

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI

SCHEDULE - I

SCHEDULE OF ADMINISTRATIVE POWERS TO THE TEACHERS AND OFFICERS OF THE UNIVERSITY
(Approved by the Executive Council at its 44th meeting held on 15.09.2003)

SL. NO.	NATURE OF POWER	TO WHOM DELEGATED	EXTENT
1.	Appointments & Confirmation		
	a) Group `A`, `B` & `C` posts	Vice-Chancellor	With the approval of Executive Council in case of Group `A` posts
2.	b) Group `D` posts	Registrar	
	Acceptance of Resignation		
	a) Group `A` posts	Vice-Chancellor	On the recommendations of Head of the Department concerned
	b) Group `B` `C` & `D` posts	Registrar	-do-
3.	Placing employees under suspension		
	a) All cases of teachers and staff of the level of Assistant Registrar and above	Vice-Chancellor	Cases of teachers and staff falling under Group `A` & `B` shall be reported to the Executive Council
	b) Group `D` posts	Registrar	
4.	Grant of Leave		
	A) Casual Leave/Special Casual Leave		
	Deans, Registrar, Finance Officer, Medical Superintendent, University Librarian, OSD (Hospitality)	Vice-Chancellor	
	ii) Heads of the Departments	Dean of the Faculty concerned	
	iii) Staff working in Departments/Offices	Heads of Departments/Offices/Units	

	B) Other than Casual Leave		
	i) All Heads of Department, Dean of Faculties, Provost, Proctor, DSW, Medical Supdt. and staff of the level of Assistant Registrar and above	Vice-Chancellor	
	ii) In all other cases except cases of Study Leave	Registrar	On the recommendation of Head of the Department/Unit
	iii) In case of staff working in Majeedia Hospital (except Study Leave) upto the level of Section Officers and equivalent rank	Medical Superintendent	Under intimation to Registrar and Finance Officer
	C) Study Leave and Extra Ordinary Leave for foreign assignments	Vice-Chancellor	As per norms prescribed by the Executive Council
5.	Fixation of Pay		
	i) All cases of teachers and staff	Registrar	After check by Finance Officer
6.	Grant of Allowance for additional/Current duties		
	i) Upto the level of Section Officers and for periods not exceeding 2 months	Registrar	As per norms.
	ii) In all other cases	Vice-Chancellor	
7.	Sanction of LTC		
	All cases of teachers and staff	Registrar	As per norms
8.	Sanction of Incentives for promoting Small Family Norms		
	All cases of teachers and staff	Registrar	As per norms

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI

SCHEDULE OF FINANCIAL POWERS OF OFFICERS AND TEACHERS OF JAMIA HAMDARD

(Approved by the Executive Council at its 44th meeting held on 15.09.2003)

Preamble:

The officers, teachers and other senior employees of the university may exercise the administrative and financial powers as specified in the annexed Schedule subject to the overall control of the Vice Chancellor. The Vice Chancellor may at his discretion order that an officer, teacher and other employee shall not exercise a particular power or may exercise the power with such modification, as he considers necessary.

2. All powers given in this Schedule are subject to provision of funds in the budget/revised estimates for the respective year. If the budget provision does not exist but particular stores or services are considered inescapable, the matter shall be placed before the Vice Chancellor.
3. The monetary limits specified against each item refer to the sanctioning of expenditure at a time.
4. The Vice Chancellor shall have full powers in respect of all the items indicated in the Schedule except insofar as indicated in the Schedule itself.
5. For the purpose of these delegations the Registrar, Finance Officer, Head, Centre of Biotechnology, Medical Superintendent, Majeedia Hospital, University Librarian and the Executive Engineer shall exercise the powers of the Head of Department in respect of their units or as indicated in the Schedule.
6. All local purchases involving expenditure of Rs.5,000 or more at a time, shall be made at competitive rates after obtaining quotations from reputed dealers/firms personally from the market. For purchases of less than Rs.5,000/- sanctioning authority should satisfy itself that charges are reasonable. All purchases shall be made in accordance with the procedure laid down in the Purchase Manual of the university, as elaborated in university circulars No. JH/PS/34-1/2001-2002 dated 12.12.2001, dated 11.4.2002 and 7.6.2002. All Procurement Officers are expected to carefully study these circulars and follow their provisions in letter and spirit. They are also requested to discuss the

purchase procedures with other teachers/officers of the department. Officers in-charge of Scholars' House, Computer Centre, Majeedia Hospital, Hamdard Archives and Research Centre are requested to carefully study and follow these procedures.

