

केन्द्रीय संस्कृत विश्वविद्यालय

CENTRAL SANSKRIT UNIVERSITY

Accredited with A++ Grade by NAAC

56-57, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली-110058

56-57, Institutional Area, Janakpuri, New Delhi-110058

दिनांक/Dated: 15.05.2026

अधिसूचना /NOTIFICATION

It is notified for information of all concerned that the Executive Council of the Central Sanskrit University, Delhi in its 26th meeting held on 16.04.2026, vide Agenda Item no. 26.3, has approved the amendments made in the existing "Delegation of Financial Powers" to the Officers of Central Sanskrit University, Delhi. A copy of revised statement showing the powers delegated to the officers of Central Sanskrit University, Delhi, is annexed herewith for necessary action and compliance.

This is issued with the approval of the Competent Authority.



[प्रो. रा.गा. मुरली कृष्ण / Prof. R. G. Murali Krishna]

कुलसचिव प्रभारी/ Registrar In-charge

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु/Copy for information and necessary action to: -

1. P.S. to V.C. for information of Hon'ble Vice Chancellor
2. Registrar's Office
3. All Directors/ Associate Directors of Campus/Centre, CSU, Delhi
4. Finance Officer, CSU, Delhi
5. Controller of Examination, CSU, Delhi
6. Librarian, CSU, Delhi
7. Director (MSP), CSU, Delhi
8. Director (Central Schemes), CSU, Delhi
9. Director (Publication), CSU, Delhi
10. Deputy Director (Administration), CSU, Delhi
11. Deputy Director (Finance), CSU, Delhi
12. All Sections/Department Heads of CSU, Delhi
13. Project Officer for uploading on CSU Website
14. Guard File

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BRIEF ON DELEGATION OF FINANCIAL POWERS TO VARIOUS OFFICERS IN THE UNIVERSITY

The Executive Council (EC) is empowered vide Clause 12(2) and Clause 43 read with Section 28 of the Central Sanskrit Universities Act, 2020, to delegate any of its powers to the Vice-Chancellor, Deans, Registrar, Directors of the Campus, Finance Officer, Controller of Examination, Librarian or any other Officer, employee or Authority of the University, or to a Committee appointed by it.

In view of the substantial increase in the educational/administrative and developmental activities, it is essential to bring those activities under consideration for further Delegation of Financial Powers.

The exercise of these powers shall be subject to observance of the prevailing rules and regulations and general or special, conditions prescribed or which may be issued by the Competent Authority:

- a. A budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred and approval of the competent authority to be obtained.
- b. No expenditure on a 'New Item' can be sanctioned without prior approval of the competent authority.
- c. All purchases exceeding Rs.1.00 lakh shall be made through Vice-Chancellor except in the cases in which the all Authorities concerned are specifically authorized to make purchases or stores exclusively required by them with prior approval.

All purchase proposals would be processed as per the procedure prescribed in the GFR/ Purchase Procedures. All Authorities concerned will submit the proposals to the Vice-Chancellor/ Registrar for administrative approval.

For cases other than Works: All cases of expenditure upto Rs.5000 shall be concurred/passed by SO(F), cases exceeding Rs.5000 and upto Rs.1.00 lakh shall be concurred/passed by AD/AR (Finance), cases exceeding Rs.1.00 lakhs and upto Rs.5.00 lakhs shall be concurred by DD/DR and cases exceeding Rs.5 lakhs shall be concurred by Finance Officer.

For Works: All cases sanctioned by VC will be concurred by the Finance Officer and the same will be applicable for passing of bills.

A formal sanction for creation of posts or incurring of expenditure shall be communicated to all concerned, indicating reference to the financial concurrence and existence of budget provision.

Notwithstanding these delegations, in cases where adequate competition does not exist or emergent purchases are to be made, expenditure is to be incurred in

relaxation of the prescribed procedure, approval of the Vice-Chancellor with the concurrence of Finance Officer will be necessary.

Contingent or other expenditure of an unusual character or involving departure from any general or special rule or order made by the EC shall not be incurred nor any liability be undertaken in connection therewith without the prior sanction of the EC.

The Deans of Schools, Directors of the Campus and Heads of Section/Department concerned specified in the Schedules and the Drawing Officers in relation thereto will be as follows:

Sl. No.	Expenditure relating to	Drawing Officer
1.	Administrative Expenses	Registrar /Directors of the Campus
2.	Academic Section / Research and Development Center (RDC)	Dean
3.	Finance Section	Finance Officer
4.	Examination Section	Controller of Examination
5.	Student Welfare	Dean/Directors of the Campus
6.	Schools	Dean
7.	Library	Librarian/Directors of the Campus
8.	IT Section	Registrar/Directors of the Campus/Project Officer/ System Analyst
9.	Mukta Swadhyaya Peetham - Institute of Open and Distance Education	Director
10.	Publication & Programmes	Director
11.	Central Schemes	Director

Saving Clause - Notwithstanding these Delegations of Financial Powers, Vice Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.

