



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

(A Central University Established by Parliament by Act No. 3 of 1997)

दूरभाष / Phone : + 91-7152-230902

ई-मेल / E-mail: registrar.mgahv@gmail.com

No. : 006/Estt./2010/8 /239

Date : 02/03/2020

Office Order

In supersession of the Office Order No. 006/Estt./3054/2014/MGAHV dated 28.05.2014 and subsequent Circulars dated 04.06.2014 and dated 03.06.2015 the Competent Authority has been pleased to delegate the following powers to the Officers as mentioned against each with immediate effect:

DELEGATION OF FINANCIAL POWERS :

S.No.	Particulars	Limit up to which payment can be authorized	Designation of officer(s) who can exercise powers in column (3)
(1)	(2)	(3)	(4)
1.	GENERAL		
	Payment of Electricity, Water, Telephone Bill, Postages, Rent of the Buildings approved by competent authorities.	Full Powers	Registrar/Finance Officer
2.	FELLOWSHIPS, RESEARCH GRANTS ETC.		
	Payment of fellowships, Scholarships, Contingencies, HRA, disbursement of grants/funds for projects, research	Full Powers	Registrar/Finance Officer
3.	PURCHASE, SERVICES ETC.		
	Payment of Bills in respect of purchases, services, construction, repairs, legal charges examination expenses. (per occasion)	Up to Rs. 30,000/-	Registrar/Finance Officer
		Above Rs. 30,000/- up to Rs. 20,00,000/-	Vice Chancellor
		Above Rs. 20,00,000/-	Executive Council
4.	TA/DA BILLS		
	STAFF	Full Powers	Registrar
	OTHER TA/DA Bills of others subject to Administrative approval/prior sanction of Vice-Chancellor. Payment of Honorarium Remuneration as per rules.	Full Powers	Registrar/Finance Officer
5.	STAFF CLAIMS/PAYMENTS		
	Medical reimbursement to staff, Reimbursement of Educational expenses, Fees payable for staff for training, Seminars, Conferences etc.	Up to Rs. 20,000/- (per person)	Registrar
		Above Rs. 20,000/- up to Rs. 1,00,000/- (Per person)	Vice Chancellor
		Above Rs. 1,00,000/- (per person)	Executive Council
6.	SALARY RELATED DEDUCTIONS		
	Deduction from Salary/Remuneration and Payments/Deposits with Provident Fund, Income-Tax, Professional-Tax, or any Statutory Authority or with LIC, Post-Office or any other organization or body.	Full Powers	Finance Officer and DDO

1/3

पोस्ट- हिंदी विश्वविद्यालय, गांधी हिल्स, वर्धा 442001 (महाराष्ट्र) भारत

Post-Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra) India

वेबसाइट / Website: www.hindivishwa.org

कादर नवान

02/03/2020

7. ADVANCE TO STAFF			
	Advance against PF	Full Powers	Registrar
	Personal Computer Advance Rs. 50,000/- (per person)	Full Powers	Vice Chancellor
	House Building Advance	Full Powers	Vice Chancellor
8. IMPREST MONEY		Full Powers within the sanctioned limit	Registrar/Finance Officer

2. DELEGATION OF NON-FINANCIAL POWERS:

S.No.	Particulars	Designation of Officer(s) who can exercise powers in column (2)
(1)	(2)	(3)
1. Grant of Leave		
	All leaves/ LTC of Pro Vice Chancellor, Professor, Librarian, Registrar, Finance Officer, Controller of Examination and equivalent Officers	Vice Chancellor
	All leaves (except CL & RH)/LTC of Associate Professor, Assistant Professor and equivalent level of Teaching & Other Academic Staff	Vice Chancellor
	CL, RH, Duty Leave & Special Casual Leave of Associate Professor & Assistant Professor	Dean of concerned School on the recommendation of Head of the Department/Director of the Centre
	All leaves (except CL & RH)/ LTC of Deputy Registrar, Regional Director, Deputy Controller of Examination, Deputy Finance Officer, Assistant Registrar and equivalent Officers	Vice Chancellor
	CL & RH of Deputy Registrar, Regional Director, Deputy Controller of Examination, Deputy Finance Officer, Assistant Registrar and equivalent Officers	Head/ In-charge of respective Department/Section
	All leaves (except CL & RH)/ LTC of Section Officer and below	Registrar
	CL & RH of Section Officer & below	Head/ In-charge of respective Department/Section
2. Forwarding APPLICATION FOR EMPLOYMENT		
	All Teaching Staff, Registrar, Finance Officer, Controller of Examination, Deputy Registrar, Assistant Registrar or equivalent Officers	Vice Chancellor
	Section Officer or equivalent and below	Registrar

NOTES

1. Applicant should ensure to enclose a photo copy of CL, approved by the Competent Authority along with application for LTC.
2. The powers being delegated are required to be exercised most judiciously and in accordance with basic canon of expenditure of Govt. of India. The Officer/Authority exercising power shall always be guided by the principle of accountability in expenditure of public money.
3. No Officer/Authority will permit/sanction any expenditure unless fully satisfied that the procedural/Technical requirements are fulfilled and the interest of the University are fully protected.
4. Depending on the urgency of payment, a higher authority can exercise powers of lower authority at his/her discretion, if the lower authority is unable to discharge duty for whatsoever reason.
5. During the period an officer transfers charge to another officer temporarily, such officer holding temporary charge can exercise the powers only if he/she is expressly authorized by the Competent Authority to exercise financial powers.

कादर नवाज
02/03/2020
2/3

6. No expenditure shall be approved or permitted unless the precedent cause or action has necessary approval of Competent Authority. For e.g. TA/DA to staff as per S.No. 4 will be sanctioned if the members of staff is authorized by Competent Authority to undertake tour/journey. Similarly bill in respect of purchases as per S.No. 3 can be sanctioned only if such purchase has a prior approval (with in known as administrative sanction.)
7. Every purchase/service will require prior authorization (Administrative approval) by Competent Authority. The Competent Authority will be the officer in whose powers the amount of payment falls. For example, for purchase up to Rs. 30,000/- Registrar/Finance Officer will be the Officer competent to grant administrative approval. For purchase up to Rs. 20,00,000/- (Rupees Twenty Lakh Only) Vice-Chancellor will be the officer competent to grant administrative approval.
8. Powers to grant the advance for any purpose will be same as those for expenditure.
9. All payment involving amount of Rs. 20,00,000/- (Rupees Twenty Lakh Only) and above will be reported to Executive Council for information and noting
10. In case of doubt or difference of opinion in the interpretation of any of the provisions of the scheme of this delegation the decision of Hon'ble Vice-Chancellor shall be final and binding.
11. The Competent Authority can withdraw the delegated powers, if required.

This issues in anticipation of post facto approval of the Executive Council of the MGAHV.

कादर नवाज
(Kadar Nawaz Khan)
Acting Registrar

02/03/2020

Copy for Information & necessary action to:

1. Office of the Vice Chancellor
2. Office of the Pro Vice Chancellor(s)
3. Office of the Registrar
4. Office of the Finance Officer
5. All Schools/Departments/Centers/Regional Centers of the MGAHV.
6. In-Charge, LILA for uploading on University website
7. Concerned/ Guard File