

# **Dr. Y.S.R. HORTICULTURAL UNIVERSITY (FINANCIAL POWERS) REGULATIONS, 2011**



**Dr. Y.S.R. HORTICULTURAL UNIVERSITY**  
Venkataramannagudem-534 101,  
West Godavari District, A.P.

**September 2011**





# **Dr. Y.S.R. HORTICULTURAL UNIVERSITY**

## **(FINANCIAL POWERS) REGULATIONS, 2011**

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Venkataramannagudem-534 101, West Godavari District, A.P.

September 2011



**Dr.C.V.S.K.SARMA, I.A.S.**  
Vice-Chancellor



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Dated: 05.09.2011

## **PREFACE**

The Andhra Pradesh Horticultural University was established at Venkataramannagudem, West Godavari District, Andhra Pradesh on 26th June, 2007 by Act 30 of 2007 by bifurcated from Acharya N.G. Ranga Agricultural University. This university has renamed as "Dr.Y.S.R. Horticultural University" w.e.f. 18<sup>th</sup> April, 2011 by Act 13 of 2011. It is the second Horticultural University in the country, with the mandate for Education, Research and Extension related to horticulture and allied subjects.

This university is a service oriented institution. The financial resources of the University consist mainly, of the grants given by the State Government, ICAR, Government of India and other Agencies.

The university at present has 4 Horticultural Colleges, 5 Polytechnics, 27 Research Stations and 3 KVKs located in 9 agroclimatic zones of the state. These institutions are Headed by the Teachers/Scientists of various cadres. As Heads of Offices, they are conferred with Financial Powers and also entrusted with drawing and disbursing functions.

The University was established in the year 2007. During these four years this university is adopting Acharya N.G. Ranga Agricultural University financial regulations only. Hence, it is felt necessary to have financial regulations for Dr.Y.S.R. Horticultural University, to create financial powers to University Officers and Heads of Officers in tune with the revised Financial Regulations, 2011 of Acharya N.G. Ranga Agricultural University.

I appreciate the efforts made by the University officers in bringing out the first Financial Regulations (Financial Powers), 2011 of Dr.Y.S.R. Horticultural University.

**(C.V.S.K.SARMA)**



# **Dr.YSR HORTICULTURAL UNIVERSITY**

Administrative Office : Venkataramannagudem-534 101, West Godavari District

Proceedings No.8034/S.C./2011

Dated : 05-09-2011

Sub : Dr.YSRHU – Regulations – The Dr.YSRHU (Financial Powers) Regulations, 2011 – Orders – Issued.

\* \* \*

In exercise of the powers conferred in Sub-Section (1) of Section 40 of the Dr.YSR Horticultural University Act, 2007 (Andhra Pradesh Act 30 of 2007), the Dr.YSR Horticultural University hereby makes the following Regulations.

## **REGULATIONS**

1. (i) These Regulations may be called the Dr.YSR Horticultural University (Financial Powers) Regulations, 2011.  
(ii) They shall come into force with immediate effect.
2. The Officers of the University, the Associate Deans, Principals of Polytechnics, the Heads of Departments, and other authorities mentioned in the Annexure shall exercise the financial powers specified against each of them judiciously.
3. Before according sanction the authorities shall ensure:
  - (i) That there is a budgetary provision in the budget of the Office/Colleges/ Research Stations concerned under the relevant Head of Account and that sufficient funds are left for other essential items under that Head to meet the expenditure likely to be incurred during the financial year:
  - (ii) That no expenditure is incurred over and above the provision made in the budget.
  - (iii) That no sanction is accorded in anticipation of reappropriation of funds.
  - (iv) That, if any expenditure has necessarily to be incurred for which there is no provision in the budget, they should ensure that prior specific orders of the University allotting additional funds are obtained before sanction orders are issued.
  - (v) That the purchase of articles in small lots or the practice of splitting up vouchers to evade obtaining of sanction of a higher authority is scrupulously avoided: and
  - (vi) That where any single item costing more than Rs.500/- is proposed to be purchased, details of such items are mentioned, wherever possible, in the relevant budget estimates for the year.

4. The Financial Powers to be exercised by the authorities specified shall be in accordance with the financial procedure laid down or as may be laid down by the University, from time to time.
5. The Financial Powers shall be exercised, subject to the observance of the procedure laid down in the Andhra Pradesh Financial Code.
6. **All the Sanctions are subject to concurrence/consent of the comptroller only.**

**B. SRINIVASULU**  
COMPTROLLER

**K. PURUSHOTHAM**  
REGISTRAR

To

All University Officers in the Admn. Office.

All Associate Deans of Colleges, Dr.YSRHU.

All Heads of Research Stations, Dr.YSRHU.

All Principals of Polytechnics, Dr.YSRHU.

All Programme Co-ordinators of KVKs, Dr.YSRHU.

All Assistant Comptrollers in Dr.YSRHU.

All Officers in the Admn. Office.

All Sections in the Admn. Office.



# Contents

Page No.