Note:

- (i) Powers to sanction expenditure in respect of items not specified above, shall rest with the Vice-Chancellor.
- (ii) Powers to sanction expenditure beyond the limits specified above shall rest with the Vice- Chancellor.
- (iii) In Case of any ambiguity pertaining to the financial powers stated in this DFPR, the rules & regulation, guidelines & provisions mentioned in General Financial Rules, 2017 and Delegation of Financial Powers 2024 issued time to time by Government of India may be referred.
- (iv) The Hon'ble Vice Chancellor, if so desires, may revoke or limit the financial powers of an authority in case the concerned authority has not been complying with the financial powers delegated to him / her under this Delegation of Financial Powers.

SCHEDULE - I: POWER TO CREATE SEASONAL/CASUAL POSTS/POSITION

Sl. No.	Nature of Posts	Vice-Chancellor	Registrar	Directors of the Campus/MSP	Remarks
1.	Academic/ Other Academic/ Research Assistants/ Academic Fellows Seasonal/ Casual posts of Assistant level and Clerical and other staff for seasonal/emergent work (except Contractual/ Guest Faculty)	Upto one academic session	Upto 30 days in each case	Upto 20 days in each case	Approved monthly remuneration in other similar cases divided by days
2.	Seasonal/Casual Group 'C' staff/Outsourcing Position	Upto one academic session	Upto 30 days in each case	Upto 20 days in each case	As per minimum wages

SCHEDULE - II : CONTINGENT & MISC. EXPENDITURE

(General Powers not specified in any other Schedule)

SI. No.	Extend of Power/Authority	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remark
1	Recurring	Upto 10 lakh in each case	Upto Rs. 20000/- per annum and maximum limit of Rs. 5000/- in each case	Upto Rs. 2 lakh in each case DD (Admn): Upto Rs. 50000/- per annum	Upto Rs. 2 lakh per annum and maximum limit of Rs. 50000/- in each case	Upto Rs. 2 lakh in each case	Upto Rs. 2 lakh in each case	Upto Rs. 2 Lakh per annum	Amendment in powers of officers of CSU, Delhi in 20th meeting of Executive Council dated 20.06.2024
2	Non-Recurring	Upto 25 lakh in each case	Upto Rs. 50000/- per annum and maximum limit of Rs. 10000/- in each case	Upto Rs. 2 lakh in each case	Upto Rs. 2 lakh per annum and maximum limit of Rs. 50000/- in each case	--	--	--	Powers beyond Rs.25 lakh and upto Rs.50 lakh vests with FC and beyond Rs.50 lakh vests with EC.

**SCHEDULE - III : ADMINISTRATIVE EXPENSES
(COMMON TO ALL SECTIONS)**

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Purchase of Infrastructural Fixed Assets Except Land/ Building; and Construction of new Buildings	Full powers	--	Upto Rs.2 lakh in each case	Upto Rs. 2 lakh per annum and maximum limit of Rs. 50000/- in each case	--	--	--	Beyond Rs.25 lakhs with approval of EC (on the recommendation of FC)
2.	Fixtures and furniture purchase	Full powers	--	Rs.2 lakh on each Occasion	Upto Rs.3 lakh per annum and maximum limit of Rs.50000/- in each case	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.50,000 will be made with concurrence of local Finance.
3.	a) Freight	Full powers	--	Full powers DD (Admn): Full powers	Full powers	--	--	--	
	b) Demurrage/wharfage charges	Full powers	--	Upto Rs.50000/- in each case. DD (Admn): Upto Rs. 5000/- in each case	Upto Rs.20000/- in each case .	--	--	--	

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
4.	Merits, Awards, Stipends, Loans and other educational scholarships to Students, fee waiver	Full powers	--	Upto Rs.2 lakh in each case (As per approved norms)	--	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down procedure approved by the EC.
5.	Advertisement & Publicity charges	Full powers	--	Upto Rs.1 lakh in each case	Upto Rs.50000/- in each case	--	--	--	As per DAVP norms
6.	Hostel Expenses	Full powers		Upto Rs.1 lakh in each case	Upto Rs.50000/- in each case	--	--	--	Subject to completion of procedural formalities as per laid down purchase procedure and as per Ordinance/Rules. Purchase above Rs.50,000 will be made with concurrence of Local Finance.
7.	Electricity /Water charges/ Property Tax	Full powers	--	Full powers DD (Admn): Full powers in the absence of Registrar	Full powers	--	--	--	

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
8.	Vehicle Insurance	Full powers	--	Full powers	Upto Rs.50000/- in each case	--	--	--	Subject to Insurance cover being taken from a nationalized General Insurance Company
9.	Legal Charges i. Fees to Barristers	Full Powers	--	Upto Rs.1 lakh in each case	Upto Rs.1 lakh in each case	--	Upto Rs.1 lakh	--	
	ii. Arbitration fees	Upto Rs. 50000/- in each case	--	Upto Rs. 20000/- in each case	--	--	--	--	
10.	Audit Charges	Full Powers	--	Upto Rs.1 lakh in each case	Upto Rs.1 lakh in each case	--	--	--	
11.	Other Professional (Administrative) Charges	Full Powers	--	Upto Rs.50000/- in each case	Upto Rs.50000/- in each case	--	Upto Rs.50000/- in each	--	
12.	Transportation i. Purchase of Motor vehicle	Full powers	--	--	--	--	--	--	Subject to available guidelines and fund availability.

