



INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJO'E TOWERS, VAZHUTHACAUD,
THIRUVANANTHAPURAM – 14

PROCEEDINGS

IHRD – Delegation of powers of various IHRD officials – revised - Orders issued.

No. PA5/7431/2017/HRD

Dated, Thiruvananthapuram, 9th August 2017

Read: Resolution of 22nd Meeting of the Governing body of IHRD which met on 21.06.2017.

ORDER

The 22nd Meeting of the Governing Body of IHRD which met on 21.06.2017, had approved the revised delegation of powers of the various IHRD officials as detailed in the appendix. The powers now delegated are in supersession of all earlier orders issued by this office, delegating powers to the various IHRD officials and will be effective from the date of this order.

Sd/-
Dr. P. Suresh Kumar
DIRECTOR

To

- 1) All the heads of IHRD institutions
- 2) Finance Officer
- 3) Financial Consultant/ Advisor
- 4) Administrative Officer
- 5) Section Heads of IHRD Head Quarters
- 6) S.F/O.C

Forwarded/By Order

Finance Officer

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INSTITUTE OF HUMAN RESOURCES DEVELOPMENT

PRAJEO TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM -14

Ph: 0471 - 2323597, 2320662, 2322985, 2322035 (Fax)

www.ihrd.ac.in

REVISION OF DELEGATION OF POWERS OF VARIOUS IHRD OFFICIALS

(APPENDIX – V for Item No.GB-22/07)



6. PRINCIPAL(ENGINEERING COLLEGE)

6.1 Administrative Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	The Principal will be the drawing and disbursing officer and custodian of the College fund.	No Change
2	To sanction as per IHRD Service Rules, all kinds of leave up to a maximum of 120 days at a stretch, except maternity leave, study leave, leave not due, and special disability leave to the staff members working in the college where substitute arrangement are not required.	No Change
3	To sanction maternity leave for employees of the college up to 180 days and leave for hysterectomy up to 45 days.	To sanction maternity/abortion leave for the female employees up to 180 days/42 days as the case may be and paternity leave for the male employees upto 10 days, or the period sanctioned by the Govt. of Kerala which are made applicable to IHRD employees from time to time subject to approval of Government.
4	Nil	To sanction Hysterectomy leave for the female employees up to 45 days or the period prescribed in the orders of Government of Kerala which are made applicable to IHRD service from time to time subject to approval of Government.
5	To sanction of surrender of Earned leave to the staff of the college subject to eligibility and as per rules in force under State Government Service.	No Change
6	To sanction casual leave to the staff members of the college.	No Change
7	To sanction duty leave to the members of the staff to attend meetings of duly constituted committees of IHRD/Govt./Govt. Dept./ Universities of Kerala in the capacity as members.	To sanction duty leave to the Staff members to attend meeting of committees duly constituted in the capacity as members by IHRD/ Govt./ DTE/ Universities etc.
8	To declare holidays on emergency situation for a maximum of 5 days at a time and to compensate such holidays under intimation to the Director IHRD	To declare holidays on emergency situation for a maximum of 5 days at a time and to compensate such holidays under intimation to the reporting officer.
9	To organize sections in the office, various departments and workshops in consistence	No change

IHRD Delegation of powers 2015



[Signature]

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Institute of Human Resources Development

Thiruvananthapuram

	with relevant practice and orders.	
10	To sanction journey of all officers under him to any place within the District and adjoining districts for official purpose.	No change
11	To pass T.A bills of all officers under him subject to the condition that journey sanction is obtained from competent authority.	No change
12	To sanction vacation duty to the staff members working in the college.	No change
13	To recommend and forward the applications for temporary withdrawals both in normal case and special cases from C.P.F/G.P.F deposits of staff members in the college subject to other conditions and limitations in the rules of the fund.	To recommend for sanction of Temporary Advance/ Non-refundable advance/ Closure of CPF/withdrawals both in normal and special cases from the C.P.F/G.P.F account of the employees working in the institution on regular/ and forward the application of employees working on deputation basis to their respective departments.
14	Nil	To engage Guest faculty/supporting staff /data entry operator trainee/security guard on temporary basis against the sanctioned posts on the basis of work load assessed, to pay wages and issue experience certificate on completion of tenure of engagement as per rules.
15	Nil	To permit economically backward students to pay annual/semester fee in two installments on special cases as per rules.
16	Nil	To make necessary entries in the service book of all categories of employees working in the institution.
17	Nil	To sanction increments in pay, as per rules, to all the officers working under his/her control.
18	Nil	To issue salary certificates to regular employees of the institution.
19	Nil	To engage casual laborer on daily payment basis against sanctioned posts in the absence of sufficient number of last grade staff as per rules.
20	Nil	To engage Warden/Matron, Asst. Warden, Tutors, Ministerial, Last grade & security staff in the hostels attached to the

		institution and to sanction remuneration for their service as per rules meeting the expenditure from the Hostel account.
21	Nil	To host and maintain websites for Institution with the approval of the Director.
22	Nil	To issue orders to close the files and sanction destruction of files under L.Dis & K.Dis after observing formalities.
23	Nil	To attend programmes in the capacity as Principal and to perform journey under intimation to the reporting officer.

6.2 Financial Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	To incur non-recurring contingent expenditure up to Rs. 10,000/- at a time subject to budget provision and observing all rules and formalities	To incur non-recurring contingent expenditure up to Rs. 30,000/- in each case subject to budget provision and observing the rules and formalities.
2	To accord administrative sanction for purchase of machinery, equipment and furniture required for the institution up to Rs. 75000/- at a time subject to budget provision and observing store Purchase Rules.	a) To accord administrative sanction and purchase sanction for the purchase of items under institutional fund upto a maximum of 1 lakh. b) To accord administrative sanction and purchase sanction for the purchase of machinery and equipment, furniture and fixtures and library books required for the institution under plan fund up to maximum of Rs. 3 Lakhs at a time by observing Store Purchase Rules.
3	To purchase stationery, consumables, components and tools up to a maximum of Rs.10,000/- at a time by observing store purchase rules and limiting expenditure within the budget provision.	To purchase stationery, consumables, components and tools up to a maximum of Rs.50,000/- at a time by observing store purchase rules and limiting expenditure within the budget provision.
4	To purchase stationery articles locally in urgent and unforeseen cases subject to a limit of Rs. 500/-at a time and subject to an annual limit of Rs. 3,000/-.	To sanction purchase/advance up to Rs.15,000/- at a time for meeting urgent and unforeseen expenditure in the institution.
5	To purchase library books from among the list of books approved by the competent authority availing maximum discount on publishers' price limiting the expenditure to budget provision and	i) To purchase library books from among the list of books approved by the competent authority availing maximum discount on publishers' price limiting the expenditure to budget provision and



	observing store purchase rules. But in urgent cases, the principals are authorized to purchase library books without approval up to Rs. 1000/- during a financial year.	observing store purchase rules. ii) To approve the list of books, maps, chart and other educational appliances up to Rs 15,000/- per annum required for the institution on the basis of recommendation of institutional level committee concerned.
6	To subscribe for journals, magazines and newspapers required for the college library subject to maximum of Rs. 1000/- per month.	To sanction subscription of Journals, Magazines, Newspapers, audio-visual teaching/learning aids, subject to a maximum of Rs. 5000/- per month
7	To sanction civil maintenance works with estimate up to Rs. 20,000/- connected with the institution and subject to availability of budget provision by inviting quotation and observing all rules and formalities.	i) To sanction civil/electrical construction work up to Rs. 50000/- at a time and civil/electrical maintenance works up to Rs.50000/- at a time observing rules & formalities based on estimate prepared by competent authority. ii) To sanction payment of bills of civil/electrical construction work up to rs. 50000/- at a time and civil/electrical maintenance works up to Rs. 50000/- at a time on the basis of recommendation of competent authority.
8	To sanction repair and maintenance of machinery, equipments and furniture up to a maximum of Rs. 5000/- at a time subject to a maximum of Rs. 15,000/- in a year by observing the rules and formalities, subject to budget provision.	To sanction repair and maintenance of machinery, equipment and furniture up to a maximum of Rs. 20,000/- at a time subject to a maximum of Rs. 50000/- per year observing the rules and formalities, subject to budget provision.
9	To incur expenses on repair and other maintenance of the college vehicle up to maximum of Rs.5,000/- at a time and to purchase of batteries, tyre and tube for the vehicles by observing store purchase rules.	To incur expenses on repair and other maintenance of vehicles up to maximum of Rs.20,000/- per vehicle at a time and to purchase of batteries, tyres and tube for the vehicles by observing store purchase rules.
10	To incur fuel expenses for the college vehicles as per the actual use on condition that the log book entries are attested by the head of institution.	No change
11	Nil	To sanction the write off of the value of unserviceable article subject to the annual limit of Rs.15,000/- when the book value of the item does not exceeds Rs 5000/- in each case.
12	To sanction disposal of unserviceable articles, the book value of which does not exceed Rs. 5000/- in each cases subject to annual limit of Rs. 25,000/- as	No change