---

<b>1. Wages : ( Wages to Labour)</b>	<b>1</b>
<b>2. Office Expenses :</b>	
(i) Clothing and Livery for Class-IV employees etc.	2
(ii) Electric Bulbs and Lamps	3
(iii) Electric Installation (Repairs only)	4
(iv) Electricity and Water charges (including Irrigation)	5
(v) Furniture	
(a) Purchases	6
(v) Furniture (All types)	
(b) Repairs	7
(vi) Printing	8
(vii) Service Postage and Telegram charges	9
(viii) Stationery	10
(ix) Telephone/Fax/E-mail/Internet charges (including installation)	11
(x) Expenditure chargeable to contingencies	12
<b>3. Other Charges :</b>	
(i) Cultivation Expenses (including hiring of Tractors and Farm Machinery)	13
(ii) Manures, Fertilizers, Chemicals and Pesticides	14
(iii) Seeds and Plants	15
(iv) Gunny, Cloth, Paper Tassel bags etc.	16
(v) Field day, Kisan Mela, Exhibition etc.	17
(vi) Livestock (Fresh Purchases including Replacement)	18
(vii) Feed and Fodder	19
(viii) Medicine for Livestock	20
(ix) Utensils in Hostels, Guest House-Replacements	21
(x) Hospital Requirements	22
(xi) Freight charges	23
<b>4. Rents, Rates and Taxes/Royalty</b>	
(i) Land Revenue and Property Taxes	24
(ii) Rent on Hired Buildings	25
<b>5. Publications</b>	
Books, Journals and periodicals and E-Resources (including Binding/Lamination charges)	26
<b>6. Advertising and Publicity Expenses – Advertising charges</b>	<b>27</b>
<b>7. Minor Works</b>	
(i) Electricity Fittings (including wiring)	28
(ii) Works	
(a) Original	29

(ii) Works	
(b) Repairs	31
<b>8. Machinery and Equipment/Tools Plant</b>	
(1) Purchase of apparatus, instruments, Lab Machinery, Computers, Typewriters, Duplicators, Computer Accessories, Photo copier and the like including those requiring Electricity including Audio-Visual Refrigerators, Air coolers but excluding Air conditioners	33
(ii) Purchase of Farm Machinery and Farm Tools	34
(iii) Purchase of Electric Motors and Oil Engine Pump sets	35
(iv) Hiring of Machinery	36
<b>9. Motor Vehicles</b>	
(a) Repairs and Replacement	37
(b) Hiring of Vehicles as per the Government Rules & Norms	38
(c) Oils and Lubricants	39
<b>10. Maintenance</b>	
(i) Repairs Maintenance including Annual Maintenance of Apparatus. Instruments Lab. Machinery /Printing Press Computers and Typewriters and Duplicators, Computer Accessories Photocopier and the like including those requiring Electricity	40
(ii) Repairs of Farm Machinery & Farm Tools	41
(iii) Repairs and Maintenance of Electric Motors & Oils Engine pump sets	42
<b>11. Materials &amp; Supplies</b>	
Cameras, Camera Accessories, Photography Materials and other charges	43
<b>12. Write off of Stores</b>	
(i) Value of the unserviceable articles due to wear & tear	44
(ii) Value of the losses of Articles other than by normal wear & tear	
(a) Value of outdated publications	45
(b) Value of Livestock (dead or destroyed)	46
(c) Value of losses due to wastage and diriage of seeds, seed materials	47
(d) Value of losses due to wastage of manures, oil cakes, feeds, pesticides chemicals, manure and Fertilizers	48
<b>13. Refunds</b>	49
<b>14. Refund of Earnest Money Deposits For Auction Sales</b>	50
<b>15. Drawal of Amount on A.C. Bills</b>	51
<b>16. Open Tender System (Stores)</b>	52
<b>17. Purchase of Non-Recurring Items</b>	54

NOTE : All the Sanctions are subject to concurrence /consent of the comptroller only

# 1. WAGES

## WAGES TO LABOUR

<b>AUTHORITY</b>	<b>EXTENT OF DELEGATION</b>
(1)	(2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans /	
Associate Director of Research :	To the extent Budget provision in respect of Farm labour
3. Officer-in-charge of Research	
Stations /Schemes and Colleges/	
Polytechnics	
(a) Professors	: To the extent of Budget provision
(b) Associate Professors	: To the extent of Budget provision
(c) Assistant Professors	: To the extent of Budget provision

## 2. OFFICE EXPENSES

### (i) CLOTHING AND LIVERY FOR CLASS-IV EMPLOYEES ETC.

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: May incur expenditure to the extent necessary
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: May incur expenditure to the extent necessary
(b) Associate Professors	: May incur expenditure to the extent necessary
(c) Assistant Professors	: May incur expenditure to the extent necessary

Note:-The authorities may incur expenditure on the supply of clothing to employees who are entitled to receive livery in accordance with the scale and conditions laid down by the University.

## 2. OFFICE EXPENSES

### (ii) ELECTRIC BULBS AND LAMPS

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: May purchase to the extent necessary
2. Associate Deans / Associate Director of Research	: May purchase to the extent necessary
3. Officer-in-charge of Research Stations /Schemes and College / Polytechnics	
(a) Professors	: To the extent of budget provision
(b) Associate Professors	: To the extent of budget provision
(c) Assistant Professors	: To the extent of budget provision

## 2. OFFICE EXPENSES

### (iii) ELECTRIC INSTALLATION REPAIRS ONLY

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: May incur expenditure to the extent necessary
3. Officer-in-charge of Research Stations /Schemes and Colleges/ Polytechnics	
(a) Professors	: May incur expenditure to the extent necessary
(b) Associate Professors	: May incur expenditure to the extent necessary
(c) Assistant Professors	: May incur expenditure to the extent necessary

