
DELEGATION OF POWERS TO NIEPA AUTHORITIES 2019



NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

(Deemed to be University)

17-B, Sri Aurobindo Marg, New Delhi - 110016

Website: www.niepa.ac.in

**DELEGATION OF POWERS
TO NIEPA AUTHORITIES 2019**

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2019

Short Title and Commencement

These Bye Laws may be called the “Bye Laws” Governing the Delegation of power 2019 of National Institute of Educational Planning and Administration. These bye-laws shall come into force w.e.f. the date of issue of notification in this regard.

Extent of Application

These Bye-laws shall apply to all concerned of the Institute.

Authority

Authority means the authorities of the Institute such as Board of Management, Academic Council, Planning and Monitoring Board, Finance Committee, Board of Studies, etc.

Definitions

(1) In these regulations unless the context otherwise requires:

- (a) "**Appointing Authority**"* in relation to any post under the Institute, means the authority competent to make appointment to that post under SR 9;
 - (b) "**Borrowed Employee**" means an employee of any other Organisation whose services are obtained by the Institute on lien or deputation;
 - (c) "**Board of Management (BOM)**" means Board of Management of Institute;
 - (d) "**Chancellor**" means the Chancellor of the Institute;
 - (e) "**Controller of Examinations**" means the Controller of Examinations of the Institute.
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- (f) **"Departmental Promotion Committee"** means a Committee constituted for promotion, declaration of satisfactory completion of probation and confirmation of employees;
 - (g) **"Dean (Academics and Research)"** means the Dean of Academics and Research of the Institution.
 - (h) **"Deemed to be University"** means the University created by Ministry of Human Resource Development, Government of India under section 3 of the UGC Act, 1956.
 - (i) **"Employee"** means any person serving the Institute against sanctioned posts;
 - (j) **"Faculty"** means the teaching staff holding posts covered under UGC Regulations as provided in Second Schedule;
 - (k) **"Foreign Service"** means the service for which an employee receives, with the approval of the competent authority, his pay from any source other than the funds of the Institute;
 - (l) **"Fundamental Rules"** means the Fundamental Rules of the Government of India;
 - (m) **"Finance officer"** means Finance officer of the Institute.
 - (n) **"Government"** means the Government of India;
 - (o) **"Head of the Department"** means Head of Department in the Institute as nominated by Vice Chancellor.
 - (p) **"Institute"** means the National Institute of Educational Planning and Administration;
 - (q) **"Project Post"** means a post sanctioned for a specific project or for a training programme for a fixed period;
 - (r) **"Registrar"** means the Registrar of the Institute;
 - (s) **"Schedule"** means a Schedule appended to these Bye-laws;
 - (t) **"Selection Committee"** means a Committee constituted for recommending persons for appointments to various posts in the Institute;
- * Level 10 and above – BoM, Level 6 to 9 – Vice Chancellor and upto Level – 5 Registrar
- (u) **"Supplementary Rules"** means the Supplementary Rules of the Government of India;
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- (v) **"UGC Regulations"** means Gazette Notification No. F. 2/2017(EC/PS) dated 18.07.2018 as amended from time to time regarding minimum qualifications for appointment of teachers and other academic staff in Universities/Institutes/ Colleges.
- (w) **"Vice-Chancellor"** means the Vice-Chancellor of the Institute;
- (2) All words and expressions used but not defined in these Regulations and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules.

Schedule

The provisions of these bye-laws, statement showing the details of delegation of powers of the Vice-Chancellor, Registrar and Other officers of the Institute and any other information relevant to the delegation of powers shall be as specified in the Schedule(s) which are quoted below:

Schedule	Subject	Page No.	
		From	To
"Bye-Laws Governing the Delegation of Powers" – 2019		1	19
Schedule-I	Powers of the Vice-Chancellor, Registrar, Dean (Academics & Research), Administrative Officer & other Officers of the Institute	6	14
Schedule-II	Powers under FR & SR	15	15
Schedule-III	Powers under General Financial Rules & Receipt & Payment Rules	16	19

Removal of Difficulties

- i) The Board of Management may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.
- ii) If circumstances so warrant, the Vice-Chancellor may take a decision in the matter. The decision so taken may be reported to the Board of Management at its next meeting for ratification.
- iii) All existing rules and orders in relation to the matters covered under these bye-laws, shall supersede any action already taken by or in pursuance to such existing rules and orders.

Interpretation

In case of any ambiguity or lack of clarity with regard to any clause of the Bye-Laws, the decision of the Board of Management shall be final.