	per State Govt. Rules.	
13	To pay rent for the building occupied by the college on the basis of the sanction from the competent authority.	No Change
14	To pay electricity, water and telephone charges as per the concerned bills in respect of institution.	To pay electricity, water, Internet and telephone charges as per the concerned bills in respect of institution.
15	Nil	To incur expenditure upto Rs.50,000/-at a time towards AMC of Machinery & Equipment , observing rules and procedures in force and subject to budget provision.
16	Nil	To incur expenditure related to co-curricular and extracurricular activities upto a maximum of Rs. 10000/- as per guidelines approved by the Director IHRD related to Student Amenity Fund (SAF) utilization subject to availability of fund in the appropriate subhead of SAF.
17	Nil	To sanction the refund of excess/erroneous collection of revenue including fees or fines realized from students or as per the refund rules of IHRD/University/Govt.
18	Nil	To sanction advertisement charges for Tender notifications published in newspapers subject to a limit of Rs. 20,000/- at a time.
19	Nil	To accept/cancel donation from students/parents/others on intimation to the Director to setup and maintain endowment fund for distribution of prizes to students as per rules.
20	Nil	To sanction on merit on individual cases, renting of institutional premises, building & auditorium based on guidelines issued by the Director.
21	Nil	To open/close bank account in respect of PTA, NSS and RRC .
22	Nil	To sanction printing of forms, pamphlets, diary, prospectus, syllabus, handbook, ID card, exam. materials etc. required for the institution by observing rules in force and with the approval of the director.
23		To draw advance of required amount for meeting the expenditure for the conduct



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	Nil	of University examinations.
24	To sanction the lease of the usufructs in the institutional control and to give the institution compound on lease for cultivation, by observing the State Government Rules	To sanction the lease of the usufructs in the institutional control and to give the institution compound on lease by auction for cultivation for a maximum period of 1 years at a time as per rules.
25	To sanction the periodical renewal of Uniforms, belts, badges to the peons and staff to whom the supply of such articles has been sanctioned by Director IHRD.	No Change
26	To accord purchase sanction for purchase of equipments machinery, and furniture for the college up to Rs. 1,00,000/- at a time subject to valid administrative sanction competent authority and by observing store purchase rules and budget provision.	Deleted (included in 2 above)


6.3 Academic Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	To liaise with the affiliated University on academic matters	No change
2	To admit students allotted by the Commissioner for Entrance Examinations for various courses of studies.	To admit students for various courses of studies in the Institution as per rules effected by the IHRD/Govt./University.
3	To sanction condonation of shortage of attendance to cover the deficiency in the minimum required attendance of the students subject to University and IHRD rules in force from time to time after realizing the prescribed fees.	To condone shortage of attendance as per rules in force of Government /University/DTE/ Director IHRD/Any other competent authority.
4	To sanction the endowment scholarship and medals and prizes, the award of which is vested with the Principal.	No change
5	To stop temporarily any scholarship/ fee concession awarded to a student if his/her progress of study or conduct is not satisfactory.	No change
6	To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director IHRD from time to time. The journey of accompanying staff member will be subject to the specific	To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director IHRD from time to time.

	condition that they will travel by the same conveyance as the participating students and that they will be eligible for TA and DA as per rules.	
7	To sanction journeys of the students for participating in any extracurricular activities and payment of actual travelling expense and DA limiting the expenditure within the stipulated limits under students amenities fund.	No Change
8	To sanction the journeys of staff members for escorting students participating in extracurricular activities, subject to the condition that they will travel by the same conveyance and will be eligible only for actual cost of travelling and halting expenses payable from the students' amenities fund.	To sanction journey of staff members for escorting the students participating in any extracurricular activities, subject to the condition that they will travel by the same conveyance and will be eligible for the TA and DA as stipulated by the service rules in force subject to the availability of fund in the students' amenities fund.
9	Nil	To take appropriate disciplinary action(including dismissal from Institution) against students found as guilty as per campus rules.
10	Nil	To impose suitable fine to students who are found as violating campus rules, as per the recommendation of the appropriate Institutional committee, and impose penal cost for damages to the Institutional property.
11	NIL	To declare Saturdays as working day to make up the deficiency of number of academic working days.
12	Nil	To constitute and maintain various committees as-per requirement.
13	Nil	To establish and maintain students cooperative society.
14	Nil	To organize and conduct of short-term training programs under intimation to the Director, IHRD and subject to availability of infrastructural facilities.



IHRD Delegation of powers 2015


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6.4 Delegation of powers for Funded Projects.

(for special project funds received from AICTE/UGC/State & Central Govt./Industry/Agencies etc.)

SL No	Existing Delegation of Power	Proposed Delegation
1	Nil	To constitute various committees in accordance with the guidelines of the project at hand for the effective and timely implementation and monitoring of the project.
2	Nil	To appoint project staff/fellows following rules of the project and to meet the salary/remuneration expenditure as per guidelines of the project, subject to provision in the project at hand and meeting the expenditure from the appropriate subhead of the project.
3	To accord purchase sanction for purchase of equipments machinery, and furniture for the college up to Rs. 1,00,000/- at a time subject to valid administrative sanction from competent authority and by observing store purchase rules and budget provision.	To accord Administrative Sanction and Purchase Sanction for purchase of equipment, machinery, and furniture up to Rs. 5 lakhs at a time for the timely implementation of the project at hand by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.
4	To purchase stationery, consumables, components and tools up to a maximum of Rs. 10,000/- at a time by observing store purchase rules and limiting expenditure within the budget provision.	To purchase stationery, consumables, components and tools by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.
5	To sanction journey of all officers under him to any place within the District and adjoining districts for official purpose.	To sanction journey of all officers under him to any place within India for official purpose related to the execution of the project subject to availability of fund in the appropriate subhead of the project at hand with approval of Director.
6	To purchase library books from among the list of books approved by the competent authority availing maximum discount on publishers' price limiting the expenditure to budget provision and observing store purchase rules.	To purchase library books on recommendation of list of titles approved by the Purchase Committee by availing maximum discount on publishers' price limiting the expenditure to provision in the project at hand and by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project and upto a maximum of Rs. 3 lakhs at a time.

7	To incur non-recurring contingent expenditure up to Rs. 10,000/- at a time subject to budget provision and observing all rules and formalities	To incur non-recurring contingent expenditure upto Rs. 20000/- at a time subject to provision in the project at hand and observing all rules, formalities and project guidelines.
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7. PRINCIPAL(COLLEGE OF APPLIED SCIENCES)

7.1 Administrative Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	The Principal will be the drawing and disbursing officer and custodian of the College fund.	No Change
2	To sanction, by observing IHRD Service Rules, all kinds of leave except maternity leave, study leave, special disability leave and leave not due up to a maximum of 120 days at a spell to the staff members of the institution where substitute arrangement are not required.	To sanction as per IHRD Service Rules, all kinds of leave up to a maximum of 120 days at a stretch, except maternity leave, study leave, leave not due, and special disability leave to the staff members working in the college where substitute arrangement are not required.
3	To sanction maternity leave for employees of the college up to 180 days and leave for hysterectomy up to 45 days.	To sanction maternity/abortion leave for the female employees up to 180 days/42 days as the case may be and paternity leave for the male employees upto 10 days, or the period sanctioned by the Govt. of Kerala which are made applicable to IHRD employees from time to time, subject to approval of Government.
4	Nil	To sanction Hysterectomy leave for the female employees up to 45 days or the period prescribed in the orders of Government of Kerala which are made applicable to IHRD service from time to time subject to approval of Government.
5	To sanction surrender of Earned leave to all the members of the staff in the institution subject to eligibility and as per rules in force.	No Change
6	To sanction casual leave of all officers working in the institution	To sanction casual leave to the staff members of the college.
7	To sanction duty leave to the members of the staff to attend meeting of committees duly constituted in the capacity of members.	To sanction duty leave to the Staff members to attend meeting of committees duly constituted in the capacity as members by IHRD/ Govt./ DTE/ Universities etc.
8	To declare holidays on emergency situations and to compensate such holidays under intimation to the Director, IHRD	To declare holidays on emergency situation for a maximum of 5 days at a time and to compensate such holidays under intimation to the reporting officer.
9	To organize sections in the various departments and workshops in the in consistence with the relevant provision	To organize sections in the office, various departments and workshop in consistence with relevant practice and orders.