**2. OFFICE EXPENSES**  
**(iv) ELECTRICITY AND WATER CHARGES**  
**(Including irrigation)**

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: May incur expenditure to the extent necessary
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: May incur expenditure to the extent necessary
3. Officer-in-charge of Research Stations /Schemes and Colleges/ Polytechnics.	
(a) Professors	: May incur expenditure to the extent necessary
(b) Associate Professors	: May incur expenditure to the extent necessary
(c) Assistant Professors	: May incur expenditure to the extent necessary

## 2. OFFICE EXPENSES

### (v) FURNITURE

#### (a) Purchases

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Rs.1,00,000/- at a time
(b) Comptroller	: Rs.1,00,000/- at a time
(c) Director of Research	: Rs.1,00,000/- at a time
(d) Dean of Horticulture	: Rs.1,00,000/- at a time
(e) Dean of PG studies	: Rs.1,00,000/- at a time
(f) Director of Extension	: Rs.1,00,000/- at a time
(g) Controller of Examinations	: Rs.1,00,000/- at a time
(h) Dean of Student Affairs	: Rs.1,00,000/- at a time
(i) Estate Officer	: Rs.1,00,000/- at a time
2. Associate Deans / Associate Director of Research	: Rs.80,000/- at a time
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: Rs.80,000/- at a time
(b) Associate Professors	: Rs.40,000/- at a time
(c) Assistant Professors	: Rs.30,000/- at a time



## 2. OFFICE EXPENSES

(v) FURNITURE (All types)

(b) Repairs

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: To the extent necessary
(b) Comptroller	: To the extent necessary
(c) Director of Research	: To the extent necessary
(d) Dean of Horticulture	: To the extent necessary
(e) Dean of PG studies	: To the extent necessary
(f) Director of Extension	: To the extent necessary
(g) Controller of Examinations	: To the extent necessary
(h) Dean of Student Affairs	: To the extent necessary
(i) Estate Officer	: To the extent necessary
2. Associate Deans / Associate Director of Research	: To the extent necessary
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: Rs.15,000/- per annum
(b) Associate Professors	: Rs.10,000/- per annum
(c) Assistant Professors	: -

## 2. OFFICE EXPENSES

### (vi) PRINTING

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Rs.1,00,000/- per annum
(b) Comptroller	: Rs.1,00,000/- per annum
(c) Director of Research	: Rs.1,00,000/- per annum
(d) Dean of Horticulture	: Rs.1,00,000/- per annum
(e) Dean of PG studies	: Rs.1,00,000/- per annum
(f) Director of Extension	: Rs.1,00,000/- per annum
(g) Controller of Examinations	: Rs.1,00,000/- per annum
(h) Dean of Student Affairs	: Rs.1,00,000/- per annum
(i) Estate Officer	: Rs.1,00,000/- per annum
2. Associate Deans / Associate Director of Research	: Rs.50,000 per annum
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: Rs.50,000 per annum
(b) Associate Professors	: Rs.30,000 per annum
(c) Assistant Professors	: -

## 2. OFFICE EXPENSES

### (vii) SERVICE POSTAGE AND TELEGRAM CHARGES

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: To the extent of budget provision
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of budget provision
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: To the extent of budget provision
(b) Associate Professors	: To the extent of budget provision
(c) Assistant Professors	: To the extent of budget provision

## 2. OFFICE EXPENSES

### (viii) STATIONERY

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Rs.25,000/- at a time
(b) Comptroller	: Rs.25,000/- at a time
(c) Director of Research	: Rs.25,000/- at a time
(d) Dean of Horticulture	: Rs.25,000/- at a time
(e) Dean of PG studies	: Rs.25,000/- at a time
(f) Director of Extension	: Rs.25,000/- at a time
(g) Controller of Examinations	: Rs.25,000/- at a time
(h) Dean of Student Affairs	: Rs.25,000/- at a time
(i) Estate Officer	: Rs.25,000/- at a time
2. Associate Deans / Associate Director of Research	: Rs.15,000 at a time
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: Rs.15,000 at a time
(b) Associate Professors	: Rs.10,000 at a time
(c) Assistant Professors	: Rs.5,000 at a time

## 2. OFFICE EXPENSES

### (ix) TELEPHONE/FAX/E-MAIL/INTERNET CHARGES (excluding installation)

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: To the extent of budget provision
(b) Comptroller	: To the extent of budget provision
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of budget provision
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: To the extent of budget provision
(b) Associate Professors	: To the extent of budget provision
(c) Assistant Professors	: To the extent of budget provision

## **2. OFFICE EXPENSES**

### **(x) EXPENDITURE CHARGEABLE TO CONTINGENCIES**

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
A. Administrative Office	
Joint Registrar	: Rs.5,000/- at a time
Deputy Registrar / DC	: Rs.2,000/- at a time
Assistant Registrar/AC/AO	: Rs.1,000/- at a time
B. Colleges	
Administrative Officers	: Rs.500/- at a time

**3. OTHER CHARGES**  
**(i) CULTIVATION EXPENSES**  
**(including hiring of Tractors and Farm Machinery)**

<b>AUTHORITY</b> <b>(1)</b>	<b>EXTENT OF DELEGATION</b> <b>(2)</b>
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: May incur expenditure to the extent necessary
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: May incur expenditure to the extent necessary
(b) Associate Professors	: May incur expenditure to the extent necessary
(c) Assistant Professors	: May incur expenditure to the extent necessary

