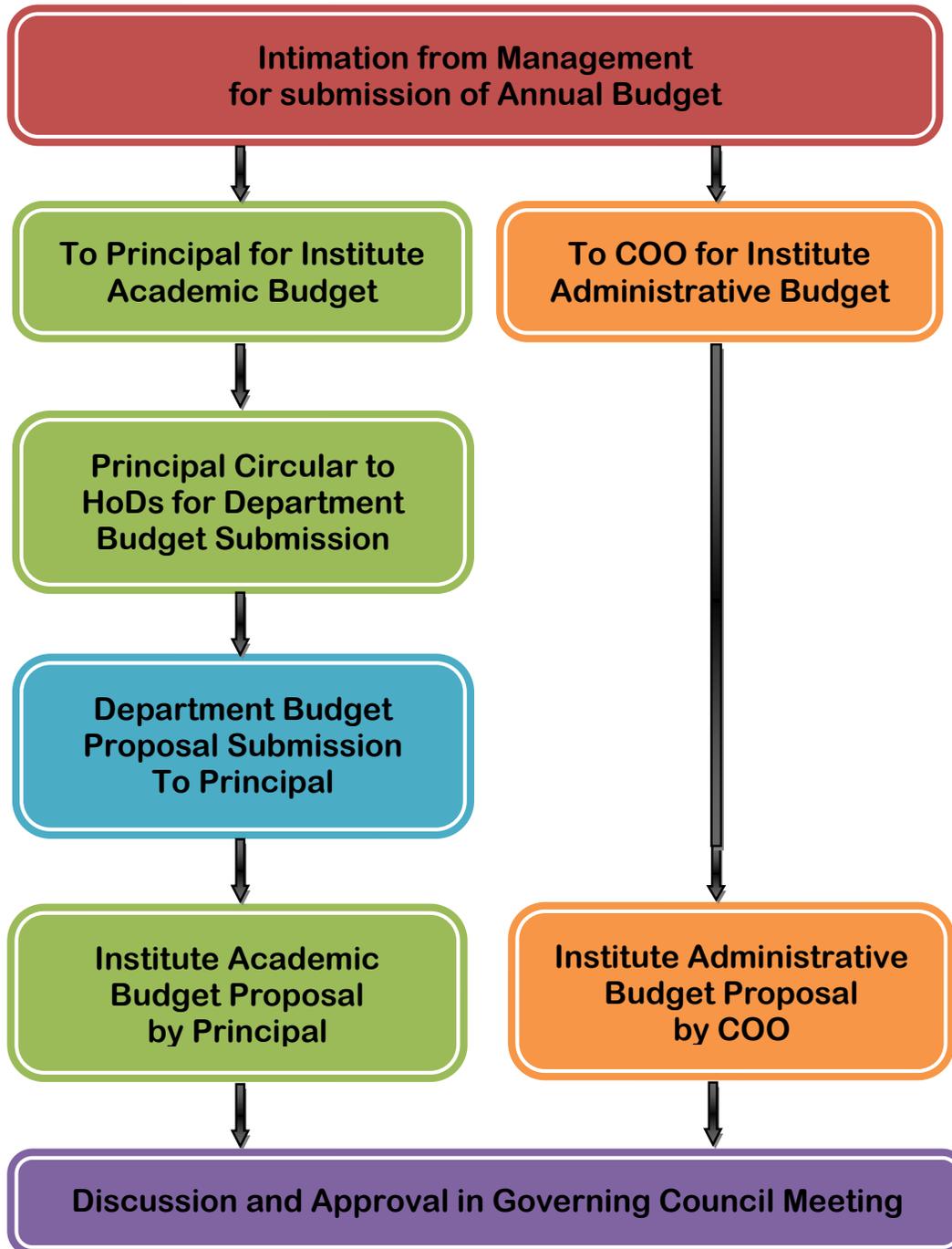


ANNUAL PLANNING AND BUDGETING PROCESS



PERIIT/ Admin/ DFP/ 2021

Date: 21.03.2021

OFFICE ORDER

Subject: **Amendments in Delegation of financial powers**

In continuation with the decisions made in PERIIT/GCM14/2021 Governing Council Meeting, additions/amendments are made in the delegated financial powers to various academic and administrative positions of the institution listed in PERIIT/Admin/ DFP/2010.