	and orders.	
10	To accord sanction for journey of all officers under him to places within and adjoining the districts where the institution is situated, for official purpose.	To accord sanction for journey of all officers under him/her for official purpose to places within Kerala State with the approval of Director, IHRD.
11	To scrutinize and pass the T.A bills of all officers under him subject to the condition that journey sanctions are obtained from competent authorities.	To pass T.A bills of all officers under him subject to the condition that journey sanction is obtained from competent authority.
12	To sanction vacation duty of officers working under the Principal.	No Change
13	To recommend for sanction of temporary withdrawals both in normal and special cases from the C.P.F/G.P.F account of the employees working under institution on regular/deputation basis.	To recommend for sanction of Temporary Advance /Non-refundable advance / Closure of CPF withdrawals both in normal and special cases from the C.P.F/G.P.F account of the employees working in the institution on regular/deputation basis
14	Nil	To engage Guest faculty/supporting staff /data entry operator trainee/security guard on temporary basis against the sanctioned posts on the basis of work load assessed, to pay wages and issue experience certificate on completion of tenure of engagement as per rules.
15	Nil	To permit economically backward students to pay annual/semester fee in two installments on special cases as per rules.
16	Nil	To make necessary entries in the service book of all categories of employees working in the institution.
17	Nil	To sanction increments in pay, as per rules, to all the officers working under his/her control.
18	Nil	To issue salary certificates to regular employees of the institution.
19	Nil	To engage casual labourer on daily payment basis against sanctioned posts in the absence of sufficient number of last grade staff as per rules.
20	Nil	To engage Warden/Matron, Asst. Warden, Tutors, Ministerial, Last grade & Security staff in the hostels attached to the institution and to sanction remuneration



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 Thiruvananthapuram-14.

		for their service as per rules meeting the expenditure from the Hostel account.
21	Nil	To host and maintain websites for Institution with the approval of director.
22	Nil	To issue orders to close the files and sanction destruction of files under L.Dis & K.Dis after observing formalities.
23	Nil	To attend programmes in the capacity as Principal and to perform journey under intimation to the reporting officer.

7.2 Financial Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	To incur non-recurring contingent expenditure up to Rs. 1,000/- in each case subject to budget provision and observing the rules and formalities	To incur non-recurring contingent expenditure up to Rs. 20000/- in each case subject to budget provision and observing the rules and formalities
2	To accord administrative sanction for purchase of machinery, equipments and furniture required for the institution up to Rs. 25,000/- at a time subject to budget provision	a) To accord administrative sanction and purchase sanction for the purchase of items under institutional fund upto a maximum of Rs. 50000/-. b) To accord administrative sanction and purchase sanction for the purchase of machinery and equipment, furniture and fixtures and library books required for the institution under plan fund up to maximum of Rs. 1.5 Lakhs at a time by observing Store Purchase Rules.
3	To purchase stationery, consumables, components and tools up to a maximum of Rs. 7,500/- at a time by observing store purchase rules and limiting expenditure within the budget provision.	To purchase office stationery, consumables, components and tools up to a maximum of Rs.15,000/- at a time and student stationery as per requirements by observing store purchase rules and limiting expenditure within the budget
4	To purchase stationery articles locally in urgent and unforeseen cases subject to a limit of Rs. 200/- at a time and subject to a annual limit of Rs. 1,000/-.	To sanction purchase/advance up to Rs.15,000/- at a time subject to budget provision for meeting urgent and unforeseen expenditure in the institution.



5	To purchase library books from the list of books approved by the competent authority, by inviting quotations to ensure maximum discount and limiting the expenditure within the budget provision.	<p>i) To purchase library books from among the list of books approved by the competent authority availing maximum discount on publishers' price limiting the expenditure to budget provision and observing store purchase rules.</p> <p>ii) To approve the list of books, maps, chart and other educational appliances up to Rs 10,000/- per annum required for the institution on the basis of recommendation of institutional level committee concerned.</p>
6	To sanction purchase of maps and educational appliances limiting the expenditure up to a maximum of Rs. 1000/- per year, subject to availability of funds and subject to observance store purchase rules	To sanction subscription of Journals, Magazines, Newspapers, audio-visual teaching/learning aids, subject to budget provision and limiting the expenditure to Rs. 10000/- per year.
7	To sanction civil works up to Rs. 5000/- connected with the institution subject to availability of funds and observing all rules and formalities.	<p>i) To sanction civil/electrical construction work up to Rs. 30000/- at a time and civil/electrical maintenance works up to Rs.30000/- at a time observing rules & formalities based on estimate prepared by competent authority.</p> <p>ii) To sanction payment of bills of civil/electrical construction work up to Rs. 30000/- at a time and civil/electrical maintenance works up to Rs.30000/- at a time on the basis of recommendation of competent authority.</p>
8	To sanction repair and maintenance of tools, machinery, equipments, furniture etc. subject to a maximum of Rs. 3000/- at a time subject to budget provision and inviting quotations	To sanction repair and maintenance of machinery, equipments and furniture up to a maximum of Rs. 20,000/- at a time observing the rules and formalities, subject to budget provision.
9	Nil	To incur expenses on repair and other maintenance of college vehicles up to maximum of Rs.10,000/- per vehicle at a time and to purchase of batteries, tyres and tube for the vehicles by observing store purchase rules.
10	Nil	To incur fuel expenses for the college vehicles as per the actual use on condition that the log book entries are attested by the head of institution.
11		To sanction the write off of the value of unserviceable article subject to the



IHRD Delegation of powers 2019

[Signature]
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	Nil	annual limit of Rs.10,000/- when the book value of the item does not exceeds Rs.2000/- in each case.
12	To sanction disposal of unserviceable articles, the book value of which does not exceed Rs. 250/- in each cases subject to annual limit of Rs. 2000/- as per rules.	To sanction disposal of unserviceable articles, the book value of which does not exceed Rs. 3000/- in each cases subject to annual limit of Rs. 10,000/- observing rules in force.
13	To pay rent for the buildings hired by the institution on the basis of the sanction from the competent authority	No Change
14	To pay electricity bills, water charge bills and telephone charge bills in respect of institution.	To pay bills on electricity charges, water charges, Internet charges and telephone charges in respect of institution.
15	Nil	To incur expenditure up to Rs. 20,000/- at a time towards AMC of Machinery & equipment, observing rules and procedures in force and subject to budget provision.
16	Nil	To incur expenditure related to co-curricular and extracurricular activities as per guidelines approved by the Director IHRD related to Student Amenity Fund (SAF) utilization subject to availability of fund and subject to a maximum of Rs. 5000/-at a time and limiting the annual expenditure within the SAF/Arts & Sports fee collected.
17	To sanction the refund of revenue including fees or fines realized from students subject to rules and regulations in this respect.	To sanction the refund of excess/erroneous collection of revenue including fees or fines realized from students or as per the refund rules of IHRD/University/Govt.
18	Nil	To sanction advertisement charges for Tender notifications published in news papers subject to a limit of Rs. 10,000/- at a time.
19	Nil	To accept/cancel donation from students/parents/others on intimation to the Director to setup and maintain endowment fund for distribution of prizes to students as per rules.
20	Nil	To sanction on merit on individual cases, renting of institutional premises, building & auditorium based on guidelines issued by the Director.

21	Nil	To open/close bank account in respect of PTA, NSS and RRC .
22	Nil	To sanction printing of forms, pamphlets, diary, prospectus, syllabus, handbook, ID card, exam. materials etc. required for the institution by observing rules in force and by the approval of Director.
23	To sanction the lease of the usufructs in the institutional campus and to give the institution compound on lease for cultivation buy auction.	To sanction the lease of the usufructs in the institutional control and to give the institution compound on lease by auction for cultivation for a maximum period of 1 years at a time.
24	To accord sanction for the periodical renewal of the uniforms, belts and badges to the last grade servants (Peons) and other staff to whom supply of such articles has been sanctioned by Government.	No Change
25	Nil	To draw advance for meeting the expenditure for the conduct of University examinations.
26	To accord sanction for purchase of machinery, equipments and materials up to Rs. 50,000/- at a time subject to budget provision and observing store purchase rules	Deleted (included in 2 above)

7.3 Academic Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	To correspond with the examination conducting agencies for the conduct of annual examination/ terminal examination.	To liaise with the affiliated University on academic matters.
2	Nil	To admit students for various courses of studies in the Institution as per rules effected by the IHRD/Govt./University.
3	To sanction condonation of shortage of attendance of 15% to cover the 80% limit after realizing the prescribed fee.	To condone shortage of attendance as per rules in force of Government /University/DTE/ Director IHRD/Any other competent authority.