### 3. OTHER CHARGES

#### (ii) MANURES, FERTILIZERS, CHEMICALS AND PESTICIDES

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: May incur expenditure to the extent necessary
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: May incur expenditure to the extent of budget provision
(b) Associate Professors	: May incur expenditure to the extent of budget provision
(c) Assistant Professors	: May incur expenditure to the extent of budget provision



### 3. OTHER CHARGES

#### (iii) SEEDS AND PLANTS

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: May incur expenditure to the extent necessary
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: May incur expenditure to the extent necessary
(b) Associate Professors	: May incur expenditure to the extent of budget allotment
(c) Assistant Professors	: May incur expenditure to the extent of budget allotment

### **3. OTHER CHARGES**

#### **(iv) GUNNY, CLOTH, PAPER TASSEL BAGS ETC.**

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: May incur expenditure to the extent necessary
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: May incur expenditure to the extent necessary
(b) Associate Professors	: May incur expenditure to the extent of budget allotment
(c) Assistant Professors	: May incur expenditure to the extent of budget allotment

### **3. OTHER CHARGES**

#### **(v) FIELD DAY, KISAN MELA, EXHIBITION ETC.**

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: To the extent of budget provision
(b) Comptroller	: To the extent of budget provision
(c) Director of Research	: To the extent of budget provision
(d) Dean of Horticulture	: To the extent of budget provision
(e) Dean of PG studies	: To the extent of budget provision
(f) Director of Extension	: To the extent of budget provision
(g) Controller of Examinations	: To the extent of budget provision
(h) Dean of Student Affairs	: To the extent of budget provision
(i) Estate Officer	: To the extent of budget provision
2. Associate Deans / Associate Director of Research	: To the extent of budget provision
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: To the extent of budget provision
(b) Associate Professors	: To the extent of budget provision
(c) Assistant Professors	: To the extent of budget provision

### 3. OTHER CHARGES

#### (vi) LIVESTOCK (\*)

(Fresh purchases including replacement)

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Rs.2,00,000/- per annum
(b) Comptroller	: Rs.2,00,000/- per annum
(c) Director of Research	: Rs.2,00,000/- per annum
(d) Dean of Horticulture	: Rs.2,00,000/- per annum
(e) Dean of PG studies	: Rs.2,00,000/- per annum
(f) Director of Extension	: Rs.2,00,000/- per annum
(g) Controller of Examinations	: Rs.2,00,000/- per annum
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -

(\*) All purchases shall be made by a committee duly constituted for the purpose by the competent authority.

### **3. OTHER CHARGES**

#### **(vii) FEED AND FODDER**

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -

### **3. OTHER CHARGES**

**(viii) MEDICINES FOR LIVESTOCK**

<b>AUTHORITY</b> <b>(1)</b>	<b>EXTENT OF DELEGATION</b> <b>(2)</b>
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -

### 3. OTHER CHARGES

#### (ix) UTENSILS IN HOSTELS, GUEST HOUSE – REPLACEMENTS

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: To the extent of Budget provision in respect of Hostels
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of Budget provision
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnic	
(a) Professors	: To the extent of Budget provision
(b) Associate Professors	: To the extent of Budget provision
(c) Assistant Professors	: To the extent of Budget provision

### 3. OTHER CHARGES

#### (x) HOSPITAL REQUIREMENTS

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	To the extent of Budget provision
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of Budget provision
3. Principals	: To the extent of Budget provision
4. Officer-in-charge of Research Stations /Schemes and College / Polytechnics	
(a) Professors	: -
(b) Associate Professors	: -
(c) Assistant Professors	: -



### 3. OTHER CHARGES

#### (xi) FREIGHT CHARGES

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: May incur expenditure to the extent necessary
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: May incur expenditure to the extent necessary
(b) Associate Professors	: May incur expenditure to the extent necessary
(c) Assistant Professors	: May incur expenditure to the extent necessary

Note:-The above powers are subject to the condition that the cost of the article and freight charges together are within the sanctioned powers of the authority that sanctions the purchases.

## **4. RENTS, RATES AND TAXES / ROYALTY**

### **(i) LAND REVENUE AND PROPERTY TAXES**

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: To the extent of Budget provision
(b) Comptroller	: To the extent of Budget provision
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of Budget provision
3. Principals	: To the extent of Budget provision
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: To the extent of Budget provision
(b) Associate Professors	: To the extent of Budget provision
(c) Assistant Professors	: To the extent of Budget provision

## 4. RENTS, RATES AND TAXES / ROYALTY

### (ii) RENT ON HIRED BUILDINGS

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Rs.20,000/- per month
(b) Comptroller	: Rs.20,000/- per month
(c) Director of Research	: Rs.20,000/- per month
(d) Dean of Horticulture	: Rs.20,000/- per month
(e) Dean of PG studies	: Rs.20,000/- per month
(f) Director of Extension	: Rs.20,000/- per month
(g) Controller of Examinations	: Rs.20,000/- per month
(h) Dean of Student Affairs	: Rs.20,000/- per month
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: Rs.10,000/- per month
3. Principals	: Rs.10,000/- per month
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: Rs.10,000/- per month
(b) Associate Professors	: Rs.5,000/- per month
(c) Assistant Professors	: Rs.2,000/- per month

**5. PUBLICATIONS**  
**BOOKS JOURNALS AND PERIODICALS**  
**(including binding/Lamination charges)**

<b>AUTHORITY</b> <b>(1)</b>	<b>EXTENT OF DELEGATION</b> <b>(2)</b>
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	:
(g) Controller of Examinations	:
(h) Dean of Student Affairs	: -
(i) Estate Officer	:
2. Associate Deans / Associate Director of Research	: To the extent of budget provision
3. Principals	: To the extent of budget provision
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: To the extent of budget provision
(b) Associate Professors	: To the extent of budget provision
(c) Assistant Professors	: To the extent of budget provision

