



હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી, પાટણ

વિષય : ઓર્ડીનાન્સ-૨૨ માં સુધારો કરવા અંગે.

પરિપત્ર ક્રમાંક : ૧૩૫/૨૦૧૨

આ યુનિવર્સિટીની કારોબારી સમિતિએ તેની તા. ૧૫/૦૫/૨૦૧૨ની સભાના ઠરાવ નં.૩૧ થી નીચે મુજબનો સુધારો ઓર્ડીનાન્સ-૨૨ માં કરેલ છે. જેનો અમલ કરવા સારૂ તેમજ હેન્ડબુક ભાગ-૨/પેન્ફલેટ-૧ માં જરૂરી સુધારો કરી લેવા આથી પરિપત્રિત કરવામાં આવે છે.

O.22 Financial Delegation of Powers

- (1) A Committee consisting of the Vice-Chancellor only is authorized to sanction all expenditure pertaining to the University including the building works up to Rs.25000/- (up to Rs.35000/- on the recommendation of one member of the finance Committee to be nominated by the Vice-Chancellor) without inviting tenders; and up to Rs.50000/- after inviting quotations and thereafter inviting tenders. However, in the case of purchases from Government Agencies or institutions such as Atomic Energy Commission, National Laboratories etc; the Vice-Chancellor may sanction expenditure up to Rs.100000/- without inviting tenders or quotations but a certificate to this effect shall be recorded in writing.
- (2) A Committee consisting of the Pro-Vice-Chancellor is authorized to sanction all expenditure pertaining to the University including the building work up to Rs. 20000/- without inviting tenders; and up to Rs.40000/- after inviting quotations.
- (3) The Registrar is authorized to sanction all expenditure up to Rs.15000/- without inviting quotations; and up to Rs.30000/- after inviting quotations.
- (4) The Controller of Examinations is authorized to sanction all expenditure pertaining to the conduct of Examination up to Rs.5000/- without inviting quotations; and Rs.10000/- after inviting quotations.
- (5) The Chief Accounts Officer be authorized to sanction all expenditure other than (1) conduct of the examination and (2) Post-graduate work up to Rs.5000/- without inviting quotations and up to Rs.10000/- after inviting quotations.
- (6) The Librarian is authorized to sanction all normal expenditure pertaining to the library up to Rs.5000/- without inviting quotations; and up to Rs.10000/- after inviting quotations. (except books)
- (7) The deputy Engineer being the Head of the Estate branch only to sanction all expenditure up to Rs.15000/- without inviting quotations; and up to Rs.30000/- after inviting quotations.
- (8) Other Heads of departments & the Branch Heads are authorised to sanction all normal expenditure except hospitality expenditure pertaining to their respective department /branch up to Rs.5000/- without inviting quotations and up to Rs.10000/- after inviting quotations.
- (9) The Vice-Chancellor is authorised to sanction advances without any limit in respect of Exam and Administration works. Whereas Registrar & Chief Accounts Officer are authorised to sanction advance up to Rs.10,000/- and Rs.5,000/- respectively for all purposes.

Note :-

- (i) This above monetary authority limit in respect of financial power shall be applicable in each one case at a time only but requirement of one time shall not be spilt to cover the whole expenditure involved in one case within the powers.
- (ii) Respective departments and branches shall have to maintain records such as miscellaneous Purchase Register, vouchers file, tender file etc.

(ડૉ. ધ.મ.પટેલ)

કા. કુલસચિવ

નં. એકે/ સ.મં. /૧૫૬/ ૩૫૩૮/ ૨૦૧૨
હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી,
યુનિવર્સિટી રોડ, પો.બો. નં. ૨૧, પાટણ (ઉ.ગુ.) ૩૮૪ ૨૬૫
તા. ૧૩-૦૬-૨૦૧૨