4	Nil	To sanction the endowment scholarship and medals and prizes, the award of which is vested with the Principal.
5	To stop any scholarship/fee concessions awarded to a student if his/her progress of study and conduct are unsatisfactory and report the matter to the Director, IHRD	No Change
6	To sanction educational tour of students and journey of accompanying staff members as per the approved norms. The journey of accompanying staff member will be subject to the condition that they will travel by the same conveyance as the participating students and that they will be eligible for TA and DA as per rules	To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director IHRD from time to time.
7	To sanction journeys of students to any place in Kerala for participating in any extracurricular activities and payment of actual travelling expenses and DA limiting the expenditure within the stipulated limits under students amenities fund.	To sanction journeys of the students for participating in any extracurricular activities and payment of actual travelling expense and DA limiting the expenditure within the stipulated limits under students amenities fund.
8	To sanction journey of staff members for escorting the students participating in any extracurricular activities, subject to the condition that they will travel by the same conveyance and will be eligible only for actual cost of travelling and halting expenses payable from the students amenities fund.	To sanction journey of staff members for escorting the students participating in any extracurricular activities, subject to the condition that they will travel by the same conveyance and will be eligible for the TA and DA as stipulated by the service rules in force subject to the availability of fund in the students' amenities fund.
9	Nil	To take appropriate disciplinary action(including dismissal from Institution) against students found as guilty as per campus rules.
10	Nil	To impose suitable fine to students who are found as violating campus rules, as per the recommendation of the appropriate Institutional committee, and impose penal cost for damages to the Institutional property.
11	Nil	To declare Saturdays as working day to make up the deficiency of number of academic working days.
12	Nil	To constitute and maintain various committees as per requirement.

13	Nil	To establish and maintain students cooperative society.
14	To organize and conduct of short-term training programs under intimation to the Director, IHRD and subject to availability of infrastructural facilities.	No change

7.4 Delegation of powers for Funded Projects.

(for special project funds received from AICTE/UGC/State & Central Govt./Industry/Agencies etc.)

SL No	Existing Delegation of Power	Proposed Delegation
1	Nil	To constitute various committees in accordance with the guidelines of the project at hand for the effective and timely implementation and monitoring of the project.
2	Nil	To appoint project staff/fellows following rules of the project and to meet the salary/remuneration expenditure as per guidelines of the project, subject to provision in the project at hand and meeting the expenditure from the appropriate subhead of the project.
3	To accord purchase sanction for purchase of equipments machinery, and furniture for the college up to Rs. 1,00,000/- at a time subject to valid administrative sanction from competent authority and by observing store purchase rules and budget provision.	To accord Administrative Sanction and Purchase Sanction for purchase of equipment, machinery, and furniture up to Rs. 2 lakhs at a time for the timely implementation of the project at hand by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.
4	To purchase stationery, consumables, components and tools up to a maximum of Rs. 10,000/- at a time by observing store purchase rules and limiting expenditure within the budget provision.	To purchase stationery, consumables, components and tools by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.
5	To sanction journey of all officers under him to any place within the District and adjoining districts for official purpose.	To sanction journey of all officers under him to any place within India for official purpose related to the execution of the project subject to availability of fund in the appropriate subhead of the project at hand and with the approval of Director.



IHRD Delegation of powers 2015

[Signature]
DIRECTOR

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Bhuvaneshwar, Bhubaneswar-14.

6	To purchase library books from among the list of books approved by the competent authority availing maximum discount on publishers' price limiting the expenditure to budget provision and observing store purchase rules.	To purchase library books on recommendation of list of titles by the purchase Committee by availing maximum discount on publishers' price limiting the expenditure upto Rs.50000/- a time and subject to provision in the project at hand and by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.
7	To incur non-recurring contingent expenditure up to Rs. 10,000/- at a time subject to budget provision and observing all rules and formalities	To incur non-recurring contingent expenditure subject to provision in the project at hand, limiting to Rs. 15000/-at a time and observing all rules, formalities and project guidelines.




8. PRINCIPAL(MODEL POLYTECHNIC COLLEGE)

8.1 Administrative Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	The Principal will be the drawing and disbursing officer and custodian of the College fund.	No Change
2	To sanction, by observing IHRD Service Rules, all kinds of leave except maternity leave, study leave, special disability leave and leave not due up to a maximum of 120 days at a spell to the staff members of the institution where substitute arrangement are not required.	To sanction as per IHRD Service Rules, all kinds of leave up to a maximum of 120 days at a stretch, except maternity leave, study leave, leave not due, and special disability leave to the staff members working in the college where substitute arrangement are not required.
3	To sanction maternity leave for employees of the college up to 180 days and leave for hysterectomy up to 45 days.	To sanction maternity/abortion leave for the female employees up to 180 days/42 days as the case may be and paternity leave for the male employees upto 10 days, or the period sanctioned by the Govt. of Kerala which are made applicable to IHRD employees from time to time subject to approval of Government.
4	Nil	To sanction Hysterectomy leave for the female employees up to 45 days or the period prescribed in the orders of Government of Kerala which are made applicable to IHRD service from time to time as per rules subject to approval of Government
5	To sanction surrender of Earned leave to all the members of the staff in the institution subject to eligibility and as per rules in force.	No Change
6	To sanction casual leave of all officers working in the institution	To sanction casual leave to the staff members of the college.
7	To sanction duty leave to the members of the staff to attend meeting of committees duly constituted in the capacity of members.	To sanction duty leave to the Staff members to attend meeting of committees duly constituted in the capacity as members by IHRD/ Govt./ DTE/ etc.
8	To declare holidays on emergency situations and to compensate such holidays under intimation to the Director,	To declare holidays on emergency situation for a maximum of 5 days at a time and to compensate such holidays

IHRD Delegation of powers 2015




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 Thiruvananthapuram-14.

	IHRD	under intimation to the reporting officer.
9	To organize sections in the various departments and workshops in the in consistence with the relevant provision and orders.	To organize sections in the office, various departments and workshop in consistence with relevant practice and orders.
10	To accord sanction for journey of all officers under him to places within and adjoining the districts where the institution is situated, for official purpose.	To accord sanction for journey of all officers under him/her for official purpose to places within Kerala State with the approval of Director.
11	To scrutinize and pass the T.A bills of all officers under him subject to the condition that journey sanctions are obtained from competent authorities.	To pass T.A bills of all officers under him subject to the condition that journey sanction is obtained from competent authority.
12	To sanction vacation duty of officers working under the Principal.	No Change
13	To recommend for sanction of temporary withdrawals both in normal and special cases from the C.P.F/G.P.F account of the employees working under institution on regular/deputation basis.	To recommend for sanction of Temporary Advance /Non-refundable advance / Closure of CPF withdrawals both in normal and special cases from the C.P.F/G.P.F account of the employees working in the institution on regular/deputation basis.
14	Nil	To engage Guest faculty/supporting staff /data entry operator trainees/security guard on temporary basis against the sanctioned posts on the basis of work load assessed, to pay wages and issue experience certificate on completion of tenure of engagement as per rules.
15	Nil	To permit economically backward students to pay annual/semester fee in two installments on special cases as per rules.
16	Nil	To make necessary entries in the service book of all categories of employees working in the institution.
17	Nil	To sanction increments in pay, as per rules, to all the officers working under his/her control.
18	Nil	To issue salary certificates to regular employees of the institution.
19	Nil	To engage casual labourer on daily payment basis against sanctioned posts in the absence of sufficient number of last grade staff as per rules.

20	Nil	To engage Warden/Matron, Asst. Warden, Tutors, Ministerial, Last grade & Security staff in the hostels attached to the institution and to sanction remuneration for their service as per rules meeting the expenditure from the Hostel account.
21	Nil	To host and maintain websites for Institution with the approval of director.
22	Nil	To issue orders to close the files and sanction destruction of files under L.Dis & K.Dis after observing formalities.
23	Nil	To attend programmes in the capacity as Principal and to perform journey under intimation to the reporting officer.

8.2 Financial Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	To incur non-recurring contingent expenditure up to Rs. 1,000/- in each case subject to budget provision and observing the rules and formalities	To incur non-recurring contingent expenditure up to Rs. 20,000/- in each case subject to budget provision and observing the rules and formalities.
2	To accord administrative sanction for purchase of machinery, equipments and furniture required for the institution up to Rs. 25,000/- at a time subject to budget provision	a) To accord administrative sanction and purchase sanction for the purchase of items under institutional fund upto a maximum of Rs. 50000/-. b) To accord administrative sanction and purchase sanction for the purchase of machinery and equipment, furniture and fixtures and library books required for the institution under plan fund up to maximum of Rs. 1.5 Lakhs at a time by observing Store Purchase Rules.
3	To purchase stationery, consumables, components and tools up to a maximum of Rs. 7,500/- at a time by observing store purchase rules and limiting expenditure within the budget provision.	To purchase office stationery, consumables, components and tools up to a maximum of Rs.15,000/- at a time and student stationery as per requirements by observing store purchase rules and limiting expenditure within the budget.
4	To purchase stationery articles locally in urgent and unforeseen cases subject to a limit of Rs. 200/-at a time and subject to a annual limit of Rs.	To sanction purchase/advance up to Rs.15,000/- at a time for meeting urgent and unforeseen expenditure in the institution.