Amendment of Bye-laws

The Board of Management shall have the authority to amend, modify, change, withdraw, suspend, relax any or all the provisions of these Bye-laws. The decisions of the Board of Management shall be final and binding on all the employees.

Residuary matters

In respect of all matters not specifically provided for in these Bye-laws, the corresponding provisions as prescribed by the Govt. of India, as amended from time to time shall be followed. In case any particular provision in these bye laws clashes with any provision of the Memorandum of Association, the provision of the Memorandum of Association shall prevail.

Territorial Jurisdiction

In case of any dispute, the territorial jurisdiction for adjudication shall be Delhi only.

Delegation of Powers

- i) The Vice-Chancellor shall exercise all powers as may be delegated to him by Board of Management as per MOA Rule 15.1.10.
- ii) The Vice-Chancellor shall have the power to delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management as per MOA rule 15.1.9.
- iii) The Board of Management may delegate any or all the powers conferred upon it under the Memorandum of Association to any officer(s) under its control subject to such conditions as the Board of Management may deem fit to impose.

The Powers of Delegations to the Officers of Institute will be Subject to the Following Conditions

- i) A specific budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred.
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- ii) The Vice-Chancellor shall have the powers to sanction expenditure on “New Items” in emergent cases which may be reported to the Finance Committee and Board of Management at its next meeting for the ratification.
 - iii) There shall not be delegation of any financial powers to the Finance Officer as he is the custodian of the funds. However, the Finance Officer or his nominee may be associated with all the purchase committees, tender opening committee, library committee, campus development committee or any other committee giving recommendations having financial implications. The officers delegated with the financial powers may obtain prior concurrence from the Finance Officer in respect of any item, if he so deem fit.
 - iv) All purchases shall be decided in accordance with the provisions of the GFR as amended from time to time.
 - v) It shall be the duty of the drawing officer to satisfy that the expenditure has been incurred in accordance with the rules on the subject. He/She shall ensure that the stores have correctly received the goods/articles and taken on charge or services have been satisfactorily rendered. Each bill before being passed on to the Finance and Accounts Branch for payment shall be entered in the Expenditure Control Register to ensure that budgetary allotment does not exceed in any case.
 - vi) Powers Delegated to a lower authority can be exercised at any point of time by superior authority or authorities.
 - vii) The delegation of powers is subject to observance of rules and procedures prescribed from time to time.
 - viii) Notwithstanding these delegations, in cases where adequate competition does not exist or emergent purchase are to be made on expenditure incurred in relaxation of the prescribed procedures, approval of the Vice Chancellor shall be necessary. In such cases, the Vice Chancellor shall act after seeking the opinion of the Finance Officer.
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BYE-LAWS GOVERNING THE “ DELEGATION OF POWERS” -2019 TO VARIOUS OFFICERS OF NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION (Deemed to be university)

SCHEDULE-I

S. No.	Items of Expenditure	Powers Delegated to Vice-Chancellor	Dean (Academics and Research)	Powers Delegated to Registrar	Powers Delegated to Administrative Officer	Powers Delegated to other Officers of the Institute	Remarks
ESTABLISHMENT RELATED POWERS							
i)	a) Appointing Authority: Faculty & Group-A Officers Board of Management Group-B – Vice-Chancellor Group-C - Registrar b) Transfer of the post(s) from one department to the other department: 1. Teaching 2. Non –Teaching	*Full Powers Full Powers ---- Full Powers Full Powers for Group A	---- ---- ---- ---- ----	---- ---- Full Powers ---- Full Powers for Group B & C	---- ---- ---- ---- ----	---- ---- ---- ---- ----	*Subject to the approval of the Board of Management in respect of teaching and Group ‘ A’ Employees

ii)	<p>a) Constitution of Screening/ Short Listing Committee</p> <p>b) Extension of date for submission of application of various courses such as M. Phil./Ph. D/ diploma/ certificate courses, if any</p> <p>c) Extension of date for submission of application for various teaching and Non-teaching post</p>	Full Powers for Group A	----	Full Powers for Group B & C	----	----	----	----	*Subject to the approval of the Board of Management.
iii)	To decide the qualifications/ requirements of any new post covered under the recruitment rules.	*Full Powers	----	----	----	----	----	----	As per instructions issued by GOI from time to time.
iv)	Pensionary benefits including sanction of Pension, Gratuity, Leave Encashment etc.	Full Powers for Group A	----	Full Powers for Group B & C	----	----	----	----	
v)	<p>SANCTION OF LEAVE Teaching: - a) Casual Leave, Special Casual Leave, R.H. etc.</p> <p>b) Earned Leave, Half Pay leave, extra ordinary Leave, study leave, Sabbatical Leave, Maternity leave, Paternity leave, adoption leave, compensatory leave etc.</p> <p>c) Duty Leave</p> <p>d) Earned Leave Encashment</p>	Full Powers	----	Full Powers	----	----	----	----	

