



Dr. Yashwant Singh Parmar University of Horticulture & Forestry,
Nauni (Solan)-173230, Himachal Pradesh
Office of the Comptroller, Planning and Budget Branch
☎ 01792-252336, FAX-01792-252336, E-mail: comptrolleruhf@gmail.com

No.UHF/Bud/2-7/FC/2024/-/4604-14644 Dated: Nauni, the 11/03/2024

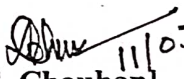
NOTIFICATION

On the recommendations of the Finance Committee vide Item No. 120(9) in its 120th meeting held on 4th March, 2024, the Board of Management vide item No. 14 of the proceedings of its 117th meeting held on 5th March, 2024 has approved to delegate the financial powers to Directors/ADRs/PCs/HODs and PIs of various projects under KVKs, AICRPs, AINP and other misc. projects funded by ICAR/GOI and other agencies, subject to the observance of the conditions and procedure notified vide Notification No. UHF/Bud/FC/99th/2014/2015/-12136-70 dated 5th March, 2017.

Accordingly, the revised schedules of the delegation of financial powers are sent herewith for ready reference as per **Annexure-I**.

This supersedes all the previous notifications issued by this office in this regard.

These powers will come into force with immediate effect.

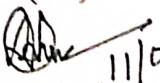

[D.S. Chauhan]
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Comptroller

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Dated: Nauni the, 11/03/2024

Copy of the above is forwarded (**through e-mail**) to the following for information and taking further necessary action:

1. All the Statutory Officers, UHF, Nauni, Solan (HP).
2. The Dean, COH&F, Neri, Distt Hamirpur (HP).
3. The Dean, COH&F at Thunag, Distt. Mandi (HP).
4. All the Head of the Departments/Offices UHF, Nauni, Solan (HP).
5. All the Associate Directors (R&E)/Incharges Outstations including KVKs (HP).
6. The Professor Incharge, CIC, UHF, Nauni-Solan with the request to upload the same on official website of the University for wide publicity.
7. The Deputy Controller (Audit), UHF, Nauni (Solan).
8. The Assistant Registrar, O/O the Comptroller, UHF, Nauni (Solan).
9. The Secretary to the Vice-Chancellor, UHF, Nauni, Solan (HP).
10. The Section Officer, Pension Cell/Accounts/Pay Cell, UHF, Nauni, Solan (HP).
11. Guard File.


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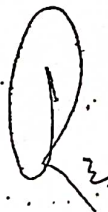
Proposal on, "Delegation of Administrative and Financial Powers to Directors, ADRs/ PCs/ HODs and PIs of various projects under KVKs , AICRP, AINP and other Misc. Projects funded by ICAR/GOI and other agencies"


The following proposal of conditions and delegation of administrative and financial powers to the officials of various projects under KVKs and other miscellaneous projects funded by ICAR/GOI and other agencies have been suggested for final recommendations of competent authority.

Conditions of implementation of administrative and financial powers in KVK and miscellaneous projects

1. Professor and Head/Associate Director (R&E)/Programme Coordinator, Sr./Pr. Scientist and PI will equally be responsible for financial & technical monitoring of progress whereas, PI and Co-PI's shall be responsible for execution of technical matters/progress of the projects in respective department.
2. All purchases (specified by the funding agency) intended to be made on rate contract of the State Government/Director General of Supplies and Disposal/Dr YS Parmar University of Horticulture & Forestry, Nauni-Solan or adopted by the University need not be referred to any purchase committee. Similarly the purchases from Govt. agencies like Super Bazar Markets, Cooperative Societies and other approved government organizations also need not to be referred to any Purchase Committee
3. Purchase of each item costing between Rs 1.00 lac to Rs 2.00 lacs shall be got approved from the respective Campus Purchase Committee and the item cost exceeding Rs 2.00 lac from the Central Purchase Committee.
4. Purchase of each item exceeding Rs 10.00 lac (other than specific equipments) shall be made through e-tendering.
5. The Vice-Chancellor shall have the right to withdraw any or all powers from any functionary, if he is satisfied that the same are not being exercised prudently.

Statement showing the delegation of financial & administrative powers to various officers has been mentioned in the next pages.


20-12-2024


Director of Research
Dr. Y.S. Parmar University of
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Nauni, Solan-173230

Statement showing the Delegation of Administrative and Financial Powers to Directors, ADRs/ PCs/ HODs/ Pr. or Sr. Scientist & Head and Pls of various projects under KVKs, AICRP, AINP and other Misc. Projects funded by ICAR/GOI and other agencies.

S/N	Nature of Power	VC	DR/ DEE	HOD/ Associate Director (R&E)/PC/ Pr. or Sr. Scientist & Head of KVKs	PI	Conditions of exercising powers under Column No.5 and 6
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Sanctioning tour programme and counter signature of TA Bills/medical bills	Full Powers	Full Powers	Full Powers in r/o teaching & non-teaching staff working under him/her	Full powers in r/o staff working in project.	--
2.	Sanctioning tour advances for self & other staff	Full Powers	Full Powers	Full powers subject to the provision of financial rules	--	The adjustment of account bills to be submitted within 15 days in each case
3	Powers to sanction advances	Full Powers	Full Powers	Full Powers		For the items for which he/she is empowered to sanction expenditure
4.	Sanction for the drawl of Institutional charges	Full Powers	Full Powers	Full Powers	--	Subject to budgetary provision under the project and availability of funds and adherence to prescribed procedure
5.	Powers to approve tour programme/tour diary	Full Powers	Full powers for places under their jurisdiction	Full Powers in r/o staff working under him/her for places under their jurisdiction	--	Prior approval of the Controlling Officer shall be required if the total touring within a month exceeds more than seven days.
6.	Sanctioning casual leave	Full Powers	Full Powers	Full Powers in r/o staff working under him/her	--	--
7.	Sanctioning reimbursement of cancellation charges on unused railway tickets/air tickets	Full Powers	Full Powers	--	--	The cancellation should be justified and in the public interest