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
	ii. Maintenance and repairs of staff cars/Machinery	Full powers	--	Upto Rs.1 lakh in each case	Upto Rs.50000/- in each case	--	--	--	As per GFR/Staff car rules
	iii. Hiring of Vehicles for official purpose	Full powers	Upto Rs.6000/-per instance	Full Powers DD (Admn) : Full powers in the absence of Registrar/ V.C.	Upto Rs.2.50 lakh for Campus/annum	Full powers	Full powers	Full powers	Normally the vehicle should be hired from empaneled agency or point-to-point taxi.
	iv. Pollution charges	Full powers	--	Full Powers DD (Admn) : Full powers	Full powers	--	--	--	
13.	Municipal rates and taxes	Full powers	--	Full powers DD (Admn): Full powers in the absence of Registrar/ V.C.	Full powers	--	--	--	
14.	Postal expenses on outgoing dak etc. (Postage, Speed Post Charges, Courier Charges etc.)	Full powers	Upto Rs.5000/-	Full Powers DD (Admn) : Upto Rs.10000/- in each case	Full Powers	--	Full Powers	Upto Rs.5000/-	

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
15.	a) Publications/Journals of the University	Full powers	Full powers	Upto Rs.2 lakh	Full powers	--	--	--	Subject to availability of funds and Empaneled printers at rates prescribed with due approval of the Vice Chancellor.
	b) Printing & Binding	Full powers	--	Full powers	Upto Rs.30000/- in each case	Upto Rs.30000/- in each case	Full powers	Upto Rs.30000/- in each case	Subject to availability of funds and completion of procedural formalities as per GFR. Printing/Binding will be made with concurrence of Local Finance.
	c) Admission Brochure	Full Powers	--	Full powers	Upto Rs.30000/- in each case	--	--	--	

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
16.	Purchase of Publications for administrative use (Newspapers, Books)	Full powers	Upto Rs.10000/- per annum	Upto Rs.20000/- in each case DD (Admn) : Upto Rs.3000/- in each case	*Upto Rs.3000/- in each case	Upto Rs.20000/- per annum	Upto Rs.20000/- per annum	Upto Rs.50000/- per annum	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. *Purchase above Rs.10,000 will be made with concurrence of Local Finance.
17.	a) Security Expenses payment of Wages of Security Staff b) Wages in respect of outsourced/contractual /guest staff Expenses c) Outsourcings of cleaning & sweeping Services	Full Powers	--	Full Powers DD (Admn): Full powers in the absence of Registrar/ V.C.	Full powers In each case subject to appointment after Administrative approval from H.Q.	Full Power (in respect of outsourced/contractual/guest staff)	--	--	Outsourcing the security services will be made in accordance with the provision for procurement of services in GFR and various labour welfare Rules/labour codes.

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
18.	Procurement of Machinery, Tools and Plants, Pesticides, Manures, Plants, Seeds and Maintenance of Garden/Lawns etc.	Full Powers	--	Upto Rs.1 lakh in each case DD (Admn): Upto Rs. 10000/- in each case	Upto Rs.2 lakh per annum	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.50,000 will be made with concurrence of Local Finance.
19.	a) Stationery Store including computer stationary/ Cartridge and other consumables	Full Powers	Upto Rs.10000/- per annum and Rs.2000/- on each occasion	Full powers DD (Admn): Upto Rs.1 lakh per annum and Rs.10000/- in each case	Up to Rs.3lakh per annum and Rs.10000/- in each case	Upto Rs.100000/- per annum and Rs.10000/- on each occasion	Upto Rs.1 lakh per annum and Rs.10000/- in each case	Upto Rs.10000/- per annum and Rs.1000/- on each occasion	Purchase procedure as prescribed in GFR may be followed.

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
	b) Office Equipment including telephone instruments, calculators electronic or manual, intercom Equipment, Photocopier, Franking Machine etc. (excluding computers)	Full powers	--	Upto Rs.1 lakhs in each case DD (Admn): Upto Rs.50000/- per annum and Rs.10000/- in each case	Upto Rs.2 lakh per annum and Rs.50000/- in each case	--	Upto Rs.1 lakh per annum	--	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure as per GFR. Purchase above Rs.50,000 will be made with concurrence of local Finance and recommendations of the Purchase Committee.

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
20.	Purchase of ACs, Desert Coolers, Heat Convector, etc.	Full Powers	--	Upto Rs.2 lakh on each occasion DD (Admn): Upto Rs.10000/- in each case	Upto Rs.1 lakh per annum and Rs.50000/- in each case	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure as per GFR. Purchase above Rs.50,000 will be made with concurrence of local Finance and recommendations of the Purchase Committee.
21.	Payment for extra work to staff (remuneration)/honorarium/sitting fee	Full Powers	--	Upto Rs.50000/- in each case	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	--	As per approved norms rules.
22	Conveyance charges to staff for attending duty on holidays and late hours.	Full Powers	--	Full Powers	Upto Rs.1 Lakh per annum	Full Powers	Full Powers	--	As per approved norms rules.

