

Dated:- 19.05.2022

Office Memorandum

The Executive Council of Central Sanskrit University, Delhi in its 10th meeting of 23/03/2022 has approved the delegation of financial powers to the Officers of the Central Sanskrit University, Delhi. A copy of the approved statement showing the powers so delegated is annexed for necessary action and compliance.

R.K. Bhandari
19.05.2022
Registrar (I/c)

Encl:- As above

Copy for information and necessary action to:-

1. All Deans, Heads of Deptt. & Director of Campuses of CSU, Delhi.
2. Director (Academic Affairs), Central Sanskrit University, New Delhi.
3. Director (Central Schemes), Central Sanskrit University, New Delhi.
4. Controller of Examinations, Central Sanskrit University, New Delhi.
5. P.S. to Vice Chancellor for information of Hon'ble Vice Chancellor, Central Sanskrit University, Delhi.
6. PA to Registrar, Central Sanskrit University, Delhi.
7. Deputy Director (Admn.) I/c
8. Deputy Director (Finance) I/c
9. All Sections/Departments Heads of CSU, Delhi.
10. Project Officer, Central Sanskrit University, Delhi for uploading in University's website
11. Guard File.

**STATEMENT SHOWING THE DELEGATED POWERS TO VARIOUS OFFICERS OF THE
CENTRAL SANSKRIT UNIVERSITY**

1st FINANCIAL POWERS

Sl. No.	Nature of Items	Power to Vice Chancellor	Power to Registrar	Power to Finance Officer	Power to Controller of Examination	Remarks
1.	Power to incur Contingent expenditure in r/o items other than specified below i) Recurring	Full powers	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-	
	ii) Non-recurring	Full powers	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-	
2.	Items of specified delegation of powers. 1. Bicycles purchase	Full powers	Full powers	Full powers	(-)	
	2. Conveyance hire Up to Rs. 300/- for an official in a month or any amount as per Govt. of India orders amended from time to time	Full powers	Full powers	Full powers	Full powers	
3.	Electricity and Water charges	Full powers	Full powers	Full powers	(-)	

R.K. Ramam

Sl. No.	Nature of Items	Power to Vice Chancellor	Power to Registrar	Power to Finance Officer	Power to Controller of Examination	Remarks
4.	Furniture and Fixture, Purchase and repairs:					
	i) For Campuses	Full powers	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-	(-)	
	ii) For Hqrs.	Full powers	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-	(-)	
5.	i) Freight charges	Full powers	Full powers	Full powers	Full powers	
	ii) Demurrage/Wharfages	Full powers	Upto Rs. 5,000/-	Upto Rs. 1,000/-	Upto Rs. 1,000/-	
6.	Hire of office furniture electric fans, heaters, clocks and call bells	Full powers	Full powers	Full powers	Full powers	
7.	Legal charges					
	i) Fees to Barristers	Full powers	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-	(-)	
	ii) Arbitration fees	Rs. 50,000/-	(-)	(-)	(-)	
8.	Municipal rates and taxes	Full powers	Full powers	Full powers	(-)	
9.	Motor Vehicles Maintenance, Upkeep and repairs	Full powers	Upto Rs. 50,000/-	Upto Rs. 50,000/-	(-)	

R. K. Raman

Sl. No.	Nature of Items	Power to Vice Chancellor	Power to Registrar	Power to Finance Officer	Power to Controller of Examination	Remarks
10.	Petty works repairs a) Minor works b) Ordinary repairs c) Repairs and alterations to hired buildings	Full powers Full powers (i) Non-recurring- Full Power (ii) Recurring- Full Power	Full powers Full Powers Upto Rs. 20,000/- Upto Rs. 20,000/-	(-) Upto Rs. 20,000/- Upto Rs. 20,000/- (-)	(-) (-) (-)	
11.	Posts and Telegraphs charges i) Charges for issue of Letters/ telegram etc.	Full powers	Full powers	Full powers	Full powers	
12.	Printing and Binding	Full powers	Full powers	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-	
13.	Purchase of stationary stores a) For Campuses b) For Headquarter office	Full powers Full powers	Upto Rs. 1,00,000/- Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/- Upto Rs. 1,00,000/-	(-) (-)	
14.	Publication including bringing out of print publication of book/ journals for library and their maintenance	Full powers	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-	(-)	
15.	Housing and payment of a) For accommodation to be used for Campuses b) For headquarters office	Full powers Full powers	Full powers on approved rates. Full powers on approved rates	Full powers on approved rates. Full powers on approved rates.	(-) (-)	

R.K. Balam

Sl. No.	Nature of Items	Power to Vice Chancellor	Power to Registrar	Power to Finance Officer	Power to Controller of Examination	Remarks
16.	Staff paid from contingencies	Full powers	Full powers	Full powers	(-)	The exercise of the power will be subject to broad Guidelines issued by Govt. of India for Central Govt. officers.
17.	Stores i) For works	Full powers	Full powers	Full powers	(-)	
	ii) Other stores i.e. stores required for the working of establishment, equipment and stationary.	Full powers	Full powers	Full powers	(-)	
18.	Supply of uniforms badges and other articles of clothing etc. & washing allowance	Full powers	Full powers	Full powers	(-)	
19.	Telephones i) Payment of charges	Full powers	Full powers	Full powers	(-)	
	ii) Installations	Full powers	Full powers	(-)	(-)	

R.K. Bawra

Sl. No.	Nature of Items	Power to Vice Chancellor	Power to Registrar	Power to Finance Officer	Power to Controller of Examination	Remarks
20.	All office equipments including typewriters, intercom, calculators, Photostat machines, computer etc.	Full powers	Upto Rs. 1,00,000/-	Upto Rs. 1,00,000/-	(-)	
21.	Entertainment expenses	Full powers	Full powers	Full powers	Full powers	
22.	Write off of irrecoverable/losses	Upto Rs. 20,000/-	(-)	(-)	(-)	
	a) Losses of stores (including) stamps library books etc.	Upto Rs. 10,000/-	(-)	(-)	(-)	
	b) Loss of irrecoverable loans & advances	Upto Rs. 5,000/-	(-)	(-)	(-)	
23.	Sanction of funds to Campuses and re-appropriation of funds	i)Sanction of funds re-appropriation. powers subject to budgeted limits. (ii) Diversion of funds from one head where in there is surplus to another head wherein there is shortage. Full powers	(-) (-) (-)	(-) (-) (-)	(-) (-) (-)	
24.	Sanction of contingency advance	Full powers	Full Powers	Full Powers	(-)	

R.K. Bhandari