director	NIL
3.	Pay Fixations	Full Powers	Full Powers (Director HO)	Full Powers except Campus Director.	NIL
4.	Transfer TA: Advance/Settlement	Full Powers	Full Powers upto Group B Director(F&A)	Full Powers except Campus Director	Full Powers Upto Rs 10,000/- on each occasion
5.	Grant of Annual increments and incentive for family planning (the incentive for family planning is discontinued henceforth for any new cases)	Full Powers	Full Powers (Director HO)	Full Powers except Campus Director	Group B & C employees (Campus Joint Director)
6.	Grant of Special Pay/Special Allowance	Full Powers upto Rs. 5000/- per month in cases which involve specific additions to responsibilities and arduous nature of duties subject to the condition that the rate of additional remuneration so granted shall not exceed 20% of the pay band of the employee.	Upto Rs. 2500/- in cases which involve specific additions to responsibilities and arduous nature of duties subject to the condition that the rate of additional remuneration so granted shall not exceed 20% of the pay band of the employee upto a maximum ceiling of Rs 2500/- p.m. (Director (HO))	Up to Rs 2500/- in cases which involve specific additions to responsibilities and arduous nature of duties subject to the condition that the rate of additional remuneration so granted shall not exceed 20% of the pay band of the employee upto a maximum ceiling of Rs 2500/-p.m.	NIL
7.	Grant of advance of Pay and leave salary advance	Full powers	Full powers except Director (F&A) Director (F&A)	Full powers except Campus Director	Full Powers Upto Rs 10,000/- on each occasion

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8.	Sanction of Festival Advance (Only for Gr.C)	Full powers	Full powers (Director-F&A)	Full powers	Full Powers Upto Rs 10,000/- on each occasion
9.	Sanction of interest-bearing Advances: Motor cycle, Motor Car, Computer etc.	Full powers	Full powers except Director (F&A) Director (F&A)	Full powers subject to monetary ceiling	Full Powers Upto Rs 10,000/- on each occasion
10.	Fix installments for recovery of over payment of salary and allowance	Full powers	Full powers (Director-F&A)	Full powers except Campus Director	Full Powers Upto Rs 10,000/- on each occasion
11.	Authorizing Tour	1) Within India - Full powers 2) Outside India- Full powers	Within India - Full powers upto Group-B CVO/Registrar/Dean/ Director-HO / Director (F&A)/ Director (IT/NRC)/ Head (AA) and Head Projects for their respective Department	Within India- Full Powers except Campus Director	NIL
12.	Authorizing employees to travel by higher Class than that authorized under the Institute's T.A. rules.	Full powers subject to justification on case-to-case basis in special circumstances	NIL	NIL	NIL
13.	Sanctioning of expenses on honorarium for visiting Faculty.	Full Powers	NIL	Full powers	NIL
14.	Membership of organizations	Full powers regarding enrolment of the Institute as a member of the organization connected with matters of interest to the Institute	NIL	NIL	NIL
15.	Payment of stipend, T.A. etc. to trainees apprentices etc	Full Powers	Full Powers Director (F&A)	Full Powers	NIL
16.	Appointment of Visiting Faculty or part time faculty / staff. (International)	Full Powers	NIL	NIL	NIL
17.	Outside assignments/consultancies by faculty.	Full powers	NIL	NIL	NIL

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18.	Grant of advance for medical treatment	Full Powers	Upto Rs 50,000/- on each occasion except Director F&A Director (F&A)	Upto Rs 50,000/- on each occasion except Campus Director	Full Powers Upto Rs 10,000/- on each occasion
19.	Sanction of all kinds of leave	Full Powers	Full Powers upto Group-B except sabbatical leave, EOL and Study Leave CVO/Registrar/Dean/Director-HO / Director (F&A) / Director (IT/NRC) / Head (AA) and Head Projects for their respective Department	Full Powers except sabbatical leave, EOL, Study Leave & Centre Director own case	Full Powers for Group-C except sabbatical leave, EOL, CCL, Study Leave (Campus Joint Director)
20.	Maintenance and updation of service books and records	Full Powers	Full Powers (Registrar)	Full Powers except Centre Director	Full Powers for Group-B & C (Campus Joint Director)
21.	Authorizing Deputation within India or training	Full Powers except of long-term training for Foreign Service / Deputationists	NIL	NIL	NIL
22.	Grant of T.A. to candidates called for interview	Full Powers	Full Powers upto Group-B (Registrar)	Full Powers for Group-C	NIL
23.	Revocation of / recall from leave	Full Powers	Full Powers CVO/ Registrar/ Dean/ Director-HO/ Director (F&A), Director (IT/NRC)/ Head (AA) and Head Projects for their respective Department	Full Powers	Full Powers in respect of Group-C employees (Campus Joint Director)
24.	Working days and weekly off days in respect of operational staff	Full Powers	Full Powers (Director HO)	Full Powers	NIL
25.	Approval for deputation of faculty & staff of the institution	Full Powers as per GOI Rules	NIL	NIL	NIL
26.	Sanctioning of Training for official within India	Full Powers	Full Powers upto Group-B subject to budgetary provisions (Registrar)	Full Powers for Group-B&C subject to budgetary provisions	NIL
27.	Recognition of Staff Union	Full Powers	NIL	NIL	NIL