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
23.	a) EPABX	Full Powers	--	Full Powers	Full Powers	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.50,000 will be made with concurrence of local Finance.
	b) Official Telephones	Full Powers	--	Full Powers	Full Powers	--	--	--	
	c) Residential Telephone/Internet/Mobile	Full Powers	--	Full Powers	Full Powers	--	--	--	As per entitlement.
	d) Telephone Bills received after due date	Full Powers	--	Full Powers DD (Admn): Full powers in the absence of Registrar/ V.C.	Full Powers	--	--	--	
	e) Internet	Full Powers	-	Full Powers DD (Admin): Full powers in the absence of Registrar/ V.C.	Full Powers	--	--	--	Subject to availability of funds completion of procedural formalities as per laid down purchase procedure.

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
	f) Repairs and maintenance of Telephones, Batteries etc.	Full Powers	-	Full Powers in case of agreement approved by the V.C. DD (Admn): Upto Rs.10000/- in each case	Full Powers	--	-	-	
	Repair and Maintenance of office equipment, furniture etc.	Full Powers	--	Full Powers DD (Admn): Upto Rs.10000/- in each case	Upto Rs.2 Lakh per annum and Rs.50,000/- in each case	--	--	--	Full powers where maintenance is entrusted to the same party who originally installed/ supplied the equipment. In other cases subject to procedure prescribed in GFR.
24.	General Common Services (i) Functions/Various Days etc. (ii) Sanskrit Week (iii) Annual Function (iv) workshops/Guest Lectures (Maximum Nos. 5)	Full powers	-- Upto Rs.1 lakh per annum	<ul style="list-style-type: none"> ➤ Sanskrit divas-Rs 2lakhs each case ➤ Annual Day-Rs-2.50 Lakh each case ➤ Others-Rs. 50000/- each case 	Maximum Rs.5 Lakh per annum <ul style="list-style-type: none"> ➤ Sanskrit divas -Rs.100,000/- each case ➤ Annual Day-Rs.2Lakh each case ➤ Others-Rs.25,000/- each case 	-- --	-- --	-- --	Subject to general instructions and availability of funds.

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
25	Expenses at official meetings, functions, Consultative Meetings, Board of Schools, Expert Fee/ Sitting Fee etc.	Full powers	Upto Rs.10000/- per annum	Full powers DD (Admn): Upto Rs.20000/- per annum	Upto Rs.1.50 Lakh per annum	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Subject to prescribed rates approved by competent authority, per head as per entitlement.
26	Bills of Guests accommodated at Guest Houses etc.	Full powers	--	Upto Rs.1 lakh in each case DD (Admn) : Upto Rs.10000/- in each case	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Upto Rs.10000/- in each case	Upto Rs.50000/- per annum	
27	Sports/Games/Cultural Expenses	Full powers	--	Upto Rs.1 Lakh In-each case	Upto Rs.2 Lakh per annum	--	--	--	Subject to approved budget
28	Signing of Annual Maintenance Contracts	Full powers	--	Full powers	Full powers	--	--	--	To sign all AMCs on behalf of the University subject to budget approval.

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
29	Engagement of Visiting Faculty/Adjunct faculty/Guest Faculty	Full powers	--	2 position in each campus upto 3 months (Guest faculty)	Maximum Nos 3 (Guest faculty) engaged upto 3 months -	--	--	--	Subject to payment is made as per approved norms.
30	Payment to Members of Statutory Bodies, Selection Committee, Assessment Committee, Expert Committees, Sub-Committee	Full powers	--	Full powers	--	--	--	--	
31	Earn while you Learn Scheme	Full powers	Full powers within the prescribed norms	Full powers within the prescribed norms	Full powers within the prescribed norms	--	--	--	Subject to approval of the rates and numbers in the project by the competent authority
32	Conveyance/TA/DA Reimbursement	Full powers	--	Full powers within the prescribed norms for the staff working under their control	Full powers within the prescribed norms for the staff working under their control	Full powers within the prescribed norms for the staff working under their control	Full powers within the prescribed norms for the staff working under their control	Full powers within the prescribed norms for the staff working under their control	

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
33	Miscellaneous jobs/unforeseen expenses	Full powers	--	Full powers DD (Admn) : Upto Rs.50000/- per annum (Upto Rs.10000/- in each case)	Upto Rs.1 Lakh per annum (Upto Rs.15000/- in each case)	- Upto Rs.1 Lakh per annum (Upto Rs.15000/- in each case)-	--	--	
34	Repairs and Renovation of Buildings	Full powers	--	Upto Rs. 3 lakh in each case DD (Admn): Upto Rs.10000/- in each case	Upto Rs. 8 lakh per annum (Quarterly reporting H.Q.)	--	--	--	Subject to concurrence of local Finance Section.