1. It is decided to make additions/amendments in the delegate financial powers with a view to minimize procedural delays and to speed up the process involved in routine matters.
2. The delegated powers have to be exercised with the conformity with the Policies of the Institution.
3. Even with the delegation of financial powers, The Chairman being the Head of the Institution will be the authority for all the expenses.
4. All expenses must be properly recorded and will be audited periodically. Any discrepancies or mishandling of imprest will be viewed very seriously.



Chairman

PERI Institute of Technology

S.No.	Designation	Extent of Financial Delegation
1	Chief Operating Officer	<p>All Expenses</p> <p>Financial power for procurement up to Rs.1,50,000 (One Lakh Fifty Thousand Rupees only) is delegated to Chief Operating officer of PERI Institute of Technology.</p>
2	Principal	<p>Non-Recurring Expenses</p> <p>Financial power for procurement up to Rs.50,000 (Fifty Thousand Rupees only) is delegated to Principal PERIIT. Standard process must be followed and must submit all records to Audit committee.</p> <p>Recurring Expenses</p> <p>Expenditure through imprest with maximum rotational imprest limit of Rs.30,000 (Thirty Thousand Rupees only) to do all minor and petty expenses. Standard process must be followed and must submit all records to Accounts Department.</p>
3	Vice Principal	<p>Non-Recurring Expenses</p> <p>Financial power for procurement up to Rs.25,000 (Twenty Five Thousand Rupees only) is delegated to Vice Principal PERIIT. Standard process must be followed and must submit all records to Audit committee.</p> <p>Recurring Expenses</p> <p>Expenditure through imprest with maximum rotational imprest limit of Rs. 10,000 (Ten Thousand Rupees only) to do all minor and petty expenses. Standard process must be followed and must submit all records to Accounts Department.</p>

4	HODs of every Department	<p>Non-Recurring Expenses Nil</p> <p>Recurring Expenses Expenditure through imprest with maximum rotational imprest limit of Rs.10,000 (Ten Thousand Rupees only) to do all minor and petty expenses. Standard process must be followed and must submit all records to Accounts Department.</p>
5	Exam Cell	<p>Non-Recurring Expenses Nil</p> <p>Recurring Expenses Expenditure through imprest with maximum rotational imprest limit of Rs.5,000 (Five Thousand Rupees only) to do all minor and petty expenses. Standard process must be followed and must submit all records to Accounts Department.</p>
6	Committee Coordinators	<p>Non-Recurring Expenses Nil</p> <p>Recurring Expenses Expenditure through imprest with maximum rotational imprest limit of Rs.5,000 (Five Thousand Rupees only) to do all minor and petty expenses. Standard process must be followed and must submit all records to Accounts Department.</p>
7	Library	<p>Non-Recurring Expenses Nil</p> <p>Recurring Expenses Expenditure through imprest with maximum rotational imprest limit of Rs. 5,000 (Five Thousand Rupees only) to do all minor and petty expenses. Standard process must be followed and must submit all records to Accounts Department.</p>

8	Sports	<p>Non-Recurring Expenses Nil</p> <p>Recurring Expenses Expenditure through imprest with maximum rotational imprest limit of Rs. 5,000 (Five Thousand Rupees only) to do all minor and petty expenses. Standard process must be followed and must submit all records to Accounts Department.</p>
9	Placement	<p>Non-Recurring Expenses Nil</p> <p>Recurring Expenses Expenditure through imprest with maximum rotational imprest limit of Rs.5,000 (Five Thousand Rupees only) to do all minor and petty expenses. Standard process must be followed and must submit all records to Accounts Department.</p>