

# BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

MESRA, RANCHI – 835 215 (INDIA)

Ref. No. RO/Finance/2021-22/9093

24 January 2022

## OFFICE ORDER

### DELEGATION OF FINANCIAL POWER

The Competent Authority is pleased to approve following delegation of financial powers:

I) Financial Power to approve the purchase of Academic and Laboratory related items:

	<u>Fixed Assets</u> (Non-recurring)	<u>Consumables</u> (Recurring)
(a) Prof. In-charge Lab	-	Rs. 15,000/-
(b) Principal Investigator of the Project	Rs. 25,000/-	Rs. 15,000/-
(c) HOD / In-charge of Academic Depts	Rs. 30,000/-	Rs. 25,000/-
(d) Director/ Director In-charge	Rs. 1,00,000/-	Rs. 75,000/-
(e) Dean	Rs. 1,00,000/-	Rs. 75,000/-

II) Financial Power to approve the purchase of items other than for Academic/Lab:

(a) Registrar	Rs. 1,00,000/-	Rs. 75,000/-
(b) Dean of Research, Innovation and Entrepreneurship (For research projects)	Rs. 2,00,000/-	Rs. 2,00,000/-

The above authorities delegated with the aforesaid financial powers shall ensure the compliance of the approvals so granted by them, to the Institute Purchase Policy.

The practice of splitting of purchases, as a matter of policy should be discouraged.

All such approvals by the above authorities shall be subject to the availability of allotted funds in the budget of the respective Project/Departments/ Off-Campus/Section, in the current Financial Year.

This bears the approval of the Competent Authority.



  
Registrar

Copy to :

- i) All Deans / Directors/HOD's
- ii) All Faculty Members
- iii) Dy Comptroller/Dy. Finance Officer
- iv) All Registry Officers
- v) PS to Vice Chancellor
- vi) File