vi)	<p><u>Non-Teaching:-</u></p> <p>a) Casual Leave, Special Casual Leave, R.H etc.)</p> <p>b) Earned Leave, Half Pay leave, extra ordinary Leave, study leave, Sabbatical Leave, Maternity leave, Paternity leave, adoption leave, compensatory leave etc.)</p> <p>c) Duty Leave</p> <p>d) Earned Leave Encashment</p>	<p>----</p> <p>Full Powers for Group A</p> <p>Full Powers for Group A</p> <p>Full Powers for Group A</p>	<p>----</p> <p>----</p> <p>----</p> <p>----</p>	<p>Full Powers (Group A & B)</p> <p>Full Powers for Group B & C</p> <p>Full Powers for Group B & C</p> <p>Full Powers for Group B & C</p>	<p>*Full Powers (Group C)</p> <p>----</p> <p>----</p> <p>----</p>	<p>----</p> <p>----</p> <p>----</p> <p>----</p>	<p>*Subject to the recommendations of the Sectional/Unit-In-Charge of the concerned Section/ Department. In exceptional circumstances, discretion can be used by the Registrar & Vice-Chancellor as the case may be</p>
vii)	<p>i) Sanction of annual increment (Faculty, Group A, B and C)</p> <p>ii) Advance increments</p>	<p>----</p> <p>Full Powers</p>	<p>----</p> <p>----</p>	<p>Full Powers</p> <p>----</p>	<p>----</p> <p>----</p>	<p>----</p> <p>----</p>	<p>Subject to submission of annual appraisal/ APAR' s every year.</p> <p>Subject to recommendations of the Selection Committee and approval of the Appointing Authority as per the GOI norms.</p>

viii)	Permission to leave the station	Full Powers for Group A	----	Full Powers for Group B & C	----	----	
ix)	Acceptance of resignation & termination of lien (Faculty, Group A & B Officers) Group C	Full Powers ----	----	Full Powers	----	----	
x)	Fixation of Pay For Faculty & Group A Officers Group B & C	Full Powers ----	----	Full Powers	----	----	As per MHRD/UGC norms.
xi)	Forwarding application for outside employment (Faculty & Group A & B Officers) Group C	Full Powers ----	----	Full Powers	----	----	
xii)	Transfers/posting of the teachers and other Group A & B employees Group C	Full Powers ----	----	Full Powers	----	----	

Examination						
Expenditure in connection with conduct of examinations, including honorarium to the paper setters, evaluators and to the member of staff for invigilation duties etc.	----	----	Full Powers	Full Powers	----	Subject to approval by Examination Committee and rates approved by the Board of Management.
i) Declaration of results of examinations of the Institute	----	Full Powers	Full Powers	----	----	Full Powers to Controller of Examinations.
(ii) Award of Ph. D	Full powers	Recommendations to Vice-Chancellor	----	----	----	
iii) Issue of mark sheet/ Provisional Certificates, Migration certificates etc	----	----	----	----	----	
iv) Issue of Character Certificate to students	----	----	Full Powers	Full Powers	----	
v) Issue of Appointment letters	----	----	Full Powers	Full Powers	----	
vi) Issue of different office orders, Notifications, circular, certificates, NOC' s correspondence with out-side institutions/organizations etc.	----	----	Full Powers	Full Powers	----	
vii) Issue of Identify Cards & other cards, is any to the employees and students of the Institute	----	----	Full Powers	Full Powers	----	

	viii) Issue of Gate Pass	----	----	----	----	Full Powers	----	Subject to approved rates by Finance Committee and Board of Management.
	ix) Issue of stationery to the staff	----	----	----	----	Full Powers	----	
	x) Postal charges	----	----	----	----	Full Powers	----	
	<u>Conveyance Hire:</u>							
	(a) Reimbursement of conveyance charges to officers and staff	----	----	----	----	Full Powers	----	
	(b) Hiring of Taxi/ Buses and other modes of conveyance for official Purpose	----	----	----	----	Full Powers	----	
	Electricity and water charges, Municipal rates/taxes, Property tax, etc.	----	----	----	----	Full Powers	----	Subject to the sanction of Vice-Chancellor
	Furniture and Fixture, Purchase and repair (subject to compliance of prescribed procedures)	----	----	----	----	Full Powers	----	Subject to the approval of Vice-Chancellor
	Freight charges/ Demurrage/ Wastage	----	----	----	----	Full Powers	----	Subject to the approval of Vice-Chancellor