## 6. ADVERTISING AND PUBLICITY EXPENSES

### ADVERTISING CHARGES

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: To the extent of budget provision
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of budget provision
3. Principals	: To the extent of budget provision
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: To the extent of budget provision
(b) Associate Professors	: To the extent of budget provision
(c) Assistant Professors	: To the extent of budget provision

## 7. MINOR WORKS

### (i) ELECTRICITY FITTINGS (INCLUDING WIRING)

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Rs.50,000/- at a time
(b) Comptroller	: Rs.50,000/- at a time
(c) Director of Research	: Rs.50,000/- at a time
(d) Dean of Horticulture	: Rs.50,000/- at a time
(e) Dean of PG studies	: Rs.50,000/- at a time
(f) Director of Extension	: Rs.50,000/- at a time
(g) Controller of Examinations	: Rs.50,000/- at a time
(h) Dean of Student Affairs	: Rs.50,000/- at a time
(i) Estate Officer	: Rs.50,000/- at a time
2. Associate Deans / Associate Director of Research	: Rs.25,000/- at a time
3. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: Rs.15,000/- at a time
(b) Associate Professors	: Rs.10,000/- at a time
(c) Assistant Professors	: Rs.5,000/- at a time

## 7. MINOR WORKS

### (ii) WORKS (a) ORIGINAL

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: May sanction expenditure on Buildings the estimate for which does not exceed Rs.10.00 lakhs at a time
(b) Comptroller	: May sanction expenditure on Buildings the estimate for which does not exceed Rs.10.00 lakhs at a time
(c) Director of Research	: May sanction expenditure on Buildings the estimate for which does not exceed Rs.10.00 lakhs at a time
(d) Dean of Horticulture	: May sanction expenditure on Buildings the estimate for which does not exceed Rs.10.00 lakhs at a time
(e) Dean of PG studies	: May sanction expenditure on Buildings the estimate for which does not exceed Rs.10.00 lakhs at a time
(f) Director of Extension	: May sanction expenditure on Buildings the estimate for which does not exceed Rs.10.00 lakhs at a time
(g) Controller of Examinations	: May sanction expenditure on Buildings the estimate for which does not exceed Rs.10.00 lakhs at a time
(h) Dean of Student Affairs	: May sanction expenditure on Buildings the estimate for which does not exceed Rs.10.00 lakhs at a time
(i) Estate Officer	: May sanction expenditure on Buildings the estimate for which does not exceed Rs.10.00 lakhs at a time
2. Associate Deans / Associate Director of Research	: May sanction expenditure on Buildings the estimate for which does not exceed Rs.5.00 lakhs at a time

3. Principals : May sanction expenditure on Buildings the estimate for which does not exceed Rs.5.00 lakhs at a time
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of
- (a) Professors : May sanction expenditure on Buildings the estimate for which does not exceed Rs.3.00 lakhs at a time
- (b) Associate Professors : May sanction expenditure on Buildings the estimate for which does not exceed Rs.2.00 lakhs at a time
- (c) Assistant Professors : May sanction expenditure on Buildings the estimate for which does not exceed Rs.1.00 lakhs at a time

Note: All works to be approved by a Works Committee.



## 7. MINOR WORKS

### (ii) WORKS (b) REPAIRS

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.3.00 lakhs at a time
(b) Comptroller	: May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.3.00 lakhs at a time
(c) Director of Research	: May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.3.00 lakhs at a time
(d) Dean of Horticulture	: May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.3.00 lakhs at a time
(e) Dean of PG studies	: May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.3.00 lakhs at a time
(f) Director of Extension	: May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.3.00 lakhs at a time
(g) Controller of Examinations	: May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.3.00 lakhs at a time
(h) Dean of Student Affairs	: May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.3.00 lakhs at a time

- (i) Estate Officer : May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.3.00 lakhs at a time
2. Associate Deans / Associate Director of Research : May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.2.00 lakhs at a time
3. Principals : May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.2.00 lakhs at a time
4. Officer-in-charge of Research Stations /Schemes and College/ Polytechnics
- (a) Professors : May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.1.00 lakhs at a time
- (b) Associate Professors : May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.75,000/- at a time
- (c) Assistant Professors : May sanction expenditure on repairs of buildings the estimate for which does not exceed Rs.50,000/- at a time

## **8. MACHINERY AND EQUIPMENT / TOOLS AND PLANT**

- i) Purchase of apparatus, Instruments, Lab Machinery, Computers, Typewriters, Duplicators, Computer Accessories, Photocopier and the like including those requiring Electricity including Audio-Visual, Refrigerators, Air Coolers but excluding Air-conditioners.**

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: To the extent of budget provision
(b) Comptroller	: To the extent of budget provision
(c) Director of Research	: To the extent of budget provision
(d) Dean of Horticulture	: To the extent of budget provision
(e) Dean of PG studies	: To the extent of budget provision
(f) Director of Extension	: To the extent of budget provision
(g) Controller of Examinations	: To the extent of budget provision
(h) Dean of Student Affairs	: To the extent of budget provision
(i) Estate Officer	: To the extent of budget provision
2. Associate Deans / Associate Director of Research	: Rs.2.00 lakhs per item
3. Principals	: Rs.2.00 lakhs per item
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: Rs.2.00 lakhs per item
(b) Associate Professors	: Rs.1.00 lakh per item
(c) Assistant Professors	: Rs.50,000/- per item