IHRD Delegation of powers 2015



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5	To purchase library books from the list of books approved by the competent authority, by inviting quotations to ensure maximum discount and limiting the expenditure within the budget provision.	<p>i) To purchase library books from among the list of books approved by the competent authority availing maximum discount on publishers' price limiting the expenditure to budget provision and observing store purchase rules.</p> <p>ii) To approve the list of books, maps, chart and other educational appliances up to Rs 10,000/- per annum required for the institution on the basis of recommendation of institutional level committee concerned.</p>
6	To sanction purchase of maps and educational appliances limiting the expenditure up to a maximum of Rs. 1000/- per year, subject to availability of funds and subject to observance store purchase rules	To sanction subscription of Journals, Magazines, Newspapers, audio-visual teaching/learning aids, subject to budget provision and limiting to Rs. 10000/- per year.
7	To sanction civil works up to Rs. 5000/- connected with the institution subject to availability of funds and observing all rules and formalities.	<p>i) To sanction civil/electrical construction work up to Rs.30000/- at a time and civil/electrical maintenance works up to rs. 30000/- at a time observing rules & formalities based on estimate prepared by competent authority.</p> <p>ii) To sanction payment of bills of civil/electrical construction work up to Rs.30000/- at a time and civil/electrical maintenance works up to rs. 30000/- at a time on the basis of recommendation of competent authority.</p>
8	To sanction repair and maintenance of tools, machinery, equipments, furniture etc. subject to a maximum of Rs. 3000/- at a time subject to budget provision and inviting quotations	To sanction repair and maintenance of machinery, equipment and furniture up to a maximum of Rs. 20,000/- at a time observing the rules and formalities, subject to budget provision.
9	Nil	To incur expenses on repair and other maintenance of college vehicles up to maximum of Rs.10,000/- per vehicle at a time and to purchase of batteries, tyres and tube for the vehicles by observing store purchase rules.
10	Nil	To incur fuel expenses for the college vehicles as per the actual use on condition that the log book entries are attested by the head of institution.
11	Nil	To sanction the write off of the value of unserviceable article subject to the annual limit of Rs.10,000/- when the book value

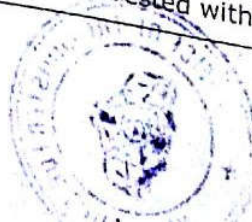
		of the item does not exceeds Rs.2000/- in each case.
12	To sanction disposal of unserviceable articles, the book value of which does not exceed Rs. 250/- in each cases subject to annual limit of Rs. 2000/- as per rules.	To sanction disposal of unserviceable articles, the book value of which does not exceed Rs. 3000/- in each cases subject to annual limit of Rs. 10,000/- observing rules in force.
13	To pay rent for the buildings hired by the institution on the basis of the sanction from the competent authority	No Change
14	To pay electricity bills, water charge bills and telephone charge bills in respect of institution.	To pay bills on electricity charges, water charges, Internet charges and telephone charges in respect of institution.
15	Nil	To incur expenditure up to Rs. 20,000/- towards AMC of Machinery & equipment, observing rules and procedures in force and subject to budget provision.
16	Nil	To incur expenditure related to co-curricular and extracurricular activities as per guidelines approved by the Director IHRD related to Student Amenity Fund (SAF) limiting the expenditure to Rs. 5000/- at a time, utilization subject to availability of fund and limiting the annual expenditure within the SAF/Arts & Sports fee collected.
17	To sanction the refund of revenue including fees or fines realized from students subject to rules and regulations in this respect.	To sanction the refund of excess/erroneous collection of revenue including fees or fines realized from students or as per the refund rules of IHRD/DTE/Govt.
18	Nil	To sanction advertisement charges for Tender notifications published in newspapers subject to a limit of Rs. 10,000/- at a time.
19	Nil	To accept/cancel donation from students/parents/others on intimation to the Director to setup and maintain endowment fund for distribution of prizes to students as per rules.
20	Nil	To sanction on merit on individual cases, renting of institutional premises, building & auditorium based on guidelines issued by the Director.
21		To open/close bank account in respect of PTA, NSS, RRC .



22	Nil	To sanction printing of forms, pamphlets, diary, prospectus, syllabus, handbook, ID card, exam. materials etc. required for the institution by observing rules in force and by the approval of Director.
23	To sanction the lease of the usufructs in the institutional campus and to give the institution compound on lease for cultivation buy auction.	To sanction the lease of the usufructs in the institutional control and to give the institution compound on lease by auction for cultivation for a maximum period of 1 years at a time as per rules.
24	To accord sanction for the periodical renewal of the uniforms, belts and badges to the last grade servants (Peons) and other staff to whom supply of such articles has been sanctioned by Government.	No Change
25	Nil	To draw advance for meeting the expenditure for the conduct of Govt./DTE examinations.
26	To accord sanction for purchase of machinery, equipments and materials up to Rs. 50,000/- at a time subject to budget provision and observing store purchase rules.	Deleted (included in 2 above)

8.3 Academic Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	To correspond with the examination conducting agencies for the conduct of annual examination/terminal examination	To liaise with the Director of Technical Education on academic matters.
2	Nil	To admit students for various courses of studies in the Institution as per rules effected by the IHRD/Govt./DTE.
3	To sanction condonation of shortage of attendance of 15% to cover the 80% limit after realizing the prescribed fee.	To condone shortage of attendance as per rules in force of Government/DTE/Director IHRD/Any other competent authority.
4	Nil	To sanction the endowment scholarship and medals and prizes, the award of which is vested with the Principal.



5	To stop any scholarship/fee concessions awarded to a student if his/her progress of study and conduct are unsatisfactory and report the matter to the Director, IHRD	No Change
6	To sanction educational tour of students and journey of accompanying staff members as per the approved norms. The journey of accompanying staff member will be subject to the condition that they will travel by the same conveyance as the participating students and that they will be eligible for TA and DA as per rules	To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director IHRD from time to time.
7	To sanction journeys of students to any place in Kerala for participating in any extracurricular activities and payment of actual travelling expenses and DA limiting the expenditure within the stipulated limits under students amenities fund.	To sanction journeys of the students for participating in any extracurricular activities and payment of actual travelling expense and DA limiting the expenditure within the stipulated limits under students amenities fund.
8	To sanction journey of staff members for escorting the students participating in any extracurricular activities, subject to the condition that they will travel by the same conveyance and will be eligible only for actual cost of travelling and halting expenses payable from the students amenities fund.	To sanction journey of staff members for escorting the students participating in any extracurricular activities, subject to the condition that they will travel by the same conveyance and will be eligible for the TA and DA as stipulated by the service rules in force subject to the availability of fund in the student's amenities fund.
9	Nil	To take appropriate disciplinary action(including dismissal from Institution) against students found as guilty as per campus rules.
10	Nil	To impose suitable fine to students who are found as violating campus rules, as per the recommendation of the appropriate Institutional committee, and impose penal cost for damages to the Institutional property.
11	Nil	To declare Saturdays as working day to make up the deficiency of number of academic working days.
12	Nil	To constitute and maintain various committees as per requirement.
13	Nil	To establish and maintain students cooperative society.
14	To organize and conduct of short-term	



training programs under intimation to the Director, IHRD and subject to availability of infrastructural facilities.	No change
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8.4 Delegation of powers for Funded Projects.

(for special project funds received from AICTE/UGC/State & Central Govt./Industry/Agencies etc.)

SL No	Existing Delegation of Power	Proposed Delegation
1	Nil	To constitute various committees in accordance with the guidelines of the project at hand for the effective and timely implementation and monitoring of the project.
2	Nil	To appoint project staff/fellows following rules of the project and to meet the salary/remuneration expenditure as per guidelines of the project, subject to provision in the project at hand and meeting the expenditure from the appropriate subhead of the project.
3	To accord purchase sanction for purchase of equipments machinery, and furniture for the college up to Rs. 1,00,000/- at a time subject to valid administrative sanction from competent authority and by observing store purchase rules and budget provision.	To accord Administrative Sanction and Purchase Sanction for purchase of equipment, machinery, and furniture up to Rs. 2 lakhs at a time for the timely implementation of the project at hand by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.
4	To purchase stationery, consumables, components and tools up to a maximum of Rs. 10,000/- at a time by observing store purchase rules and limiting expenditure within the budget provision.	To purchase stationery, consumables, components and tools by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.
5	To sanction journey of all officers under him to any place within the District and adjoining districts for official purpose.	To sanction journey of all officers under him to any place within India for official purpose related to the execution of the project subject to availability of fund in the appropriate subhead of the project at hand and with the approval of Director.
6	To purchase library books from among the list of books approved by the competent authority availing maximum discount on publishers' price limiting the expenditure to budget provision and	To purchase library books on recommendation of list of titles by the purchase committee by availing maximum discount on publishers' price limiting the expenditure to provision in the project at

	observing store purchase rules.	hand and upto a maximum of Rs. 50000/- per year and by observing guidelines of the project sanctioning authority/store purchase rules subject to provision in the project.
7	To incur non-recurring contingent expenditure up to Rs. 10,000/- at a time subject to budget provision and observing all rules and formalities	To incur non-recurring contingent expenditure upto Rs. 15000/- at a time subject to provision in the project at hand and observing all rules, formalities and project guidelines.



DIRECTOR

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Thiruvananthapuram-14.