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28.	NOCs for passport, further studies, private foreign visits, forwarding of applications outside NIFT, permission for presentation of papers within India	Full Powers	Full Powers (Registrar)	Full Powers except Centre Director	NIL
29.	Grant of Child Care Leave (Read with OM NO. NIFT/HO/Estt-I/CCL/2011 dated 23.08.2012)	Full Powers In case of faculty, within 5% of the total faculty at NIFT. In exceptional cases, may relax relevant provisions and approve after recording reasons.	Full Powers within 5% existing limit (Registrar)	Full Powers within 5% existing limit	NIL
B.	Expenditure on purchase of capital Items				
30.	Purchase of Capital items: Non-IT/IT-Items except land & buildings	1. Full Powers to purchase capital items approved in capital budget. 2. Full powers to purchase capital items value not exceeding Rs 25 lakhs on any one item on each occasion if not mentioned in the Budget.	Full Powers to purchase capital item value not exceeding Rs 5 lakhs on any one item on each occasion Director (F&A)	1. Power to purchase capital items of value not exceeding Rs.20 lakhs on each occasion on any one item which is approved in the capital budget, for purchases through GEM. 2. For purchases other than through GEM, Power to purchase capital items of value not exceeding Rs.10 lakh on each occasion on any one item which is approved in the capital budget.	Full Powers Upto Rs 10,000/- on each occasion
31.	Books & Academic Journals	Full powers	Rs. 25,000/-p.a. CVO/ Registrar/ Dean/ Director-HO/	Full powers	Full Powers Upto Rs 10,000/- on each occasion

S. No.	Area of Delegation	Director General	Officers at H.O.	Campus Directors	Deputy Director(F&A) / Officers at HO & Campus
			Director (F&A),\ and Director (IT/NRC) for their respective Department		
C.	Works				
32.	Original (New) Works	Full powers within approved budget	NIL	Full powers for original works up to Rs. 10 lakh subject to approved Budgetary provision & approved Project as per CPWD Manual norms	NIL
33.	Building Maintenance works	Full powers within approved budget	NIL	Full powers for maintenance works up to Rs. 10 lakh subject to approved Budgetary provision & approved Project as per CPWD Manual norms	NIL
D.	Expenditure on Revenue items				
34.	Grant of TA/departmental purpose advance and settlement thereof.	Full Powers	Full Powers (Director-F&A)	Full Powers	Full Powers Upto Rs 10,000/- on each occasion
35.	Repairs & Maintenance of IT & Non-IT Items /AMC of Machinery & Equipments	Full Powers	Full Powers (Director-F&A)	Full Powers.	Full Powers Upto Rs 10,000/- on each occasion
36.	Running & maintenance of Vehicles including POL	Full Powers	Full Powers (Director-F&A)	Full Powers.	Full Powers Upto Rs 10,000/- on each occasion
37.	Repairs & maintenance related to Building	Full Powers	Full Powers (Director F&A)	Full Powers upto Rs 10 lakhs p. a.	Full Powers Upto Rs 10,000/- on each occasion (Dy Director F&A) Rs 5000 p.m. for emergent cases (PE/EE in case of Campus)
38.	Acceptance, Award and payment of all type of service contracts like Office upkeep, Security, Horticulture etc. Such contracts	Full Powers	Full Powers (Director F&A)	Full Powers	NIL

