

SAVITRIBAI PHULE PUNE UNIVERSITY



CIRCULAR No. 219 of 2017

ORDER

WHEREAS a Committee appointed under the Chairmanship of Dr. Arvind Shaligram to determine the policy as regards the authorities according administrative approval and sanctioning revenue expenditure and capital expenditure has submitted its report on 08.09.2017;

AND WHEREAS it is necessary to amend the provisions of Ordinance 151 as per the recommendations made by the above said Committee;

AND WHEREAS as per the Maharashtra Public Universities Act, 2016 which has come into force w.e.f. 01.03.2017, designations of some statutory posts have been changed and the post of the Director, College and University Development has been abolished, and therefore it is also necessary to amend the provisions of Ordinance 151 to that effect;


AND WHEREAS it will take some time to revise the Ordinance in this respect and submit the same to the Hon'ble Chancellor under Section 74(4) of the Maharashtra Public Universities Act, 2016.

THEREFORE, I, Dr. Nitin R. Karmalkar, Vice-Chancellor of the Savitribai Phule Pune University, by and under the powers vested in me under Sub-section 8 of Section 12 of the Maharashtra Public Universities Act, 2016, hereby issue the following directives:

The authorities according administrative approval and sanctioning revenue expenditure and capital expenditure shall be as mentioned in the Annexure.

This Order shall remain in force till the Ordinance in this regard is amended by the University.

Ref. No.: Fin/2017/1254
Date : 10.10.2017


(Prof.(Dr.) Nitin R. Karmalkar)
Vice-Chancellor

ANNEXURE

1. No expenditure as a general rule, shall be incurred unless a provision for the same exists in the Annual Financial Estimates (Budget) approved by the Senate for the respective year.
2. No expenditure as a general rule, shall be incurred unless it is sanctioned by the competent authority.
3. The expenditure to be incurred against receipt / Nidhi balance during the respective financial year need not be budgeted but sanction for such expenditure shall be obtained from the Competent Authority as mentioned in clause 5 below. The said receipts/expenditure shall be budgeted in the revised budget of that financial year in the respective budget head.
4.
 - (i) All payments above Rs. 50000/- after they are pre-audited by the Deputy Finance and Accounts Officer / Internal Auditor/ Assistant Finance Officer of the Finance & Accounts Department, shall be passed for payment by the Finance & Accounts Officer.
 - (ii) All payments up to Rs. 50000/- of the Teaching Departments and Non Teaching Sections shall be passed by the In-charge of the Decentralized Finance Unit after they are scrutinized, approved and sanctioned by the Head of the Department/Director/Head of the Non-Teaching Sections concerned.
 - (iii) All payments up to Rs. 50000/- of the Central Finance Section shall be passed by the Deputy Finance and Accounts Officer/ Internal Auditor/Assistant Finance Officer of the Finance & Accounts Department.
 - (iv) All payments shall be pre-audited and passed after the compliance with all applicable laws and rules and regulations made thereunder, provisions of various Statutes, Ordinances, Government Resolutions adopted by the University, from time to time, etc.
5. The authorities competent to accord administrative approval and sanction expenditure shall be as follows:
 - (i) **MANAGEMENT COUNCIL:-**
Revenue Expenditure above Rs. 12,50,000/-
Capital Expenditure above Rs. 25,00,000/-
 - (ii) **VICE CHANCELLOR:-**
Revenue Expenditure up to Rs. 12,50,000/-
Capital Expenditure up to Rs. 25,00,000/-
 - (iii) **PRO-VICE CHANCELLOR:-**
Revenue Expenditure up to Rs. 6,25,000/-
Capital Expenditure up to Rs.12,50,000/-
 - (iv)
 - a) Registrar
 - b) Director, Board of Examinations and Evaluation
 - c) Finance & Accounts Officer
 - d) Dean and Head of the Department under Faculty of Science and Technology
 - e) Director/Coordinator of the Centre /School/Institute under Faculty of Science and Technology
 - f) Director, Academic Staff College
 - g) Project Coordinator, Science Park
 - h) Director, Central Instrumentation Facility
 - i) Director, Centre for Modelling & Simulation