7. It is not enough to accept the lowest quotation. Before according sanction, the sanctioning authority should satisfy itself that the proposed rates for goods and services are otherwise reasonable to the best of its knowledge and belief. Purchase Officers should carefully follow advertisements in newspapers and also market rates of different items.
8. The Departments will make sure that the expenditure under 'Other Charges' for each of the sub heads is kept within the allocations made. In case of absolute necessity where the excess expenditure is inescapable under a particular sub-head, the Department may initiate proposals for re-appropriation of funds from sub-heads where corresponding savings are anticipated within the Department itself. Thus, the expenditure of the department as a whole under 'Other Charges' is not to be exceeded in any case.
9. Heads of Teaching/Research departments shall exercise these powers in consultation with the Departmental Purchase Committee constituted for the purpose.

S.No	Items	Monetary Limit upto which expenditure may be sanctioned		Remarks
1.	Chemicals & Glasswares	Heads of Departments and Principal Investigators of funded Projects	Full Powers	Subject to provision of funds and the orders being placed on firms on the approved list drawn up by the university.
2.	Contingencies, consumables, articles of stationery and sports, rubber stamps, utensils, postage, conveyance charges including feed for Animal House	Heads of Departments and Principal Investigators of funded Projects	Full Powers	
3.	Equipment, instruments, apparatus and plant	Heads of Departments and Principal Investigators of funded Projects Registrar	Rs.50,000 Rs.1,00,000	

4.	Advances for cash purchases	Heads of Departments and Principal Investigators Projects Registrar	Rs.5,000 Rs.25,000	In extremely urgent cases
5.	Maintenance of labs, gas plants and machines-service contracts	Heads of Departments Registrar	Rs.50,000 Rs.1,00,000	
6.	Fixed charges-Rent rates and taxes, Electricity, Water and gas charges, municipal taxes, telephone charges, cleaning charges, security charges	Registrar	Full Powers	However, all cases involving levy of re-connection charges, penalties or loss of rebates exceeding Rs.1000 in each case shall be put up to the Vice Chancellor.
7.	Books & Journals	Principal Investigators Projects University Librarian Registrar	Rs.10,000 Rs.50,000 Full Powers	Purchases shall normally be made in accordance with the recommendations of the Library Committee and/or in consultation with the Deans/Heads of Departments.
8.	Maintenance and repairs to Buildings	Executive Engineer Registrar	Rs.50,000 Full Powers	
9.	Maintenance of electricity lines, tube-wells and generator sets	Executive Engineer Registrar	Rs.50,000 Full Powers	
10.	Administrative approval and expenditure sanction for new building works.	Registrar Vice Chancellor	Upto Rs.1,00,000 Full Powers	
11.	To accept tenders for works and award of work	Executive Engineer Registrar Vice Chancellor Buildings and Works Committee	Upto Rs.1,00,000 Rs.1 lakh to Rs.5 lakhs Rs.5 lakhs to Rs.25 lakhs Above Rs.25 lakhs	

12.	Approval to Detailed Estimates	Executive Engineer Registrar Vice Chancellor Buildings and Works Committee	Rs.2 lakhs Rs.5 lakhs Rs.5 lakhs to Rs. 25 lakhs More than Rs.25 lakhs	
13.	Hospitality-Tea & Refreshment charges in official meetings	Heads Registrar	Rs.1,000 Rs.5,000	Ordinarily, only tea and light refreshment shall be served in official meetings subject to a maximum of Rs.10 per head.
14.	Recurring charges like purchase of petrol, repairs to vehicles, articles of liveries and uniforms, printing charges	Registrar	Full Powers	
15.	Purchase of air-conditioners, air coolers, heaters, water coolers	Heads of Departments Registrar	Rs.10,000 Rs.1,00,000	Only the articles approved and listed in the budget estimates shall be purchased. For articles, other than these, prior approval of the Vice Chancellor shall be obtained.
16.	Repairs to office machines typewriters, microscopes, hospital equipment, other apparatus and plants	Heads of Departments Registrar	Rs.10,000 Rs.1,00,000	
17.	Repair of furniture	Executive Engineer Registrar	Upto Rs.10,000 Rs.10,000 to Rs.1,00,000	
18.	Purchase of furniture	Heads of Departments Registrar Vice Chancellor	Rs.10,000 Rs.10,000 to Rs.1,00,000 More than Rs.1,00,000	Requirement of furniture will be made through Heads of Departments on prescribed format to Executive Engineer who will assess the condition of furniture and get it repaired if possible. If repair is not possible, and Registrar approves purchase of new furniture, it will be done upto Rs.10,000 by Heads of Departments. Beyond Rs.10,000 purchase will be done by Purchase Section.