## **8. MACHINERY AND EQUIPMENT / TOOLS AND PLANT**

### **ii) PURCHASE OF FARM MACHINERY AND FARM TOOLS**

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: To the extent of budget provision
(b) Comptroller	: To the extent of budget provision
(c) Director of Research	: To the extent of budget provision
(d) Dean of Horticulture	: To the extent of budget provision
(e) Dean of PG studies	: To the extent of budget provision
(f) Director of Extension	: To the extent of budget provision
(g) Controller of Examinations	: To the extent of budget provision
(h) Dean of Student Affairs	: To the extent of budget provision
(i) Estate Officer	: To the extent of budget provision
2. Associate Deans / Associate Director of Research	: Rs.2.00 lakhs at a time
3. Principals	: Rs.2.00 lakhs at a time
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: Rs.2.00 lakhs at a time
(b) Associate Professors	: Rs.1.00 lakh at a time
(c) Assistant Professors	: Rs.50,000/- at a time

## **8. MACHINERY AND EQUIPMENT / TOOLS AND PLANT**

### **iii) PURCHASE OF ELECTRIC MOTORS & OIL ENGINE PUMPSETS**

<b>AUTHORITY</b> <b>(1)</b>	<b>EXTENT OF DELEGATION</b> <b>(2)</b>
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of budget provision
3. Principals	: To the extent of budget provision
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: To the extent of budget provision
(b) Associate Professors	: To the extent of budget provision
(c) Assistant Professors	: To the extent of budget provision

## 8. MACHINERY AND EQUIPMENT / TOOLS AND PLANT

### iv) HIRING OF MACHINERY

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Rs.1.00 lakh at a time
(b) Comptroller	: Rs.1.00 lakh at a time
(c) Director of Research	: Rs.1.00 lakh at a time
(d) Dean of Horticulture	: Rs.1.00 lakh at a time
(e) Dean of PG studies	: Rs.1.00 lakh at a time
(f) Director of Extension	: Rs.1.00 lakh at a time
(g) Controller of Examinations	: Rs.1.00 lakh at a time
(h) Dean of Student Affairs	Rs.1.00 lakh at a time for development of play fields
(i) Estate Officer	: Rs.1.00 lakh at a time
2. Associate Deans / Associate Director of Research	: Rs.50,000/- at a time
3. Principals	: Rs.50,000/- at a time
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: Rs.50,000/- at a time
(b) Associate Professors	: Rs.40,000/- at a time
(c) Assistant Professors	: Rs.20,000/- at a time

**9. MOTOR VEHICLES \***  
**(A) REPAIRS AND REPLACEMENT**

<b>AUTHORITY</b> <b>(1)</b>	<b>EXTENT OF DELEGATION</b> <b>(2)</b>
1. (a) Registrar	: Rs.50,000/- at a time
(b) Comptroller	: Rs.50,000/- at a time
(c) Director of Research	: Rs.50,000/- at a time
(d) Dean of Horticulture	: Rs.50,000/- at a time
(e) Dean of PG studies	: Rs.50,000/- at a time
(f) Director of Extension	: Rs.50,000/- at a time
(g) Controller of Examinations	: Rs.50,000/- at a time
(h) Dean of Student Affairs	: Rs.50,000/- at a time
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: Rs.30,000/- at a time
3. Principals	: Rs.30,000/- at a time
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: Rs.15,000/- at a time
(b) Associate Professors	: Rs.10,000/- at a time
(c) Assistant Professors	: Rs.5,000/- at a time

\* Note:- All the Vehicles in Colleges / Research Stations for repairs, the amounts as prescribed above, are required to be done, should invariably be got a certificate from the Transport Officer.

## 9. MOTOR VEHICLES

### (ii) HIRING OF MOTOR VEHICLES

(As per Rules & Norms)

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Rs.40,000/- at a time
(b) Comptroller	: Rs.40,000/- at a time
(c) Director of Research	: Rs.40,000/- at a time
(d) Dean of Horticulture	: Rs.40,000/- at a time
(e) Dean of PG studies	: Rs.40,000/- at a time
(f) Director of Extension	: Rs.40,000/- at a time
(g) Controller of Examinations	: Rs.40,000/- at a time
(h) Dean of Student Affairs	: Rs.40,000/- at a time
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: Rs.20,000/- at a time
3. Principals	: Rs.20,000/- at a time
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: Rs.15,000/- at a time
(b) Associate Professors	: Rs.10,000/- at a time
(c) Assistant Professors	: Rs.5,000/- at a time



## 9. MOTOR VEHICLES

### (iii) OILS & LUBRICANTS

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: To the extent of budget provision
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of budget provision
3. Principals	: To the extent of budget provision
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: To the extent of budget provision
(b) Associate Professors	: To the extent of budget provision
(c) Assistant Professors	: To the extent of budget provision

## 10. MAINTENANCE

- (i) **REPAIRS, MAINTENANCE INCLUDING ANNUAL MAINTENANCE OF APPARATUS, INSTRUMENTS LAB, MACHINERY/PRINTING PRESS COMPUTERS AND TYPEWRITERS & DUPLICATORS, COMPUTER ACCESSORIES, PHOTOCOPIER AND THE LIKE INCLUDING THOSE REQUIRING ELECTRICITY.**

