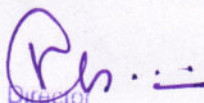


## SCHEDULE OF DELEGATION OF POWERS

## A. Financial Powers

| SNo | Description of Items of Delegation   | Authority                                   | Extent of Delegation   |
|-----|--|---|--|
| 1.  | To award contracts for capital works approved by the Board.                                  | Chairman / Vice Chairman / Director Finance | Full Powers  |
|     |  | Head of the Institution                     | Full powers subject to the concurrence of finance and subject to a maximum limit of Rs. 20,000/- on individual head and Rs. 2,40,000/- for the whole year. |
|     |  | Departmental Head                           |  |
| 2.  | To authorize purchases against capital works approved by the Board.                          | Chairman / Vice Chairman / Director Finance | Full Powers  |
|     |  | Head of the Institution                     | Full powers with concurrence finance subject to a maximum limit Rs. 10,000/- for individual purchase and Rs. 1,20,000/- for the whole year.                |
|     |  | Departmental Head                           | Full powers with concurrence finance upto Rs. 500/- on individual items and Rs. 25,000/- for the whole year.   |
| 3.  | To authorize purchases against revenue budget  | Chairman / Vice Chairman / Director Finance | Full Powers  |
|     |  | Head of the Institution                     | Full powers with Rs. 5000/- individual cases and Rs. 48000/- cumulatively for the whole year.  |
|     |  | Departmental Head                           | Powers upto Rs. 500/- in individual cases and Rs. 20000/- cumulatively for the whole year.   |
| 4.  | To engage contractors for Security, Civil Maintenance, Horticulture and Transport.           | Chairman / Vice Chairman / Director Finance | Full Powers  |
|     |  | Head of the Institution                     | Full powers with the approval of Chairman / Vice Chairman  |
|     |  | Departmental Head                           |  |
| 5.  | To engage consultants, architects and legal advisors on contract.                            | Chairman / Vice Chairman / Director Finance | Full Powers  |
|     |  | Head of the Institution                     | Full powers with the approval of Chairman / Vice Chairman  |
|     |  | Departmental Head                           |  |
| 6.  | To sanction expenditure against revenue budget approved by the Board.                        | Chairman / Vice Chairman / Director Finance | Full Powers  |
|     |  | Head of the Institution                     | Limited to Rs.10,000/- on individual head and Rs.1,20,000/- cumulative for the year.   |
|     |  | Departmental Head                           |  |
| 7.  | To re-appropriate expenditure from one head of account / item to another.                    | Chairman / Vice Chairman / Director Finance | Full Powers  |
|     |  | Head of the Institution                     | Full powers subject to 25000/- individual head or 150000/- cumulative of all head.   |
|     |  | Departmental Head                           |  |
| 8.  | To sanction expenditure against any activity / head for the welfare of students / employees. | Chairman / Vice Chairman / Director Finance | Full Powers  |
|     |  | Head of the Institution                     | Limited to Rs. 5,000/- on individual case and Rs.30,000/- annually.  |
|     |  | Departmental Head                           |  |

  
Director

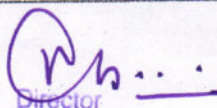
Industan College of  
Science & Technology  
FAKRAH (MATHURA)

  
Finance Officer

|     |   |  |   |
|-----|---|--|---|
|     | academic activities like seminars, conference, workshops etc.                         | Chairman/Director finance<br>Head of the Institution<br>Departmental Head                    | Limited to Rs.5,000/- on individual event and Rs.30,000/- annually.     |
| 10. | To sanction any exgratia assistance to an employee of the Group for a bonafide cause. | Chairman / Vice<br>Chairman/Director Finance<br>Head of the Institution<br>Departmental Head | Full Powers<br>Limited to Rs.500/- in each case and Rs.6,000/- annually |

### B. ADMINISTRATIVE POWERS

| SNo | Description of Items of Delegation   | Authority  | Extent of Delegation   |
|-----|--|--|--|
| 1.  | To sanction posts on regular establishment of the Group.   | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full Powers<br>---<br>---  |
| 2.  | To appoint, promote and transfer faculty members, executives and employees.                              | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full Powers<br>Upto the level of lecturer and equivalent.                                  |
| 3.  | To fix initial pay in the scale on first appointment.  | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full Powers<br>Upto 3 increments for staff for which he is the appointing authority.       |
| 4.  | To sanction special increments for outstanding performance.  | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full Powers<br>Upto three increments subject to the approval of the Chairman/Vice Chairman |
| 5.  | To give awards / commendations.  | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full Powers  |
| 6.  | To authorize official tour.  | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full Powers<br>Full powers within the provisions of revenue budget.                        |
| 7.  | To nominate members of the faculty, executives and staff for training programs, seminars and conferences | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full powers subject to financial concurrence and within the budgeted amount                |
| 8.  | To authorize medical expenditure on the treatment of any member of the Group or dependent family member. | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full Powers<br>Full Powers as per the laid down rules                                      |
| 9.  | To authorize Leave Travel Concession.  | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full Powers<br>Full Powers in accordance with the approved rules                           |
| 10. | To sanction privileged leave.  | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full Powers<br>Full Powers   |
| 11. | To sanction casual leave.  | Chairman / Vice Chairman<br>Head of the Institution<br>Departmental Head | Full Powers<br>Full Powers   |
| 12. |  | Chairman / Vice Chairman   | Full Powers  |

  
Director

Hindustan College of  
Science & Technology  
FAKRAH (MATHURA)

  
20/11/2023

|     |   |                          |             |
|-----|---|--------------------------|-------------|
|     | timings   | Departmental Head        |             |
| 13. | To declare a holiday under Negotiable Instruments Act or for any other reason if so declared by the govt. | Chairman / Vice Chairman | Full Powers |
|     |   | Head of the Institution  | Full Powers |
|     |   | Departmental Head        |             |
| 14. | To approve the list of holidays for a calendar year.  | Chairman / Vice Chairman | Full Powers |
|     |   | Head of the Institution  | Full Powers |
|     |   | Departmental Head        |             |

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20/11/2020

*[Handwritten signature]*  
Director  
Hindustan College of  
Science & Technology  
FARAH (MATHURA)