SCHEDULE - IV : IT SECTION

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Purchase of Computer, Printers, Computer Hardware, Add-ons, Upgrades etc., Networking, software purchase, development, installation	Full powers	--	Upto Rs.1 lakh in each case DD (Admn) : Upto Rs.10000/- in each case	Upto Rs.1 lakh per annum	--	Upto Rs.10000/- in each case	--	Subject to procedure prescribed in GFR, availability of funds and concurrence of finance for expensive above Rs. 10000/-.

Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
2.	Maintenance of Computers and peripherals (AMC/contingency)	Full powers	--	Full powers DD (Admn): Upto Rs.10000/- in each case	Upto Rs.2 lakh per annum	--	--	--	Subject to procedure prescribed in GFR, availability of funds and concurrence of local finance for expensive above Rs. 10000/- .
3.	IT Consumables (small peripherals)	Full powers	--	Full powers DD (Admn): Upto Rs.10000/- in each case	Upto Rs.50000/- per annum	--	Upto Rs.10000/- in each case	--	Subject to approval of Rate Contract/ Norms approved by VC.

SCHEDULE - V : LIBRARY

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Purchase of books and journals/ e-resources/periodicals/Audio/Video etc.	Full powers	--	--	Upto Rs.20000/-per annum	--	--	Upto Rs.1 lakhs on each occasion	Chairman, Library Committee also vested with full powers.

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
2.	Material for packing, binding indexing library cards special registers etc.	Full powers	--	--	Upto Rs.10000/- per annum	--	--	Upto Rs.50000/- per annum	Subject to completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
3.	Purchase of publications like Newspapers & Periodicals, etc. and special library stationary	Full powers	--	--	Upto Rs.50000/- per annum	--	--	Upto Rs.1 lakh per annum	Subject to completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.

SCHEDULE - VI : STUDENT WELFARE

Sl. No.	Item of Expenditure	Vice Chancellor	Dean of Student Welfare	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Educational Tours/Field based learning	Full powers	--	--	Upto Rs.1 Lakh per annum	--	--	--	Subject to availability of funds and guidelines and norms approved by the Vice Chancellor.

Sl. No.	Item of Expenditure	Vice Chancellor	Dean of Student Welfare	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
3.	(a) Examination Expenses (b) Admission Expenses	Full powers Full powers	-- --	-- --	Full powers Full powers	-- --	Full powers --	-- --	Subject to availability of funds and guidelines and norms approved by the Vice Chancellor.
4.	Convocation	Full powers	--	Upto Rs.1 lakh in each case	-- As per guidelines	--	Upto Rs.1 lakh in each case	--	Subject to availability of funds and guidelines and norms approved by the Vice Chancellor.

SCHEDULE - VII : FINANCE SECTION

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Temporary Advances to staff	Full powers	--	Upto Rs.1 lakh in each case DD (Admn): Upto Rs.10000/- in each case	Upto Rs.1 Lakh in each case	Upto Rs.1 lakh in each case	Upto Rs.1 lakh in each case	--	To be Settled within one month
2.	Advances in connection with conduct of examinations/ Admission Tests	Full powers	--	Upto Rs.1 lakh in each case DD (Admn) : Upto Rs.10000/- in each case	Upto Rs.20000/- in each case	--	Upto Rs.1 lakh in each case	--	To be Settled within one month

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
3.	Transfer related entitlements including retirement	Full Powers	--	Full Power (except Group-A officers)	--	--	--	--	
4.	Sanction & Payment of LTC, and leave encashment	Full Powers	--	Full Power (except Group-A officers)	--	Full Power*	--	--	*Sanction of Advance against approved LTC tour
5.	A). Salary to employees against sanctioned posts including DA/DR, arrears & pension and NPS contribution	Full Powers Full Powers	-- --	-- --	-- Full Powers subject to approved positions	Full Powers Full Powers	-- --	-- --	
6.	Approval of change DA/DR rates	Full Powers	--	--	--	--	--	--	
7.	Deposit of TDS	Full Powers	--	--	--	Full Powers, DD(F) in absence of FO	--	--	
8.	Terminal Benefits and F & F settlement	Full Powers	--	--	--	--	--	--	
9.	Release of payment to employees as per entitlement based on order issued by Admin	Full Powers	--	--	--	Full Powers	--	--	

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
10.	Management of bank accounts (opening/closing, signatory change etc.)	Full Powers	--	--	--	--	--	--	To be reported to next FC
11.	Renewal/Creation of FDRs, including GPF, in the bank in which CSU has account	Full Powers	--	--	--	Full Power	--	--	To be placed in investment Committee for information.
12.	Investment in FDRs, including GPF, of unused/spare funds at best available interest rates.	Full Powers	--	--	--	Full Power Upto Rs.5 Crores	--	--	As per norms.
13.	Any penalty	Full Powers	--	Upto Rs. 20000/- in each case	--	--	--	--	
14	Financial Write Off	Rs. 5000/- per instance	--	--	--	--	--	--	Further power with FC
15	Sanction of Imprest	Full Power	--	Rs. 50000/- in each case	--	Rs. 50000/- in each case	--	--	
16	Employees advance (HBA & , Computer)	Full Power	--	--	--	--	--	--	As per norms
17	Payment against regular contract (like rent, professional fees etc.)	Full Power	--	Full Power	Full Power	Full Power	--	--	Applicable agreement already signed or work order issued for specified period with agreed payment scheduled
18	Inter Bank fund transfer	Full Power	--	Full Power	Full Power	Full Power	--	--	This is only fund transfer and not expenditure approval