	Hiring of office furniture, electric fans, heaters, clocks and call bells, Air Conditioner, etc.	---	---	---	Full Powers	---	Subject to approval of Vice-Chancellor
	Legal charges: (i) Fees to Advocates including the fees of Senior Advocate in special cases (ii) Arbitration Fees	---	---	---	Full Powers Full Powers	---	Subject to approval of Vice-Chancellor
	(i) Purchase of Motor Vehicles. (ii) Motor Vehicles maintenance, Upkeep and repairs (iii) Petrol consumption bills of Institute's vehicles	Full Powers	---	---	Full Powers Full Powers Full Powers	Full powers up to ₹ 10,000 monthly ceiling ---	Subject to adherence of procedures prescribed and approval of Vice-Chancellor
	Constitution of committees and other sub committees for different activities of the Institute.	Full Powers	---	---	---	---	
	Stores: Stores i.e. stores required for the working of establishment, equipment and other miscellaneous items	---	---	---	Full Powers	---	Subject to adherence of procedures prescribed as per GFR.

	Uniforms & Liveries: Supply of uniforms badges and other articles of clothing etc & washing allowance etc.	----	----	----	Full Powers	----	Subject to adherence of procedures prescribed and approval of Vice-Chancellor
House Allotment / Space Allotment							
	i) Staff Quarters allotments on the recommendations of HAC and approval of Vice Chancellor	----	----	Full Powers	----	----	
	ii) Cancellation of allotment	Full Powers	----	----	----	----	
	iii) Priority allotment/out of turn allotment and to decide the essential services for allotment Under essential category	Full Powers	----	----	----	----	
	iv) Constitution of House Allotment Committee	Full Powers	----	----	----	----	

SCHEDULE-II

S. No.	Items of Expenditure	Powers delegated to the Vice-Chancellor	Powers Delegated to Registrar	Powers delegated to Administrative Officer	Remarks
i)	Permission for air travel to non-entitled officers.	Full Powers	----	----	
ii)	Unauthorized absence from duty	Full Powers for Group A & B	Full Powers for Group C	----	
iii)	To restrict the frequency and duration of journey	Full Powers for Group A	Full Powers for Group B & C	----	
iv)	(i) To grant TA to non-officials attending public duties in an honorary capacity (ii) To declare the grade to which they belong other than those not decided and delegated under these bye-laws	---- Full Powers	Full Powers ----	----	
v)	To declare who shall be the controlling officer	Full Powers Including himself	----	----	
vi)	Powers to make rules for the guidelines of controlling officers	Full Powers	----	----	
vii)	To grant leave other than special Disability Leave to staff	----	----	----	As decided and delegated under the bye-laws above.
viii)	To extend joining time on certain conditions to maximum of 60 days.	Full Powers	----	----	

SCHEDULE-III

S. No.	Nature of Item	Power Delegated to Vice - Chancellor	Power delegated to Registrar	Power delegated to Administrative Officer	Remarks
1	Power to declare an officer of the Institute as Head of the Office	Full Powers	----	----	
2	To consider arrear/claim preferred after expiry of 3 years	Full Powers for Group A	Full Powers for Group B & C	----	Finance and Accounts may indicate the arrear/claims preferred, as the case may be.
3	To fix the amount of advance and its sanction	Full Powers	Up to ₹ 50,000/-	Up to ₹ 20,000/-	
3A	To waive the recovery or charging of interest on advances under rule 222 to 267 of GFR	Full Powers	----	----	As per the rules of Govt. of India from time to time.
4	To allow the amount of installments of advances in exceptional cases	----	Full Powers	----	As per the rules of Govt. of India from time to time.
5	To Determine the form of surety bond to be executed at the time of furnishing security	Full Powers	----	----	As per the rules of Govt. of India from time to time.
6	Disposal of obsolete, surplus or unserviceable articles.	Full Powers	Up to ₹ 50,000/-	Up to ₹ 10,000/- subject to general principles regarding normal life of assets prescribed under financial rules.	