9. PRINCIPAL(Technical Higher Secondary Schools)

9.1 Administrative Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	The Principal will be drawing and disbursing officer and custodian of the school fund.	No change
2	To sanction all kinds of leave except maternity leave, study leave, special disability leave, and leave without allowances not exceeding 120 days in a spell to all officers in the institution where substitute arrangements are not necessary.	To sanction as per IHRD Service Rules, all kinds of leave up to a maximum of 120 days at a stretch, except maternity leave, study leave, leave not due, and special disability leave to the staff members working in the Institution, where substitute arrangement are not required.
3	To sanction maternity leave / abortion leave to the female employees upto 135 days.	To sanction maternity/abortion leave for the female employees up to 180 days/42 days as the case may be and paternity leave for the male employees upto 10 days, or the period sanctioned by the Govt. of Kerala which are made applicable to IHRD employees from time to time subject to approval of Government.
4	Nil	To sanction Hysterectomy leave for the female employees up to 45 days or the period prescribed in the orders of Government of Kerala which are made applicable to IHRD service from time to time subject to approval of Government.
5	To sanction surrender of leave to all the staff in the institution subject to eligibility.	To sanction surrender of Earned leave to all the members of the staff in the institution subject to eligibility and as per rules in force.
6	To sanction casual leave to all staff members of the institution	No Change
7	To sanction duty leave to the members of the staff to attend meeting of duly constituted committees in the capacity as members	To sanction duty leave to the Staff members to attend meeting of committees duly constituted in the capacity as members by IHRD/ Govt./ Board etc.
8	To declare holidays on emergency situation and to compensate such holidays under intimation to the Director, IHRD	To declare holidays on emergency situation for a maximum of 3 days at a time and to compensate such holidays under intimation to the reporting officer.

9	To organize section in the office, various departments and workshop in the institution in accordance with existing standing orders and practice.	To organize sections in the office, various departments and workshop in consistence with relevant practice and orders.
10	To accord sanction for journeys of staff members in the institutions to places within the District and adjoining districts for official purpose.	To accord sanction for journey of all officers under him/her for official purpose to places within Kerala State and with the approval of Director, IHRD.
11	To scrutinize and pass the T.A bills of all officers under him subject to the condition that journey sanctions are obtained from the competent authority.	To scrutinize and pass the T.A bills of all officers under him subject to the condition that journey sanctions are obtained from competent authorities.
12	To sanction vacation duty to staff members as per actual requirement.	No Change
13	To recommend for sanction all cases of temporary withdrawals both in normal and special cases from the GPF/CPF accounts of the staff in the institution.	To recommend for sanction of Temporary Advance /Non-refundable advance / Closure of CPF withdrawals both in normal and special cases from the C.P.F/G.P.F account of the employees working in the institution on regular/deputation basis.
14	Nil	To engage Guest faculty/supporting staff /data entry operator trainee/security guard on temporary basis against the sanctioned posts on the basis of work load assessed, to pay wages and issue experience certificate on completion of tenure of engagement as per rules.
15	Nil	To permit economically backward students to pay annual/semester fee in two installments on special cases as per rules.
16	Nil	To make necessary entries in the service book of all categories of employees working in the institution.
17	Nil	To sanction increments in pay, as per rules, to all the officers working under his/her control.
18	Nil	To issue salary certificates to regular employees of the institution.
19	Nil	To engage casual labourer on daily payment basis against sanctioned posts in the absence of sufficient number of last grade staff as per rules.



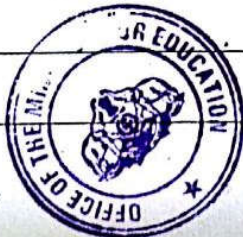
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20	Nil	To engage Warden/Matron, Asst. Warden, Tutors, Ministerial, Security & Last grade staff in the hostels attached to the institution based on guidelines from Director and to sanction remuneration for their service as per rules meeting the expenditure from the Hostel account.
21	Nil	To host and maintain websites for Institution with the approval of director.
22	Nil	To issue orders to close the files and sanction destruction of files under L.Dis & K.Dis after observing formalities.
23	Nil	To attend programmes in the capacity as Principal and to perform journey under intimation to the reporting officer.

9.2 Financial Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	To incur non-recurring contingent expenditure upto Rs.1000/- in each case subject to budget provision and observing all rules and formalities	To incur non-recurring contingent expenditure up to Rs. 5,000/- in each case subject to budget provision and observing the rules and formalities.
2	To accord administrative sanction for purchase of machinery ,equipments and other instruments required for the institution upto Rs.10,000/- at a time subject to budget provision.	a)To accord administrative sanction and purchase sanction for the purchase of items under institutional fund upto Rs.30000/- at a time by observing Store Purchase Rules. b) To accord administrative sanction and purchase sanction for the purchase of machinery equipment, library books, furniture and fixtures upto Rs. 1 lakhs/- at a time, under plan fund by observing Store Purchase Rules.
3	To Purchase students stationary, workshop consumables, lab consumables upto Rs. 2,000/- at a time by observing stock purchase rules and limiting the expenditure within the budget provision.	To purchase office stationary, consumables, components and tools up to a maximum of Rs.10,000/- at a time and student stationary as per requirements by observing store purchase rules and limiting expenditure within the budget.
4	To Purchase stationary locally subject to limit of Rs.200/- at a time and subject to	To sanction purchase/advance up to Rs.10,000/- at a time for meeting urgent and unforeseen expenditure in the

	annual limit of Rs.1000/-	institution.
5	To Purchase of Library books from the list of books approved by competent authority upto a maximum of Rs.10,000/- at a time by inviting the quotation to ensure maximum discount on publishers cost.	<p>i) To purchase library books from among the list of books approved by the competent authority availing maximum discount on publishers' price limiting the expenditure within Rs.15,000/- at a time and observing store purchase rules.</p> <p>ii) To approve the list of books, maps, chart and other educational appliances up to Rs 5,000/- per annum required for the institution on the basis of recommendation of institutional level committee concerned.</p>
6.	To Sanction purchase of maps and educational appliances up to a maximum of Rs.1000/- per year subjected to availability of fund and subject to observance of stock purchase rules.	To sanction Subscription of Journals, Magazines, Newspapers, audio-visual teaching/learning aids, subject to budget provision and limiting the expenditure to Rs. 10000/- per year.
7	To Sanction civil maintenance works up to Rs. 1000/- at a time connected with the institution observing the rules and formalities.	<p>i) To sanction civil/electrical construction work up to Rs. 20,000/- at a time and civil/electrical maintenance works up to Rs.20000/- at a time observing rules & formalities based on estimate prepared by competent authority.</p> <p>ii) To sanction payment of bills of civil/electrical construction work up to Rs. 20,000/- at a time and civil/electrical maintenance works up to Rs. 20,000/- at a time on the basis of recommendation of competent authority.</p>
8	To sanction repair and maintenance of machinery, equipments, furniture, subject to a maximum of Rs.2000/- per annum by inviting quotation.	To sanction repair and maintenance of machinery, equipment and furniture up to a maximum of Rs. 10,000/- at a time observing the rules and formalities, subject to budget provision.
9	Nil	To incur expenses on repair and other maintenance of Institution vehicles up to maximum of Rs.10,000/- per vehicle at a time and to purchase of batteries, tyres and tube for the vehicles by observing store purchase rules.
10	Nil	To incur fuel expenses for the Institution vehicles as per the actual use on condition that the log book entries are attested by the head of institution.
11		To sanction the write off of the value of unserviceable article subject to the



	Nil	annual limit of Rs.5,000/- when the book value of the item does not exceeds Rs500/- in each case.
12	Nil	To sanction disposal of unserviceable articles, the book value of which does not exceed Rs. 2000/- in each cases subject to annual limit of Rs. 10,000/- observing rules in force.
13	To pay rent hire by institution subject to sanction from the competent authority.	To pay rent for the buildings hired by the institution on the basis of the sanction from the competent authority.
14	To pay electricity bill, water charge bill and telephone bill of the institution	To pay bills on electricity charges, water charges, Internet charges and telephone charges in respect of institution.
15	Nil	To incur expenditure up to Rs. 15,000/- at a time towards AMC of Machinery & equipment, observing rules and procedures in force and subject to budget provision.
16	Nil	To incur expenditure related to co-curricular and extracurricular activities as per guidelines approved by the Director IHRD related to Student Amenity Fund (SAF) utilization subject to availability of fund and limiting the annual expenditure within the SAF/Arts & Sports fee collected.
17	To sanction all refund of revenue including fees and fine collected from students subject to the rules and regulations in this respect	To sanction the refund of excess/erroneous collection of revenue including fees or fines realized from students or as per the refund rules of IHRD/Board/Govt.
18	Nil	To sanction advertisement charges for Tender notifications published in newspapers subject to a limit of Rs. 10,000/- at a time.
19	Nil	To accept/cancel donation from students/ parents/others on intimation to the Director to setup and maintain endowment fund for distribution of prizes to students as per rules.
20	Nil	To sanction on merit on individual cases, renting of institutional premises, building & auditorium based on guidelines issued by Director as per rules.
21		To open/close bank account in respect of