Sl. No.	Item of Expenditure	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
19	Investment of own/GPF funds through DMAT account	Full Power	--	--	--	--	--	--	--
20	Forfeiture of EMD/Security Money	Full Power	--	--	--	Full Power	--	--	This would apply to time bar cases
21	Central Schemes	Full Power	--	Upto Rs.2 Lakh	--	--	--	--	--

SCHEDULE - VIII : STUDENT FEES, SECURITY DEPOSIT ETC.

Sl. No.	Nature of Power	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Extension in date of payment of fees, Remission of Re-admission Fees	Full powers	--	--	--	--	--	--	
2.	Grant of free ship to students	Full powers	--	--	--	--	--	--	
3.	Refund of Security Deposits/EMD (Various Services of Housekeeping, Outsourcing etc.)	Full powers	--	Full powers	Full powers	--	--	--	Subject to guidelines and norms approved by the Vice Chancellor.
4.	Refund of Fees	Full powers	Upto Rs.1 lakh in each case	Upto Rs.1 lakh in each case	--	Upto Rs.1 lakh in each case	Upto Rs.1 lakh in each case	--	

SCHEDULE - IX : RE-APPROPRIATION OF FUNDS

Sl. No.	Nature of Power	Vice Chancellor or	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Re-appropriation from one sub-head or detailed head to another within the same major head of account.	Full powers	--	--	--	--	--	--	
2.	Re-appropriation from one major head of account to another major head of account of Revenue Expenditure.	Full powers	--	--	--	--	--	--	Subject to concurrence of Finance Committee

SCHEDULE - X : SIGNING OF CONTRACTS AND DOCUMENTS

Sl. No.	Nature of Power	Vice Chancellor or	Dean of Academic Affairs	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Collaboration with external agencies/ Institutions/ Signing of MoUs.	Full powers	--	--	--	--	--	--	Subject to approval of the collaboration with Internal Organizations by VC and Foreign Organizations with the prior approval of the Government.
2.	Execution of documents relating to supplies, hiring of residential or office accommodation, maintenance agreements, service contracts with the employees, agreements relating to advances.	Full powers	--	Full powers	--	--	--	--	Subject to the terms and conditions and form of documents having been approved by the EC.

Sl. No.	Nature of Power	Vice Chancellor or	Dean of Academic Affairs	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
3.	Execution of documents relating to sale, endorsement, transfer, negotiation etc. of securities standing in the name of the University.	Full powers	--	--	--	--	--	--	Subject to provisions of the Act and Statute.
4.	Signing of Receipts for moneys received on account of the University.	Full powers	--	--	--	--	--	--	Powers can be delegated to the officers in the Finance Section.

SCHEDULE - XI : REIMBURSEMENT OF MEDICAL EXPENSES ETC.

Sl. No.	Nature of Power	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Medical Advance	Full powers	--	Upto Rs.2 lakh in each case DD (Admn) : Upto Rs.20000/- in each case	Upto Rs 30000/- in each case	--	--	--	Within normal limits and subject to production of estimate from an approved hospital and fulfillment of preconditions for outdoor bills.
2.	Outdoor Medical Claims	Full powers	--	Full powers DD (Admn): Upto Rs.10000/- in each case	Upto Rs 30000/- per employee per FY	--	--	--	Subject to the norms guideline in Medical Attendance Rules. (Bill exceeding Rs. 30000/- shall be forwarded by the Campus to Headquarters Office for further process)
3.	Indoor Medical claims	Full powers	--	Full power DD (Admn) : Upto Rs.20000/- in each case	Upto Rs.30000/- in each case	--	--	--	Subject to the norms guideline in Medical Attendance Rules.
4.	Prolonged medical claims	Full powers	--	Full powers	Full powers	--	--	--	Subject to be prior approval of the Hon'ble Vice-Chancellor before initiating prolonged treatment.

SCHEDULE - XII : REIMBURSEMENT OF TUITION FEE/EDUCATION ALLOWANCE/NEWSPAPER/TELEPHONE

Sl. No.	Nature of Power	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Children Education Allowance	Full powers	--	Full powers	--	Full power	--	--	As per entitlement
2.	Reimbursement of newspaper/ telephone/bags to employee	Full Powers	--	Full Power	--	--	--	--	As per entitlement

SCHEDULE - XIII : GROUP INSURANCE PAYMENT

Sl. No.	Nature of Power	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Premium	Full powers	--	Full Power	--	Full Power	--	--	--
2.	Final Payment/ Claim Settlement	Full powers	--	Full Power	--	Full Power	--	--	Basis Claims amount received from Insurance Company

SCHEDULE - XIV : MEMBERSHIP FEE PAYMENT

Sl. No.	Nature of Power	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Foreign Institutions	Full powers	--	Upto Rs.1 lakh in each case	--	--	--	--	Subject to approval of Govt. of India initially to become a member.
2.	Inland Institutions	Full powers	--	Upto Rs.1 lakh in each case	Upto Rs.5000/- in each case	--	--	--	Subject to VC's approval initially to become a member.