19.	Engagement of daily wagers	Heads of Departments Medical Superintendent	Casual employees not exceeding 7 mandays for one specific work and not exceeding 50 mandays in a month Full Powers in leave vacancies upto two months.	Beyond two months will be put up to the Vice Chancellor.
20.	Honorarium	Vice Chancellor Registrar	Rs.15,000 Rs.5,000	On the recommendations of the Heads of Departments
21.	Write off of Irrecoverable losses of stores	Vice Chancellor Registrar	Full Powers Rs.5,000	All cases involving loss of more than Rs.50,000 shall be reported to the Finance Committee/Executive Council
22.	Write off of irrecoverable loss of university moneys and waiver of other dues	Vice Chancellor	Full Powers	- do -
23.	Grant of T.A. advances for approved journeys	Finance Officer Assistant Registrar	Full Powers Rs.10,000	
24.	Purchase of medicines, drugs & Hospital equipment	Medical Superintendent	Full Powers	In case of equipment, purchase shall be made in accordance with the recommendations of the Departmental Purchase Committee
25.	Overtime Allowance	Registrar Finance Officer	Full Powers Full Powers	Sanction for overtime duty in respect of staff working in Departments shall also be obtained from the Registrar
26.	Freight and demurrage charges, wharfage charges and penalties	Vice Chancellor Registrar	Full Powers Full Powers - for freight and other normal charges of the clearing agent Demurrage Charges - Rs.5,000	All cases involving payment of demurrage and wharfage charges of more than Rs.25,000 in each case shall be reported to the Finance Committee/Executive Council

27.	Grant of Advance/withdrawal from Provident Fund	Registrar	Full Powers for teachers and staff upto the level of Reader/Dy. Registrar	
28.	HBA, Motor Car, Motor Cycle, Cycle Advance	Registrar	- do -	
29.	Final payment of P.F., Gratuity and Pension	Registrar	Full Powers upto the level of Readers/Deputy Registrar	
30.	Grant of permanent Imprest	Vice Chancellor	Full Powers	
31.	Expenditure on Law Suits	Registrar Vice Chancellor	Rs.10,000 Full Powers	All cases of payments exceeding Rs.1,00,000 to an advocate in one legal case shall be reported to the Finance Committee/Executive Council.
32.	Auction of unserviceable and obsolete stores	Registrar	Full Powers	
33.	Re-appropriation of funds in the budget including inter-departmental re-appropriations	Vice Chancellor Finance Officer	Full Powers Rs.50,000 for inter-departmental re-appropriation	
34.	Grant of honorarium and T.A./D.A. charges to members of Board of Studies/Board of Research Studies/Faculty Committee Visiting Professors and other speakers	Heads of the Departments Registrar	Rs.5,000 Rs.1,000	
35.	Expenditure on Conferences, Symposiums, Workshops	Vice Chancellor	Full Powers	

36.	Undertaking of educational tours by students on the recommendations of Dean.	Registrar	Full Powers	
37.	Passing of bills for payment	Finance Officer Assistant Registrar (Finance) Section Officers (Finance)	Full Powers Rs.50,000 Rs.10,000	
38.	Surprise verification of cash-impressts in Departments	Finance Officer Internal Audit Officer	Full Powers Full Powers	During internal audits of the Departments as per programme approved by Finance Officer.
39.	Secret expenditure (printing of papers etc.)	Vice Chancellor Registrar	Full Powers Rs.10,000	In each case a certificate signed by the Registrar and countersigned by the Vice Chancellor shall be sent to the Finance Division in support of the expenditure. Complete records with vouchers shall be maintained by the Registrar. These shall be audited by Statutory Auditors of the university.
40.	To sanction contingent expenditure of a novel, extraordinary or experimental nature	Vice Chancellor	Rs.100,000	
41.	To sanction waiving in part or whole of recoveries pointed out by Audit in cases where chances of recovery are remote	Vice Chancellor	Rs.10,000	
42.	To declare scientists and other dignitaries as University guests and sanction expenditure on their board, lodging and conveyance etc.	Registrar Vice Chancellor	Full Powers upto 3 days Full Powers for more than 3 days	

43.	To sanction purchase of vehicles	Finance Committee	Full Powers	
44.	To sanction provision of telephone at residences of teachers, officers and other staff	Vice Chancellor	Full Powers	
45.	Remission or concession in fees to students	Vice Chancellor	Full Powers	Concession of more than 50% of fee will be reported to the Finance Committee
46.	Advances to employees for treatment of self or members of their families as in-patients in Majeedia Hospital/other approved hospitals on the recommendation of Medical Superintendent, Majeedia Hospital/Consultant in-charge of the case	Finance Officer	Upto 90% of the estimated expenditure	In the case of approved hospitals, advances shall be given in the form of cheques drawn in favour of hospital concerned.