

**Reg 1     Schedule of Powers (SOP)**

The Schedule of Powers (SOP) is intended to bring in uniformity in the delegation of financial and administrative powers across the Indian Institute of Teacher Education (IITE) system. The Vice-Chancellor could however add further to this delegation after approval with the Executive Council keeping in view the immediate requirements.

- [1] The delegation of powers specified are made with due regard to the need for decentralization and for effective decision making commensurate with responsibilities at all levels.
- [2] The exercise of powers delegated is subject to the availability of financial propriety in the budget head.
- [3] Unless otherwise specified in the schedule of powers, all sanctions of a financial nature should be accorded only with the prior concurrence of the Vice-Chancellor as the case may be.
- [4] No official is empowered to suspend the exercise of or to withdraw the powers of officials subordinate to him in respect of powers delegated in this schedule and the powers cannot be exercised by any other official for or on their behalf. The Vice-Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.
- [5] All officers must adhere to the rules of financial discipline and expenditure and availability of budget head.
- [6] Errors or Omissions which may be found in this SOP may please be brought to the notice of the Vice-Chancellor. Suggestions which will further improve the method of presentation or facilitate expeditious and efficient disposal of work are welcome. Such suggestions will be brought to the notice of the Executive Council.

## [7] Delegation of Powers

- (a) **F1 Group** means officer among Deputy Registrar/Estate Officer/ Controller of Examination/ University Development Officer/ Director of Physical Education/ Section Head/ Rector
- (b) **F2 Group** means officer among Principal/Director of Center/ Chief Account Officer
- (c) The Administrative approval of the Vice - Chancellor on submission note with the need of item / matter and justification is always required for the expenses more than Rs. 7500. The administrative approval of the Registrar as above is required for the expenses up to Rs. 7500
- (d) GEM must be given priority.
- (e) Expense of same item in Jan - Jun or Jul - Dec can not be divided in parts.

Sr. No.	Nature of Expense	Sanction Authority with Remarks
1	Expenses up to Rs. 1000 without inviting tender	F1 Group Maximum once in a week
2	Expenses up to Rs. 5000 without inviting tender	F2 Group Maximum once in a week
3	Expenses up to Rs. 7500 without inviting tender	Registrar Maximum once in a week
4	Expenses up to Rs. 50000 without inviting tender	Vice - Chancellor
5	Expenses up to Rs. 10000 with three quotations	Group F1 Maximum once in a fortnight



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Sr. No.	Nature of Expense	Sanction Authority with Remarks
6	Expenses up to Rs. 20000 with three quotations	Group F2 Maximum once in a fortnight
7	Expenses up to Rs. 25000 with three quotations	Registrar
8	Expenses up to Rs. 100000 with three quotations	Vice - Chancellor
9	Expenses up to Rs. 2500000	Vice - Chancellor GEM / E-tender / Invitation of tender by Newspaper as per the direction of the Vice-Chancellor
10	Legal charges up to Rs. 100000 in each case.	Vice - Chancellor
11	Audit charges up to Rs. 50000 in each case	Vice - Chancellor
12	Regular Bills of Electricity / Govt. Tax / Subscription of Newspapers / BSNL Telephone Bills up to Rs. 25000	Registrar
13	Books procurement without quotation up to Rs. 10000	Principal / Director
14	Direct expense for repairing or maintenance or service from OEM or vendor of the item up to Rs. 100000	Vice - Chancellor

**1 SCHEDULE OF POWERS (SOP)**

Sr. No.	Nature of Expense	Sanction Authority with Remarks
15	Confidential work of exam / test (Examiners honorarium and travel allowances, Printing of question papers, Assessment, Result processing)	Vice - Chancellor A bank account of the Vice - Chancellor for the purpose shall be used for the payment
16	Power to create seasonal/casual posts of Assistant level or Clerical or other staff or Director for seasonal/emergent work and to fill for maximum up to eleven months	Vice - Chancellor
17	Disaster management which is having risk of life of student / staff of university up to Rs. 1000000 without inviting tender	Vice - Chancellor
18	Participation of students and faculties in State Government / Central Government organized or International Event in the country which is having significant dignitaries up to Rs. 2500000 without inviting tender	Vice - Chancellor
19	In any extra ordinary circumstances which shall be note down in the approval note, the Vice Chancellor is empowered to make expenses up to any amount and then it is necessary to put in the knowledge of Finance Committee.	Vice - Chancellor