SCHEDULE - XV : CPF/GPF ADVANCE/PART WITHDRAWALS

Sl. No.	Nature of Power	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Advances	Full powers	--	--	--	Upto Rs.10 lakh in each case	--	--	Subject to GPF guidelines.
2.	Withdrawals/Final Payment	Full powers	--	upto Rs.10 lakh in each case	--	Upto Rs.10 lakh in each case	--	--	Subject to GPF guidelines.

SCHEDULE - XVI : APPROVAL OF TOURS/ACADEMIC VISITS

Sl. No.	Official seeking approval for Tour/Academic	Approving Authority			Remarks
1.	All Deans/Registrar/ Director of the Campus/FO/COE/Librarian	Vice Chancellor	--	--	
2.	Professor /Associate Professor/Assistant Professor/other Teaching or Academic staff & equivalent status	Vice Chancellor	Registrar upto 10 days	Director of the Campus upto 10 days for Academic Staff in the Campus	For approval of absence for more than 10 days Vice Chancellor will be approving Authority.
3.	Other directors of various schemes	Vice Chancellor	--	--	
4.	Dy. Director and equivalent and all other Group 'A' employees below the rank of Dy. Director or equivalent	Vice Chancellor	Registrar upto 10 days	--	For approval of absence for more than 10 days Vice Chancellor will be approving Authority.
5.	All Group B&C employees	Full powers	Registrar upto 10 days	Director of the Campus upto 10 days for the officers/ employees in the Campus	For approval of absence for more than 10 days Vice Chancellor will be approving Authority.
6.	Contractual/Guest Teacher and Other Contractual /Outsourcing Manpower	Full Power	Registrar upto 10 days for employees.	Director of the Campus upto 05 days for employees in the Campus	Entitlement of TA/DA may be consider as below:- 1. CT/GT= Level-8 2. Other Contractual/Young Professional= Level-7 3. Office Assistant=Level-5 4. Technical Assistant=Level-5 5. DEO/MTS/Other Outsourced=Level-5 and Below

SCHEDULE - XVII : MISCELLANEOUS

Sl. No.	Nature of Power	Vice Chancellor	Deans	Registrar	Directors of Campus/MSP	FO	COE	Librarian	Remarks
1.	Grants in aid to staff/student Welfare Fund.	Full powers	--	--	--	--	--	--	Subject to the rates and conditions prescribed in the Rules approved by the Vice Chancellor.
2.	Power to alter and correct date of birth in case of Bonafide clerical error in case of staff.	Full powers	--	Full powers	--	--	--	--	Subject to available guidelines.
3.	Sanction for leasing out shops, premises etc. in university campus.	Full powers	--	--	--	--	--	--	Subject to available guidelines.
4.	Acceptance of outside work and remuneration by Academic Staff.	Full powers	--	--	--	--	--	--	As per the prescribed norms.
5.	Deputation of Research staff and fellows for field work pertaining to research schemes with TA/DA as per rules concerning the grants received for research.	Full powers	--	--	--	--	--	--	Subject to availability of Funds. Project Director will have full powers for projects within India. For visits abroad only Vice Chancellor will have full powers.
6.	Forwarding of employment application of confirmed regular employees through proper Channel	Full Power	--	*Full Power except Group A officers	*Full Power for employees at Campus except Group A officers	--	--	--	as per norms. *except the power to issue NOC for deputation

Note: The provision to Statute 9(5)(b) for powers of the Finance Officer for incurring expenditure and making investment up to Rupees three lakhs.

SCHEDULE - XVIII : POWERS TO OTHER OFFICERS

Sl. No.	Nature of Items	Item of Expenditure	Director (Central Schemes)	Director (Publication & Programmes)	Remarks
1.	Contingent & Misc. Expenditure (General Powers not specified in any other Schedule)	Recurring	Upto Rs.60000/- in each case	Upto Rs.50000/- in each case	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		Non-recurring	--	--	
2.	Administrative Expenses (Common to All Sections)	1. Merits, Awards, Stipends, Loans and other educational scholarships to Students, fee waiver	--	--	Subject to availability of funds, completion of procedural formalities as per laid down procedure approved by the EC.
		2. Fixtures and furniture purchase	--	--	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		3. Electricity & Water charges	--	--	
		4. Hiring of Vehicles for official purpose	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		5. Postal expenses on outgoing dak, telegrams etc. (Postage, Speed Post Charges, Courier Charges etc.)	Full power	Full power	
		6. a) Publications of the University	--	--	Full power with VC