Revenue Expenditure Upto Rs.1,25,000/-
Capital Expenditure. Upto Rs. 6,25,000/-

(v) a) <u>Dean and</u> Head of the Department not covered under Faculty of Science and Technology b) Director/Coordinator of the Centre/School/Institute not covered under Faculty of Science and Technology c) <u>Coordinator, Centre for Social Sciences and Humanities</u> d) <u>Director, Competitive Examination Centre</u> e) <u>Director, Knowledge Resource Centre</u>	Revenue Expenditure upto Rs. 62,500/- Capital Expenditure upto Rs. 1,25,000/-
(vi) Executive Engineer	Revenue Expenditure upto Rs. 62,500/- Capital Expenditure upto Rs. 62,500/-
(vii) House Manager	Revenue Expenditure upto Rs. 62,500/-
(viii) a) <u>Director, Students' Development</u> b) Director, International Students' Centre c) Resident Medical Officer/Medical Officer d) <u>Director, National Service Scheme</u> e) <u>Director, Sports and Physical Education</u> f) Director, Extra Mural Board g) Chief Rector, Hostels h) <u>I.T. Manager, Information Technology Cell</u> i) <u>Incharge, Centre for Information and Network Security</u> j) <u>Head, Centre for Network Computing</u> k) <u>Incharge, E-content Development and Learning Innovation Centre (eCDLIC)</u> l) <u>Coordinator, Internal Quality Assurance Cell (IQAC)</u> m) <u>Director, Skill Development Centre</u> n) <u>Local Coordinator, Global Initiative of Academic Networks (GIAN)</u> o) <u>Coordinator, Rashtriya Uchchatar Shiksha Abhiyan (RUSA)</u> p) <u>Coordinator, Design Innovation Centre (DIC)</u> q) <u>Honorary Director, Vidyavani Radio Station</u> r) <u>Coordinator, Day Care Centre</u>	Revenue Expenditure upto Rs. 35,000/- Capital Expenditure upto Rs. 35,000/-
(ix) Deputy Registrar and Equivalent }	Revenue Expenditure up to Rs. 35,000/- Capital Expenditure up to Rs. 35,000/-
(x) Assistant Registrar and Equivalent }	Revenue Expenditure up to Rs. 15,000/- Capital Expenditure up to Rs. 15,000/-
(xi) Estate Manager (Civil) Estate Manager (Electrical) }	Revenue Expenditure up to Rs. 35,000/- Capital Expenditure up to Rs. 35,000/-

6. Cheque signing powers are as under:

a) Up to any Amount :

- i) Registrar
- ii) **Director, Board of Examinations and Evaluation**
- iii) Finance and Accounts Officer
- iv) Head of the Department
- v) Director/Coordinator of the Centre/School/Institution
- vi) Director, Academic Staff College
- vii) **Director, Students' Development**
- viii) **Director, Sports and Physical Education**
- ix) **Director, National Service Scheme**
- x) Jointly by Deputy Finance and Accounts Officer & Assistant Finance Officer

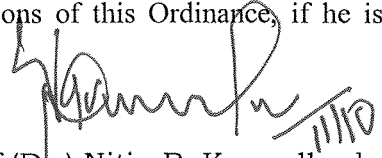
b) Deputy Finance and Accounts Officer up to Rs. 1,00,000/-

Assistant Finance Officer up to Rs. 50,000/-

7. (a) Cash/Credit expenditure up to Rs. 20,000/- can be effected at a time and maximum three times in a week, without calling quotations, provided that the time gap between the two purchases of same items shall not be less than thirty days.
- (b) Expenditure estimating Rs. 20,001/- to Rs. 10,00,000/- shall be made calling quotations. Quotations shall be called from at least three different authorized dealers / manufacturers in the field.
- (c) Expenditure estimating above Rs. 10,00,000/- for the purchase of items other than scientific equipment and chemicals, shall be made by inviting tenders by giving an advertisement in the local newspaper.
- (d) Purchases of scientific equipment, chemicals estimating Rs. 10,00,001/- to Rs.25,00,000/-, shall be made by publishing an advertisement on the website and by calling quotations from the authorized dealers/ manufacturers in the field.
- (e) Purchases of scientific equipment, chemicals estimating above Rs. 25,00,000/-, shall be made by inviting tenders by giving an advertisement in the local newspaper.
8. All purchases of the University where individual cost of each item exceeds the limit prescribed in Section 98(1) of the Maharashtra Public Universities Act, 2016 shall be approved by the Purchase Committee constituted under Section 98 (2) of the said Act.
9. Purchase Committee may waive the tendering process in case of purchases of scientific equipment or articles of fixed specifications or execution of special type of services or confidential work, estimating upto Rs. 1,00,00,000/-, if it is satisfied that there are special circumstances justifying such waiver.
10. The Vice-Chancellor shall have power to waive any of the provisions of this Ordinance, if he is satisfied that there are special circumstances justifying such waiver.

Ref No. : Fin /2017/1254

Date: 10.10.2017


[Prof.(Dr.) Nitin R. Karmalkar]
Vice-Chancellor

Copy for information to :

- 1)The Heads of University Departments
- 2)The Heads of Sections in the University Office