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of budget provision
3. Principals	: To the extent of budget provision
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: To the extent of budget provision
(b) Associate Professors	: To the extent of budget provision
(c) Assistant Professors	: To the extent of budget provision

## 10. MAINTENANCE

### (ii) REPAIRS OF FARM MACHINERY & FARM TOOLS

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: Rs.50,000/- at a time
(d) Dean of Horticulture	: Rs.50,000/- at a time
(e) Dean of PG studies	: Rs.50,000/- at a time
(f) Director of Extension	: Rs.50,000/- at a time
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: Rs.40,000/- at a time
3. Principals	: Rs.40,000/- at a time
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: Rs.30,000/- at a time
(b) Associate Professors	: Rs.20,000/- at a time
(c) Assistant Professors	: Rs.10,000/- at a time

## 10. MAINTENANCE

### (iii) REPAIRS & MAINTENANCE OF ELECTRIC MOTORS & OIL ENGINE PUMPSETS

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of budget provision
3. Principals	: To the extent of budget provision
4. Officer-in-charge of Research Stations /Schemes and College / Polytechnics	
(a) Professors	: To the extent of budget provision
(b) Associate Professors	: To the extent of budget provision
(c) Assistant Professors	: To the extent of budget provision

# 11. MATERIALS AND SUPPLIES

## CAMERAS, CAMERA ACCESSORIES, PHOTOGRAPHY MATERIALS AND OTHER CHARGES

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: To the extent of budget provision
(b) Comptroller	: To the extent of budget provision
(c) Director of Research	: To the extent of budget provision
(d) Dean of Horticulture	: To the extent of budget provision
(e) Dean of PG studies	: To the extent of budget provision
(f) Director of Extension	: To the extent of budget provision
(g) Controller of Examinations	: To the extent of budget provision
(h) Dean of Student Affairs	: To the extent of budget provision
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: Rs.25,000/- at a time
3. Principals	: Rs.25,000/- at a time
4. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: Rs.25,000/- at a time
(b) Associate Professors	: Rs.15,000/- at a time
(c) Assistant Professors	: Rs.10,000/- at a time

## 12. WRITE OFF OF STORES

### (i) VALUE OF THE UNSERVICABLE ARTICLES DUE TO WEAR & TEAR

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Next higher Officer than the purchasing Officer
(b) Comptroller	: Next higher Officer than the purchasing Officer
(c) Director of Research	: Next higher Officer than the purchasing Officer
(d) Dean of Horticulture	: Next higher Officer than the purchasing Officer
(e) Dean of PG studies	: Next higher Officer than the purchasing Officer
(f) Director of Extension	: Next higher Officer than the purchasing Officer
(g) Controller of Examinations	: Next higher Officer than the purchasing Officer
(h) Dean of Student Affairs	: Next higher Officer than the purchasing Officer
(i) Estate Officer	: Next higher Officer than the purchasing Officer
2. Associate Deans / Associate Director of Research	: Next higher Officer than the purchasing Officer
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnic	
(a) Professors	: Next higher Officer than the purchasing Officer
(b) Associate Professors	: Next higher Officer than the purchasing Officer
(c) Assistant Professors	: Next higher Officer than the purchasing Officer

Note:- To the extent of purchasing power of the Officer concerned

## 12. WRITE OFF OF STORES

### (i) VALUE OF THE LOSSES OF ARTICLES OTHER THAN BY NORMAL WEAR AND TEAR

#### (a) Value of outdated publications

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Rs.1,00,000/- per annum
(b) Comptroller	: Rs.1,00,000/- per annum
(c) Director of Research	: Rs.1,00,000/- per annum
(d) Dean of Horticulture	: Rs.1,00,000/- per annum
(e) Dean of PG studies	: Rs.1,00,000/- per annum
(f) Director of Extension	: Rs.1,00,000/- per annum
(g) Controller of Examinations	: Rs.1,00,000/- per annum
(h) Dean of Student Affairs	: Rs.1,00,000/- per annum
(i) Estate Officer	: Rs.1,00,000/- per annum
2. Associate Deans / Associate Director of Research	: Rs.60,000/- per annum
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: Rs.60,000/- per annum
(b) Associate Professors	: Rs.40,000/- per annum
(c) Assistant Professors	: Rs.20,000/- per annum

## 12. WRITE OFF OF STORES

### (ii) VALUE OF THE LOSSES OF ARTICLES OTHER THAN BY NORMAL WEAR AND TEAR

#### (b) Value of livestock dead or destroyed

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: To the extent necessary
(b) Comptroller	: To the extent necessary
(c) Director of Research	: To the extent necessary
(d) Dean of Horticulture	: To the extent necessary
(e) Dean of PG studies	: To the extent necessary
(f) Director of Extension	: To the extent necessary
(g) Controller of Examinations	: To the extent necessary
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: Upto Rs.25,000/- per animal limited to Rs.1,50,000/- per year
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: Upto Rs.25,000/- per animal limited to Rs.1,50,000/- per year
(b) Associate Professors	: Upto Rs.20,000/- per animal limited to Rs.1,00,000/- per year
(c) Assistant Professors	: Upto Rs.10,000/- per animal limited to Rs.50,000/- per year