Sl. No.	Nature of Items	Item of Expenditure	Director (Central Schemes)	Director (Publication & Programmes)	Remarks
		b) Printing & Binding	Upto Rs.50000/- per annum and Rs.10000/- on each occasion	Upto Rs.50000/- per annum and Rs.10000/- on each occasion	Full power with VC
		c) Admission Brochure	--	--	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		7. Purchase of Publications for administrative use (Newspapers, Books)	Upto Rs.20000/- per annum and Rs.5000/- on each occasion	Upto Rs.20000/- per annum and Rs.5000/- on each occasion	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		8. Outsourcings of cleaning & sweeping Services	--	--	Full power with VC
		9. Stationary Store including computer stationary and other consumables	Upto Rs.20000/- per annum	Upto Rs.20000/- per annum	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		10. Office Equipment including telephone instruments, calculators electronic or manual, intercom Equipment, Photocopier, Franking Machine (excluding computers)	Upto Rs.20000/- per annum	Upto Rs.20000/- per annum	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		11. Remuneration (except conveyance charges to staff for attending duty on holidays and late hours)	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Conveyance charges as per rules.
		12. Telephone Bills received after due date	--	--	Full power with Registrar/VC

Sl. No.	Nature of Items	Item of Expenditure	Director (Central Schemes)	Director (Publication & Programmes)	Remarks
		13. Repair and Maintenance of office equipment, furniture etc.	Upto Rs.20000/- per annum	Upto Rs.20000/- per annum	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		14. General Common Services Functions (Sanskrit Week, Annual Function, Various Days etc.), Conferences and Seminars/ workshops/ Guest Lectures	--	Upto Rs.1 lakh per annum	Subject to general instructions given by the VC and availability of funds.
		15. Payment to Members of Statutory Bodies, Selection Committee, Assessment Committee Expert Committees, Sub-Committee etc.	Full Powers	Full Powers	Subject to the approval of the VC and payment is made approved norms.
		16. Local Conveyance/ TA/ DA Reimbursement	Full Powers	Full Powers	Within the prescribed norms for the staff working under their control subject to availability of funds.
		17. Miscellaneous jobs/ unforeseen expenses	Upto Rs.20000/- per annum maximum Rs.5000/- in each case	Upto Rs.20000/- per annum maximum Rs.5000/- in each case	Subject to availability of funds.
3.	IT Section	18. Purchase of Computer, Printers, Computer Hardware, Add-ons, Upgrades etc., Networking, software purchase, development, installation	--	--	Full Powers with Registrar/VC

Sl. No.	Nature of Items	Item of Expenditure		Director (Central Schemes)	Director (Publication & Programmes)	Remarks
4.	Library	19.	Purchase of books and journals/ e-resources/periodicals/Audio/Video etc.	--	Upto Rs.10000/- per annum	Subject to availability of funds.
		20.	Material for packing, binding indexing library cards special registers etc.	--	--	Subject to completion of procedural formalities as per laid down purchase procedure.
		21.	Purchase of publications like Newspapers & Periodicals, etc. and special library stationary	--	--	Subject to completion of procedural formalities as per laid down purchase procedure.
5.	Student Welfare	22.	Refund of Fee	NA	NA	Full Powers with VC
		23.	a. Examination Expenses b. Admission Expenses	NA	NA	Subject to availability of funds and guidelines and norms approved by the VC.
6.	Finance Section	24.	Temporary Advances	Upto Rs.10000/- in each case	Upto Rs.10000/- in each case	To be settled as per Govt. of India norms with Finance.
		25.	Advances in connection with conduct of examinations/ Admission Tests	NA	NA	
7.	Student Fees, Security Deposit etc.	26.	Extension in date of payment of fees, Remission of Re-admission Fees	NA	NA	Full Powers with VC
		27.	Refund of Fees	NA	NA	Full Powers with VC
8.	Re-Appropriation of Funds	28.	Re-appropriation from one sub-head or detailed head to another within the same major head of account.	--	--	Full Powers with VC, subject to concurrence of FC/GIAC

Sl. No.	Nature of Items	Item of Expenditure	Director (Central Schemes)	Director (Publication & Programmes)	Remarks
		29. Re-appropriation from one major head of account to another major head of account of Revenue Expenditure.	--	--	Full Powers with VC, subject to concurrence of FC/GIAC
9.	Signing of Contracts and Documents	30. Collaboration with external agencies/ Institutions/ Signing of MoUs.	--	--	Full Powers with VC, subject to approval of the collaboration with Internal Organizations by VC and Foreign Organizations with the prior approval of the Government.
31. Execution of documents relating to supplies, hiring of residential or office accommodation, maintenance agreements, service contracts with the employees, agreements relating to advances.		--	--	Full Powers with VC, subject to terms and conditions and form of documents having been approved by the EC.	
32. Signing of Receipts for moneys received on account of the University.		--	--	Full Powers with VC, powers can be delegated to the officers in the Finance Section.	
10.	Membership Fee Payment	33. Foreign Institutions	--	--	Full Powers with VC, subject to approval of Govt. of India initially to become a member.
		34. Inland Institutions	--	--	Subject to VC's approval initially to become a member.