	Nil	PTA, NSS, RRC .
22	Nil	To sanction printing of forms, pamphlets, diary, prospectus, syllabus, handbook, ID card, exam. materials etc. required for the institution by observing rules in force and by the approval of Director.
23	To sanction lease of usufructs in the institutional control and to give the institutional compound for lease for cultivation of crops as per State Government Rules.	To sanction the lease of the usufructs in the institutional control and to give the institutional compound on lease by auction for cultivation for a maximum period of 1. year at a time.
24	To Sanction the periodical renewal of uniform, belt and badges to the peons and other staff to whom supply of such articles has been sanctioned by Government.	No Change
25	Nil	To draw advance for meeting the expenditure for the conduct of board examinations.
26	To accord sanction for purchase of machinery, equipment and other machinery and other instruments upto Rs.25,000/- at a time subject to budget provision and stock purchase rules.	Deleted. (included in 2 above)

9.3 Academic Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	To correspond with various agencies conducting examinations on matters relating to conduct of examination	To liaise with the affiliated board on academic matters.
2	Nil	To admit students for various courses of studies in the Institution as per rules effected by the IHRD/Govt.
3	To sanction condonation of attendance of 15% over and above the 80% limit after realising the prescribed fees from the concerned students.	To condone shortage of attendance as per rules in force of Government/ Director IHRD/ Any other competent authority.
4	Nil	To sanction the endowment scholarship and medals and prizes, the award of which is vested with the Principal.
5	To stop any scholarship/fee concession awarded to a student if his/her progress of study and conduct are unsatisfactory	To stop any scholarship/fee concessions awarded to a student if his/her progress of study and conduct are unsatisfactory



	under intimation to the Director, IHRD.	and report the matter to the Director, IHRD.
6	To sanction educational tours of students and journey of accompanying staff members as per the approved norms. The journey of accompanying staff member will be subject to the condition that they will travel by the same conveyance as the participating students and that they will be eligible for TA and DA as per rules.	To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director IHRD from time to time.
7	To Sanction journeys of students to any place in Kerala for participating in any extra curricular activities and payment of actual travelling expenses and DA limiting the expenditure within the stipulated limits under students' amenities fund.	To sanction journeys of the students for participating in any extracurricular activities and payment of actual travelling expense and DA limiting the expenditure within the stipulated limits under students amenities fund.
8	To sanction journey of officers to any place in Kerala for escorting students participating in any curricular activities, subject to the condition that they will travel by the same conveyance as the students and will be eligible for actual cost of travelling and halting expenses payable from the students' amenities fund.	To sanction journey of staff members for escorting the students participating in any extracurricular activities, subject to the condition that they will travel by the same conveyance and will be eligible for the TA and DA as stipulated by the service rules in force subject to the availability of fund in the students' amenities fund.
9	Nil	To take appropriate disciplinary action(including dismissal from Institution) against students found as guilty as per campus rules.
10	Nil	To impose suitable fine to students who are found as violating campus rules, as per the recommendation of the appropriate Institutional committee, and impose penal cost for damages to the Institutional property.
11	Nil	To declare Saturdays as working day to make up the deficiency of number of academic working days.
12	Nil	To constitute and maintain various committees as per requirement.
13	Nil	To establish and maintain students cooperative society.
14	Nil	To organize and conduct of short-term training programs under intimation to the Director, IHRD and subject to availability of Infrastructural facilities.

**10. OFFICER-IN-CHARGE (Regional centre, Extension Centre,
Study centre, Skill Development centres, MFS, etc.)**

10.1 Administrative Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	The Principal will be drawing and disbursing officer and custodian of the school fund.	The Officer-in-Charge will be the drawing and disbursing officer and custodian of the Institution fund and act as coordinator for all project works.
2	To sanction all kinds of leave except maternity leave, study leave, special disability leave, and leave without allowances not exceeding 120 days in a spell to all officers in the institution where substitute arrangements are not necessary.	To sanction as per IHRD Service Rules, all kinds of leave up to a maximum of 120 days at a stretch, except maternity leave, study leave, leave not due, and special disability leave to the staff members working in the Institution, where substitute arrangement are not required.
3	To sanction maternity leave / abortion leave to the female employees upto 135 days.	To sanction maternity/abortion leave for the female employees up to 180 days/42 days as the case may be and paternity leave for the male employees upto 10 days, or the period sanctioned by the Govt. of Kerala which are made applicable to IHRD employees from time to time.
4	Nil	To sanction Hysterectomy leave for the female employees up to 45 days or the period prescribed in the orders of Government of Kerala which are made applicable to IHRD service from time to time.
5	To sanction surrender of leave to all the staff in the institution subject to eligibility.	To sanction surrender of Earned leave to all the members of the staff in the institution subject to eligibility and as per rules in force.
6	To sanction casual leave to all staff members of the institution	No Change
7	To sanction duty leave to the members of the staff to attend meeting of duly constituted committees in the capacity as members	To sanction duty leave to the Staff members to attend meeting of committees duly constituted in the capacity as members by IHRD/Govt./ Board etc.
8	To declare holidays on emergency situation and to compensate such holidays under intimation to the Director, IHRD	To declare holidays on emergency situation for a maximum of 3 days at a time and to compensate such holidays under intimation to the reporting officer.



9	To organise section in the office, various departments and workshop in the institution in accordance with existing standing orders and practice.	To organize sections in the office, various departments and workshop in consistence with relevant practice and orders.
10	To accord sanction for journeys of staff members in the institutions to places within the District and adjoining districts for official purpose.	No change
11	To scrutinize and pass the T.A bills of all officers under him subject to the condition that journey sanctions are obtained from the competent authority.	To scrutinize and pass the T.A bills of all officers under him subject to the condition that journey sanctions are obtained from competent authorities.
12	To recommend for sanction all cases of temporary withdrawals both in normal and special cases from the GPF/CPF accounts of the staff in the institution.	To recommend for sanction of Temporary Advance /Non-refundable advance / Closure of CPF withdrawals both in normal and special cases from the C.P.F/G.P.F account of the employees working in the institution on regular/deputation basis.
13	Nil	To permit economically backward students to pay annual/semester fee in two installments on special cases.
14	Nil	To make necessary entries in the service book of all categories of employees working in the institution.
15	Nil	To sanction increments in pay, as per rules, to all the officers working under his/her control.
16	Nil	To issue salary certificates to regular employees of the institution.
17	Nil	To engage casual laborer on daily payment basis against sanctioned posts in the absence of sufficient number of last grade staff as per rules.
18	Nil	To host and maintain websites for Institution with the approval of Director.
19	Nil	To issue orders to close the files and sanction destruction of files under L.Dis & K.Dis after observing formalities.
20	Nil	To attend programmes in the capacity as officer-in-charge and to perform journey under intimation to the reporting officer.

10.2 Financial Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	To incur non-recurring contingent expenditure upto Rs.1000/- in each case subject to budget provision and observing all rules and formalities	To incur non-recurring contingent expenditure up to Rs. 10000/- in each case subject to budget provision and observing the rules and formalities.
2	To accord administrative sanction for purchase of machinery, equipments and other instruments required for the institution up to Rs.10,000/- at a time subject to budget provision.	a) To accord administrative sanction and purchase sanction for the purchase of items under institutional fund up to Rs. 25,000/- at a time by observing Store Purchase Rules. b) To accord administrative sanction and purchase sanction for the purchase of machinery and equipments, library books, furniture and fixtures under plan fund up to Rs. 100000/- at a time, by observing Store Purchase Rules.
3	To Purchase students stationary, workshop consumables, lab consumables up to Rs. 2,000/- at a time by observing stock purchase rules and limiting the expenditure within the budget provision.	To purchase office stationery, consumables, components and tools up to a maximum of Rs.5,000/- at a time and student stationary as per requirements by observing store purchase rules and limiting expenditure within the budget.
4	To Purchase stationary locally subject to limit of Rs.200/- at a time and subject to annual limit of Rs.1000/-.	To sanction purchase/advance up to Rs.10,000/- at a time for meeting urgent and unforeseen expenditure in the institution.
5	To Purchase of Library books from the list of books approved by competent authority upto a maximum of Rs.10,000/- at a time by inviting the quotation to ensure maximum discount on publishers cost.	i) To purchase library books from among the list of books approved by the competent authority up to Rs. 10,000/- availing maximum discount on publishers' price limiting the expenditure to budget provision and observing store purchase rules. ii) To approve the list of books, maps, chart and other educational appliances up to Rs 2,000/- per annum required for the institution on the basis of recommendation of institutional level committee concerned.
6	To Sanction purchase of maps and educational appliances up to a maximum of Rs.1,000/- per year subjected to	To sanction Subscription of Journals, Magazines, Newspapers, audio-visual teaching/ learning aids up to a maximum