S. No.	Area of Delegation	Director General	Officers at H.O.	Campus Directors	Deputy Director(F&A) / Officers at HO & Campus
	can be made upto a period of 3 yrs.				
39.	Liveries and uniforms	Full Powers	Full Powers to sanction issue of liveries to eligible employees and to waive off return of liveries/recovery of cost thereof under unavoidable circumstances. (Director-F&A)	Full Powers to sanction issue of liveries to eligible employees and to waive off return of liveries/recovery of cost thereof under unavoidable circumstances.	Full Powers Upto Rs 10,000/- on each occasion
40.	Advertisement	Full Powers	Full Powers upto RS. 2 Lacs at one time (Director HO)	Full Powers upto Rs. 5 Lacs per annum.	Full Powers Upto Rs 10,000/- on each occasion
41.	Conveyance Hire	Full Powers	Upto Rs 2,00,000/- subject to hiring of vehicles for NIFT's entitled officers and one for misc. purpose. Thus, head office can have not more than nine vehicles including NIFT's own vehicles on a regular basis (Director-HO)	Upto Rs 1,00,000/-p.m. subject to hiring of not more than 2 vehicles on regular basis.	Full Powers Upto Rs 10,000/- p.m.
42.	Mementos to visiting Dignitaries	Full Powers	Full powers upto Rs. 10,000/- on each occasion CVO/ Registrar/ Dean/ Director-HO/ Director (F&A) and Director (IT/NRC) for their respective Department	Full Powers Upto Rs 5,000/- on each occasion.	NIL
43.	Grant of Honorarium or reward for especially meritorious work	Upto Rs 10,000/- per annum per employee	Upto Rs 5,000/- per annum per employee Director (HO)	Upto Rs 5,000/- per annum per employee	NIL
44.	Printing & Binding	Full Powers	Upto Rs 1,00,000/- per order in each case, not exceeding Rs 5,00,000/- p.a. (Director-F&A)	Upto Rs 1,00,000/- per order in each case not exceeding Rs 5,00,000/- p.a.	Full Powers Upto Rs 10,000/- per order in each case, not exceeding Rs 50,000/- p.a.
45.	Insurance of Moveable/Immoveable items	Full Powers	Full Powers (Director-F&A)	Full Powers.	Full Powers Upto Rs 10,000/- on each occasion
46.	Cancellation charges in respect of air / rail and hotel bookings etc.	Full Powers	Full Powers to incur expenditure on such cancellations necessitated by	Full Powers to incur expenditure on such cancellations necessitated by exigencies of	Full Powers Upto Rs 10,000/- on each occasion

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			exigencies of Institute's business or other exceptional circumstances such as sudden illness, bereavement, etc. of the employee concerned (Director-F&A)	Institute's business or other exceptional circumstances such as sudden illness, bereavement, etc. of the employee concerned of their Campus.	
47.	Appointment of Solicitors and Advocates and sanction of legal charges	Full Powers	NIL	Fees not exceeding Rs.50,000/- per case)	NIL
48.	Sanction of Permanent Advance/Imprest	Full Powers	Upto Rs. 5000/- (Director (F&A)	Rs. 5000/-	NIL
49.	Additions to leased building including renovation	Full Powers.	NIL	Full Powers within terms of such lease/s	NIL
50.	Sanction of scholarship	Full Powers	NIL	Full Powers	NIL
51.	Expenditure on postage/ stamps / courier charges	Full Powers	Full Powers (Director-HO)	Full Powers	Full Powers Upto Rs 10,000/- on each occasion
52.	Sanction for purchase of stationery and other consumable stores	Full Powers	Full Powers provided no single item in the P.O. is above Rs 50,000/- Director(F&A)	Full Powers.	Full Powers provided no single item in the P.O. is above Rs 10,000/-
53.	Demurrage/ Wharf age charges	Full Powers	Upto Rs. 50,000- Director (F&A)	Upto Rs. 50,000/- on each occasion	NIL
54.	Hospitality	Full Powers	Up to Rs.10,000/- on one occasion with over all limit of Rs.2,00,000/- per annum, for hospitality like arranging tea, and lunch etc. CVO/ Registrar/ Dean/ Director-HO/ Director (F&A) and Director (IT/NRC) for their respective Department	Power to incur expenses on hospitality for official guests upto Rs.10,000/- on one occasion provided the total expense on this account does not exceed Rs.2,00,000/- per annum	Full Powers Upto Rs 5000/- on one occasion with over all limit of Rs. 50,000/- per annum, for hospitality like arranging tea, and lunch etc.
55.	Pay & Allowances	Full Powers	Full powers (Director-F&A)	Full Powers	NIL
56.	Reimbursement of personal claims of the employees	Full Powers	Full powers (Director-F&A)	Full Powers	Full Powers Upto Rs 10,000/- on each occasion