S. No.	Nature of Power	Vice-Chancellor	Registrar	Administrative Officer	Remarks
I	General				
1	Power to incur Capital Expenditure	Full Powers subject to provision in the budget	----	----	----
2	Power to incur Revenue Expenditure	Full Powers subject to budget provision	₹ 5,00,000/- per annum in each case	₹ 10,000/- in each case	----
II	Budget and Control of Expenditure				
1	Appropriation & Re-appropriation from one Primary unit of Appropriation to another etc.	Full Powers	----	----	Subject to Govt. Guidelines
III	Contingent Expenditure				
1	Recurring expenses other than miscellaneous expenditure specified below	Full Powers	₹ 5,00,000/- per annum in each case	₹ 10,000/- in each case	Subject to budget provision
2	Non-recurring expenses contingent expenditure other than specified below	Full Powers subject to Budget Provision	₹ 2,00,000/- per annum in each case	----	----
IV	Miscellaneous Expenditure				
1	Refreshment/Entertainment Expenses	Full Powers	₹ 50,000/- in each case on the verification of concerned HOD	₹ 5,000/-	Subject to budget provision
2	Execution of work/minor works and repairs by approved agencies as per established rules and procedures	Full Powers subject to Budget Provision	₹ 1,00,000/- in each case	₹ 10,000/- in each case	----
3	Maintenance upkeep of office equipment, fixtures and furniture	Full Powers	₹ 2,00,000/-	₹ 20,000/- in each case	Subject to budget provision

4	Purchase of Library Books and Journals	Full Powers	₹ 50,000/- in each case Subject to Budget Provision & recommendations of the Committee	-----	Subject to Govt. Guidelines
5	Purchase of Office Stationery	Full Powers	₹ 1,00,000/- in each case	-----	Subject to budget provision
V	Write Off Losses				
1	To write off irrecoverable losses of stores or of public money	as recommended by the Committee	-----	-----	-----
1(A)	Not due to theft fraud or negligence on the part of some individual employee which might possible call for disciplinary action	Up to ₹ 2,00,000/- subject to report to FC and BOM Beyond ₹ 2,00,000/- on the recommendations of the FC and approval of the BOM	Up to ₹ 50,000/- subject to report to Vice-Chancellor	-----	-----
1(B)	To write off loss of revenue or irrecoverable loans and advance	Up to ₹ 2,00,000/- subject to report to BOM Beyond ₹ 2,00,000/- on the recommendations of the FC and approval of the BOM	-----	-----	-----
2	To order sale by auction or otherwise in the interest of institute of unserviceable stores or perishable articles	Full Powers	Full Powers up to ₹ 2,00,000/- in each case	₹ 50,000/- in each case	-----

Indents, Contract and Purchases					
VI					
1	Purchase of stores including office furniture/equipment	Full Powers	Full Powers up to ₹ 2,00,000/- in each case subject to budget provision	₹ 25,000/- subject to budget provision	----
2	Purchase of official books other than library books	Full Powers	Full Powers up to ₹ 50,000/- in each case subject to budget provision	----	----
3	Printing and Binding	Full Powers	Full Powers up to ₹ 1,00,000/- in each case	₹ 5,000/- in each case	Subject to budget provision
4	Local purchase of stationery stores	Full Powers	Full Powers up to ₹ 25,000/- in each case	₹ 5,000/- in each case	Subject to budget provision
VII					
1	Insurance of Institute's Properties	Full Powers	Up to ₹ 2,00,000/- in each case	----	----
VIII	Sanction of Advance and Other Payment to Institute Employees				
1	Advance for Purchase of computer or conveyance to institute employees subject to observance of the limits conditions and procedural regulations as in Govt. of India	Full Power for Group A officers	Full Powers for Groups B & C	----	----
2	To vary the terms of payment of advances	Full Powers	----	----	----
3	Sanctioning of HBA advance and acceptance to agreement (mortgage deed/surety bond/re-conveyance deed etc.	Full Powers	----	----	----

4	Grant of advances in connection with Leave Travel Concession	Full Power for Group A	Full Powers for Groups B & C	----	----
5	Advances in lieu of leave salary	Full Powers	----	----	----
6	General Provident Funds Withdrawal/Advances	Full Powers to sanction part and final withdrawal	Full Powers for advances	----	----
7	To act as the Controlling officer for the purpose of Leave Travel Concession	Full Powers for Group A	Full Powers for Groups B & C	----	----
8	Sanction of Children's Education Assistance and tuition fees	----	Full Powers	----	----
9	Medical Advance/Reimbursement	Full Powers	Full Powers up to a limit of ₹ 50,000/- in each case subject to budget provision	----	----
10	Period of condonation of delay in submission of various bills (excluding TA and LTC bills)	Full Powers up to maximum of 6 months	----	----	----

Note

- i) Dean (Academics and Research) shall exercise all powers assigned by the Vice-Chancellor relating to Academic and Research matters.
- ii) Vice-Chancellor being Head of the Institution, may exercise any or all the powers at any point of time, except where Board of Management has to take a decision.