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	availability of fund and subject to observance of stock purchase rules.	of Rs. 3000/-.
7	To Sanction civil maintenance works up to Rs. 1,000/- at a time connected with the institution observing the rules and formalities.	To sanction construction and maintenance work up to Rs. 10,000/- at a time by observing rules & formalities based on estimate prepared by competent authority.
8	To sanction repair and maintenance of machinery, equipments, furniture, subject to a maximum of Rs.2,000/- per annum by inviting quotation.	To sanction repair and maintenance of machinery, equipment and furniture up to a maximum of Rs. 5,000/- at a time observing the rules and formalities, subject to annual limit of Rs. 10,000/-.
9	Nil	To incur expenses on repair and other maintenance of Institution vehicles up to maximum of Rs.5,000/- per vehicle at a time and to purchase of batteries, tyres and tube for the vehicles by observing store purchase rules.
10	Nil	To incur fuel expenses for the Institution vehicles as per the actual use on condition that the log book entries are attested by the head of institution.
11	Nil	To sanction disposal of unserviceable articles, the book value of which does not exceed Rs. 2000/- in each cases* subject to annual limit of Rs. 15,000/- observing rules in force.
12	To pay rent hire by institution subject to sanction from the competent authority.	To pay rent for the buildings hired by the institution on the basis of the sanction from the competent authority.
13	To pay electricity bill, water charge bill and telephone bill of the institution	To pay bills on electricity charges, water charges, Internet charges and telephone charges in respect of institution.
14	Nil	To incur expenditure up to Rs. 10,000/- at a time towards AMC of Machinery & equipment, observing rules and procedures in force and subject to budget provision.
15	To sanction all refund of revenue including fees and fine collected from students subject to the rules and regulations in this respect	To sanction the refund of excess/erroneous collection of revenue including fees or fines realized from students or as per the refund rules of IHRD/Board/Govt.
16	Nil	To sanction advertisement charges for Tender notifications published in newspapers up to Rs. 5,000/- at a time

		subject to annual limit of Rs. 10,000/-.
17	Nil	To sanction on merit on individual cases, renting of institutional premises, building & auditorium based on guidelines issued by Director.
18	Nil	To sanction printing of forms, pamphlets, diary, prospectus, syllabus, handbook, ID card, exam. materials etc. required for the institution by observing rules in force and by the approval of director.
19	To sanction lease of usufructs in the institutional control and to give the institutional compound for lease for cultivation of crops as per State Government Rules.	To sanction the lease of the usufructs in the institutional control and to give the institution compound on lease by auction for cultivation for a maximum period of 1 years at a time.
20	To accord sanction for purchase of machinery, equipments and other machinery and other instruments up to Rs.25,000/- at a time subject to budget provision and stock purchase rules.	Deleted. (included in 2 above)

10.3 Academic Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	To correspond with various agencies conducting examinations on matters relating to conduct of examination	To liaise with the outside agencies/ establishment for conducting courses/ training/seminar/workshop/consultancy/s ofware development etc.
2	Nil	To admit students for various courses of studies in the Institution as per rules effected by the IHRD/Govt.
3	To sanction condonation of attendance of 15% over and above the 80% limit after realising the prescribed fees from the concerned students.	To condone shortage of attendance as per rules in force of Government/Director IHRD/Any other competent authority.
4	To stop any scholarship / fee concession awarded to a student if his / her progress of study and conduct are unsatisfactory under intimation to the Director, IHRD.	To stop any scholarship/fee concessions awarded to a student if his/her progress of study and conduct are unsatisfactory and report the matter to the Director, IHRD.
5	Nil	To take appropriate disciplinary action(including dismissal from Institution) against students found as



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		guilty as per campus rules.
6	Nil	To impose suitable fine to students who are found as violating campus rules, as per the recommendation of the appropriate Institutional committee, and impose penal cost for damages to the Institutional property.
7	Nil	To constitute and maintain various committees as per requirement.
8	Nil	To organize and conduct of short-term training programs under intimation to the Director, IHRD and subject to availability of infrastructural facilities.



15. Administrative Officer/Administrative Assistant (Engineering Colleges)

15.1 Administrative & Financial Powers

SL No	Existing Delegation of Power	Proposed Delegation
1	Nil	To coordinate all administrative & academic matters of the college as per direction of the Principal.
2	To organize sections in the office and distribute the work among clerks.	To organize/re-organize sections in the office and distribute the work among ministerial & Last Grade staff.
3	To approve draft letters/orders based on the orders passed by the principal of the college to the higher authorities on all matters except those involving policy question and important academic and financial matters and to sign for Principal in fair copies of such letters/orders.	To communicate letters/orders/circulars based on the order of the Principal to other head of Offices/institutions on all matters. He/She is authorized to sign "for Principal" on fair copies of letters/orders/circulars.
4	To dispose of all routine papers based on standing orders.	No Change
5	To sanction Casual Leave to all members of ministerial staff, last grade servants, part-time staff and security personnel.	To sanction casual leave to all members of ministerial staff, LGS and security persons working in the institution.
6	To forward applications for admission and closure of CPF from all staff members below the lecturers and equated categories of the college.	No Change
7	To sanction non-recurring contingent expenditure up to Rs. 250/- in each case subject to budget provision.	Deleted.
8	Nil	To countersign the stock entries on behalf of the Principal in office consumables, stationary and stock registers.
9	Nil	He/She will be responsible for maintaining and upkeep of all mandatory office records to present before the auditors.
10	To organize and re-organize the office work of the college.	Deleted (Include in 1)



11	To authenticate and communicate fair copies of all sanctions accorded by the Principal	Deleted (Included in 2)
12	To sanction purchase of stationary articles for the use of the college in urgent and unforeseen cases up to a maximum limit of Rs. 100/- at a time and subject to annual limit of Rs. 1000/-.	Deleted (Included in 8)



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Appendix to EC-93/77.

MODIFICATIONS RECOMMENDED BY THE EXECUTIVE COMMITTEE IN THE PROPOSAL SUBMITTED REGARDING THE DELEGATION OF POWERS

6. PRINCIPAL(ENGINEERING COLLEGE)

6.2 Financial Powers

<p>7. To sanction civil maintenance works with estimate up to Rs. 20,000/- connected with the institution and subject to availability of budget provision by inviting quotation and observing all rules and formalities.</p>	<p>i) To sanction civil/electrical construction work up to 5 lakhs at a time and civil/electrical maintenance works up to 3 lakhs at a time observing rules & formalities based on estimate prepared by competent authority.</p> <p>ii) To sanction payment of bills of civil/electrical construction work up to 5 lakhs at a time and civil/electrical maintenance works up to 3 lakhs at a time on the basis of recommendation of competent authority.</p> <p>iii) To carryout and sanction payment of petty maintenance works up to Rs. 25,000/- at a time.</p>
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6.3 Academic Powers

<p>6. To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director IHRD from time to time. The journey of accompanying staff member will be subject to the specific condition that they will travel by the same conveyance as the participating students and that they will be eligible for TA and DA as per rules.</p>	<p>To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director IHRD from time to time.</p> <p>To sanction TA/DA for accompanying staff as per rules meeting the expenditure from the students amenities fund.</p>
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7. PRINCIPAL(COLLEGE OF APPLIED SCIENCES)

7.3 Academic Powers

<p>6 To sanction educational tour of students and journey of accompanying staff members as per the approved norms. The journey of accompanying staff member will be subject to the condition that they will travel by the same conveyance as the participating students and that they will be eligible for TA and DA as per rules</p>	<p>To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director IHRD from time to time.</p> <p>To sanction TA/DA for accompanying staff as per rules meeting the expenditure from the students amenities fund.</p>
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8. PRINCIPAL(MODEL POLYTECHNIC COLLEGE)

8.3 Academic Powers

<p>6 To sanction educational tour of students and journey of accompanying staff members as per the approved norms. The journey of accompanying staff member will be subject to the condition that they will travel by the same conveyance as the participating students and that they will be eligible for TA and DA as per rules</p>	<p>To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director IHRD from time to time. To sanction TA/DA for accompanying staff as per rules meeting the expenditure from the students amenities fund.</p>
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9. PRINCIPAL(Technical Higher Secondary Schools)

9.3 Academic Powers

<p>6 To sanction educational tours of students and journey of accompanying staff members as per the approved norms. The journey of accompanying staff member will be subject to the condition that they will travel by the same conveyance as the participating students and that they will be eligible for TA and DA as per rules.</p>	<p>To sanction educational tour of students and journey of accompanying faculty members as per the approved norms issued by the Director IHRD-from time to time. To sanction TA/DA for accompanying staff as per rules meeting the expenditure from the students amenities fund.</p>
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4/12/17

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വിദ്യാഭ്യാസ വകുപ്പ് മന്ത്രി

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Dr. USHA TITUS
Secretary
Higher General Education Department
Government of Kerala

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DIRECTOR
Institute of Human Resources Development
Thiruvananthapuram-14.