## 12. WRITE OFF OF STORES

### (ii) VALUE OF THE LOSSES OF ARTICLES OTHER THAN BY NORMAL WEAR AND TEAR

#### (c) Value of losses due to wastage and driage of seeds, seed materials

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Upto 5% of the stock purchase
(b) Comptroller	: Upto 5% of the stock purchase
(c) Director of Research	: Upto 5% of the stock purchase
(d) Dean of Horticulture	: Upto 5% of the stock purchase
(e) Dean of PG studies	: Upto 5% of the stock purchase
(f) Director of Extension	: Upto 5% of the stock purchase
(g) Controller of Examinations	: Upto 5% of the stock purchase
(h) Dean of Student Affairs	: Upto 5% of the stock purchase
(i) Estate Officer	: Upto 5% of the stock purchase
2. Associate Deans / Associate Director of Research	: Upto 1% of the stock purchase
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: Upto 1% of the stock purchase
(b) Associate Professors	: Upto 1% of the stock purchase
(c) Assistant Professors	: Upto 1% of the stock purchase

## 12. WRITE OFF OF STORES

### (ii) VALUE OF THE LOSSES OF ARTICLES OTHER THAN BY NORMAL WEAR AND TEAR

#### (d) Value of losses due to wastage of manures, oil cakes, feeds, pesticides, chemicals, manure & fertilizers

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Upto 5% of the quantity purchased and stock during the year
(b) Comptroller	: Upto 5% of the quantity purchased and stock during the year
(c) Director of Research	: Upto 5% of the quantity purchased and stock during the year
(d) Dean of Horticulture	: Upto 5% of the quantity purchased and stock during the year
(e) Dean of PG studies	: Upto 5% of the quantity purchased and stock during the year
(f) Director of Extension	: Upto 5% of the quantity purchased and stock during the year
(g) Controller of Examinations	: Upto 5% of the quantity purchased and stock during the year
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: Upto 1% of the quantity purchased and stock during the year
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics.	
(a) Professors	: Upto 1% of the quantity purchased and stock during the year
(b) Associate Professors	: Upto 1% of the quantity purchased and stock during the year
(c) Assistant Professors	: -

## 13. REFUNDS

<b>AUTHORITY (1)</b>	<b>EXTENT OF DELEGATION (2)</b>
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	:
(g) Controller of Examinations	:
(h) Dean of Student Affairs	: -
(i) Estate Officer	:
2. Associate Deans / Associate Director of Research	: Empowered to refund tuition fee to those who are eligible for half fee or full concession and other deposits
3. Principals	: Empowered to refund tuition fee to those who are eligible for half fee or full concession and other deposits
4. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: -
(b) Associate Professors	: -
(c) Assistant Professors	: -

## 14. REFUND OF EARNEST MONEY DEPOSITS FOR AUCTION SALES / TENDERS

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: -
(b) Comptroller	: -
(c) Director of Research	: -
(d) Dean of Horticulture	: -
(e) Dean of PG studies	: -
(f) Director of Extension	: -
(g) Controller of Examinations	: -
(h) Dean of Student Affairs	: -
(i) Estate Officer	: -
2. Associate Deans / Associate Director of Research	: To the extent of amount deposited
3. Officer-in-charge of Research Stations /Schemes and Colleges / Polytechnics	
(a) Professors	: To the extent of amount deposited
(b) Associate Professors	: To the extent of amount deposited
(c) Assistant Professors	: To the extent of amount deposited

## 15. DRAWAL OF AMOUNT ON A.C. BILLS

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Rs.1,00,000/-
(b) Comptroller	: Rs.1,00,000/-
(c) Director of Research	: Rs.1,00,000/-
(d) Dean of Horticulture	: Rs.1,00,000/-
(e) Dean of PG studies	: Rs.1,00,000/-
(f) Director of Extension	: Rs.1,00,000/-
(g) Controller of Examinations	: Rs.1,00,000/-
(h) Dean of Student Affairs	: Rs.1,00,000/-
(i) Estate Officer	: Rs.1,00,000/-
2. Associate Deans / Associate Director of Research	: Rs.50,000/-
3. Principals	: Rs.15,000/-
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: -
(b) Associate Professors	: -
(c) Assistant Professors	: -

## 16. OPEN TENDER SYSTEM (STORES)

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	: Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
(b) Comptroller	: Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
(c) Director of Research	: Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
(d) Dean of Horticulture	: Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
(e) Dean of PG studies	: Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
(f) Director of Extension	: Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
(g) Controller of Examinations	: Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.

- (h) Dean of Student Affairs : Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
- (i) Estate Officer : Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
2. Associate Deans / Associate Director of Research : Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
3. Principals : Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of
- (a) Professors : Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
- (b) Associate Professors : Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.
- (c) Assistant Professors : Open tender system has to be followed when the estimated value of the order is more than Rs.5,00,000/- as per G.O.Ms.No.489, Fin.(TER.1) Department, dt.8.12.2008.

## 17. PURCHASE OF NON-RECURRING ITEMS

AUTHORITY (1)	EXTENT OF DELEGATION (2)
1. (a) Registrar	:
(b) Comptroller	:
(c) Director of Research	:
(d) Dean of Horticulture	:
(e) Dean of PG studies	:
(f) Director of Extension	:
(g) Controller of Examinations	:
(h) Dean of Student Affairs	:
(i) Estate Officer	:
2. Associate Deans / Associate Director of Research	: Can purchase non-recurring items costing upto Rs.15,000/-
3. Principals	:
4. Officer-in-charge of Research Stations /Schemes and College Heads of Depts. of the rank of	
(a) Professors	: -
(b) Associate Professors	: -
(c) Assistant Professors	: -









