



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

No.DR(FIN)/2022/59

Dated:17 January, 2022

OFFICE MEMORANDUM

Sub: Delegation of Financial and Administrative Power

The Executive Council of University of Delhi vide E.C. Resolution No. 46 dated 17.12.2021 has considered and approved the delegation of Financial and Administrative power. A copy of the E.C. Resolution 46 dated 17.12.2021 is enclosed for necessary action and compliance.


Deputy Registrar (Finance)

Encl: as above.

To:

- (i) Director, South Delhi Campus, University of Delhi, Delhi.
- (ii) All the Deans of Faculties, University of Delhi, Delhi.
- (iii) All the Heads of Departments, University of Delhi, Delhi.
- (iv) All the Provosts of Halls/Hostels, University of Delhi, Delhi.
- (v) University Engineer, Engineering Department, University of Delhi, Delhi.
- (vi) Jt. Registrar/Assistant Registrar (Procurement & Stores), University of Delhi, Delhi.
- (vii) Finance Branches, University of Delhi, Delhi.

Copy for information to:

- (i) Jt. Registrar to the Vice-Chancellor
- (ii) PS to the Dean of Colleges
- (iii) PS to the Treasurer
- (iv) Joint Registrar to the Registrar



UNIVERSITY OF DELHI

E.C. Resolution No. 46
Dated: 17.12.2021

46/- Ref: Executive Council Resolution No. 193(5) dated 21.03.2012

The Executive Council considered and approved the Proposed delegation of financial and administrative Power.

The delegation of Financial and administrative powers is enclosed at **Appendix-XXII**.



In continuation of earlier delegation of powers as approved by the EC in its meeting held on 21.03.2012, the following delegation of powers may be approved. The other powers already approved by the E.C. remains the same.

S.NO.	PARTICULARS	DELEGATION OF FINANCIAL POWER
1.	To Accord Administrative and Financial Approval as per Budget Allocation	<p>Vice Chancellor- Full power</p> <p>Pro Vice Chancellor- Upto Rs.25,00,000/-</p> <p>Upto Rs.2,50,000/- By Registrar/Finance Officer/Dean/Respective Head of Department</p> <p>Upto Rs.15,000/- Deputy Registrar and above</p> <p>Upto Rs.5,000/- Assistant Registrar and above</p>
2.	<p><u>For Other Expenditure</u></p> <p>To accord Administrative and Financial approval</p> <p>Financial concurrence subject to availability of funds</p>	<p>Vice Chancellor - Full power</p> <p>Pro Vice Chancellor - Upto Rs.25,00,000/-</p> <p>Registrar - upto Rs.10,00,000/-</p> <p>Finance Officer</p>
3.	<p>Passing of Bills for Payments which is not mentioned anywhere including advance released and adjustments subject to specific recommendation/verification by the Head of the concerned Department</p> <p>Upto Rs.5,000/-</p> <p>Upto Rs.5,00,000/-</p> <p>Upto Rs.15,00,000/-</p> <p>Above Rs.15,00,000/-</p>	<p>Section Officers and above</p> <p>Assistant Registrar and above</p> <p>Deputy Registrar and above</p> <p>Joint Registrar and above</p>

4.	Passing of Salary Bills/Arrear Bills/Children Education Reimbursement for Payments	Section Officers and above subject to verification by concerned Departments/Computer Cell
5.	<p>Passing of Medical Bills for Payments/Reimbursement subject to verification by the by the concerned Dean/HOD/AR(Establishment)/DR(Establishment)/JR(Establishment)</p> <p>Upto Rs.5,000/-</p> <p>Upto Rs.5,00,000/-</p> <p>Above Rs.5,00,000/-</p>	<p>Section Officers and above</p> <p>Assistant Registrar and above</p> <p>Deputy Registrar and above</p>
6.	<p>Electricity Bills/ Water Bills etc. subject to specific recommendation for payment by the Executive Engineer upto Rs.5,00,000/- and above by Chief Engineer of Engineering Department of the University</p> <p>Full power</p>	Section Officers and above
7.	<p>Telephone Bills subject to specific recommendation for payment by the Joint Registrar/Deputy Registrar/Assistant Registrar(Telephone Branch)</p> <p>Full power</p>	Section Officers and above