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57.	Sanction of OTA & Local Conveyance.	Full Powers	Full Powers (DDO)	Full Powers	Full Powers Upto Rs 10,000/- on each occasion
58.	Professional services: Engaging of Internal Auditors, Clearing & forwarding agents	Full Powers.	Full Powers up to Rs 1 lakh p.a. (Director F&A)	Full Powers up to Rs 2 lakh p.a.	NIL
59.	Incentives	Full Powers as per prescribed norms	NIL	NIL	NIL
60.	Bonus	Full Powers as per prescribed norms	Full powers as per prescribed norms (Director HO)	Full powers as per prescribed norms	NIL
61.	Hiring of Lease line for bandwidth for Internet connections.	Full Powers	Full Powers Director (F&A)	Full Powers.	Full Powers Upto Rs 10,000/- on each occasion
62.	Sanction for the procurement of Newspapers/Magazines	Full Powers	Full Powers Director(F&A)	Full Powers.	Full Powers Upto Rs 10,000/- on each occasion
E.	Miscellaneous				
63.	Disposal of Obsolete, surplus or unserviceable stores, machinery, equipment, labs etc.	Full Powers	Upto Rs 1 lakh per annum Director(F&A)	Upto book value of Rs 5 lakh per annum.	NIL
64.	Hiring of accommodation	Full Powers	NIL	Full Powers.	NIL
65.	Sanction of expenditure on ceremonial occasions / Promotional purposes.	Full Powers	Upto Rs. 50,000/- in each case and maximum of Rs. 1,00,000/- p.a. Director (F & A)	Upto Rs. 50,000/- in each case and maximum of Rs. 1,00,000/- p.a.	NIL
66.	Sponsored Projects	Full Powers	NIL	Full powers upto Rs. 10 lakhs as Project Policy	NIL
67.	Renting of Auditorium for seminars, workshops, cultural programmes etc.	Full Powers	NIL	Full Powers.	NIL
68.	Renting of NIFT premises for shops, Canteen etc... (For running of NIFT and providing for student amenities only.)	Full Powers	NIL	Full Powers	NIL
69.	Re-appropriation of funds within Major Budget Head	Full Powers	NIL	Full Powers within the approved Major Heads in Budget, subject to proper justification & within their own delegation of power.	NIL

S. No.	Area of Delegation	Director General	Officers at H.O.	Campus Directors	Deputy Director(F&A) / Officers at HO & Campus
70.	Organizing events/ special functions/participation in fairs/exhibition	Full Powers subject to budgetary provisions	NIL	Full Powers upto Rs 3 lakhs per department.	NIL
71.	Condemnation of Vehicles	Full Powers	Full powers Director (F&A)	Full powers	NIL
72.	Write-off of irrecoverable losses of stores/money not due to theft, fraud or negligence	Full Powers	Upto Rs 25,000/- Director(F&A)	Rs 25,000/- in each case.	NIL
73.	Contingent Expenditure	Full Powers	Full Powers upto Rs 1,00,000/- p.a. Director(F&A)	Full Powers upto Rs 1,00,000/- p.a.	Full Powers Upto Rs 10,000/- p.a.
74.	Residuary Powers	Full Powers.	NIL	All Powers available to the Heads of the Departments under various Govt. Rules shall be exercised by the Campus Directors in NIFT Campus under information to DG	NIL
75.	Statutory/Periodical payments like Taxes & Dues, Electricity/water charges & Telephone charges	Full Powers.	Full Powers subject to budget ceiling Director(F&A)	Full Powers subject to budget ceiling	Full Powers Upto Rs 10,000/- on each occasion

All above Delegations of Financial Power are subject to approved budgetary provisions and budget availability. Prescribed procedure mentioned in F&A Manual of NIFT and General Financial Rules have to be followed.