11.02.2014


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Dr. Y.S. Patil
Horticulture & Forestry
Naini, Solan-173220

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8.	Expenditure sanction on holding workshops, group meetings, conferences, symposium, etc. etc.	Full Powers	Full powers up to Rs.5.00 lakh in each case subject to participants not exceeding 300 Nos.	Full powers up to Rs.50,000/- in each case subject to prior administrative approval from DEB/DR	--	Subject to adherence to ICAR/GOI/other funding agency norms.
9.	Expenditure sanction on holding trainings, awareness camps, farmers-scientists interaction/Goshis, Kisan Melas, Divas, Days, Agri Rest, or any event approved by the funding agency(ies), etc.	Full Powers	Full powers up to Rs.5.0 lakh in each case subject to upper limit of participants not exceeding 300 Nos.	Full powers up to Rs.1.0 lakh in each case (up to 100 persons only), subject to prior administrative approval from DEB/DR	--	Subject to adherence to ICAR / GOI/other funding agency norms. Number of participants should not exceed 100
10.	Sanction of registration charges of National/ International trainings, Symposia, Seminars etc. organized in India	Full Powers	Full Powers	Rs.7,500/participant	Rs.5,000/participant	Subject to availability of funds for specific purpose.
11.	Sanction of registration and other charges like visa processing, health insurance, international travel cost, boarding and lodging charges of international trainings, Symposia, Seminars, exposure visit etc. outside India	Full Powers	--	--	--	Subject to GOI/ICAR/other funding agency norms/ instructions and availability of funds and adherence to rules and procedure of the university.
12.	Powers for re-appropriation from one minor head to another under the same head of account	Full Powers	Within the amount they are component to sanction	Within the amount they are component to sanction	--	Within the allocated budget
13.	Purchase of urgent apparatus, chemicals, stationary, store etc. without quotation	Full Powers	Rs.5,000/- in each case	Rs.5,000/- in each case	Rs.5,000/-in each case	Subject to budgetary provision under the project and availability of funds and adherence to prescribed procedure of the university

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14.	Purchase of working stores items, chemicals, glassware, tools, plants & equipments, insecticides, pesticides including consumables etc. for research work	Full Powers	Full Powers	Rs.50,000/- in each case	Rs.5000/- in each case and maximum Rs.25000/ annum	-do-
15.	Purchase of books, publications, and reprints of scientific papers	Full Powers	Up to Rs.50,000/- in each case	Rs.25,000/annum	Up to Rs.10,000/ annum	-do-
16.	Printing and binding	Full Powers	Full Powers	Rs.50,000/annum	Rs.25,000/ annum	-do-
17.	Purchase of stationary items, rubber stamps, office seals, etc.	Full Powers	Up to Rs.50,000/- in each case	Up to Rs.10,000/- in each case	Rs.5,000/ annum	-do-
18.	Recurring contingent charges for management and operating laboratory and farms including consumable not covered under other items.	Full Powers	Rs.5.00 lakh in each case	Rs.50,000/- in each case	Rs.5000/- in each case & maximum Rs.25000/ annum	Subject to GOI/CAR/ other funding agency norms/ instructions
19.	Conveyance (taxi or other type of vehicle) hire and sanctioning of advance for POL & minor repair of vehicle (Departmental, hired or requisitioned from another department)	Full Powers	Rs.50,000/- in each case	Rs.25,000/- in each case	Rs.10,000/- in each case	Subject to the rates approved by the University/District Administration and availability of budget provision and adherence to prescribed procedure
20.	Permission to use own car for official work by PI & Scientific staff.	Full Powers	Full Powers in respect of the entitled officer	--	--	Subject to availability of funds.
21.	To incur recurring expenditure on maintenance and repair of motor vehicles, scientific instruments, laboratory equipments, agri. implements, machinery etc.	Full Powers	Full Powers	Up to Rs.50,000/- in each case	Up to Rs.10,000/- in each case	Subject to availability of funds.

20.12.24

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Dr. Y.S. Parmar University of Horticulture & Forestry

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22.	Maintenance, upgradation of computers and peripherals	Full Powers	Full Powers	Full Powers	Rs.10,000/ annum	Subject to the instruction issued by the GOI/CAR/ other funding agency from time to time and availability of funds and adherence to rules and procedure
23.	Payment of charges on postage, water, electricity, telephone bills, internet connection etc	Full Powers	Full Powers	Full Powers	--	
24.	Freight charges	Full Powers	Full Powers	Full Powers subject to if it is not a part of supply order	Rs.5000/- in each case subject to if it is not a part of supply order	
25.	To sanction payment of demurrage and wharfage charges etc.	Full Powers	Rs.10,000/- in each case.	Rs.5,000/- in each case	--	--
26.	Farm development work (JCB/ excavator hiring for field development), minor fencing, retaining wall/ path/ channels/ stairs etc	Full Powers	Full Powers	Rs.1.00 lakh/annum	--	Subject to budgetary provision under the project and availability of funds and adherence to prescribed procedure
27.	Accord administrative approval for engagement of outsource labour	Full Powers	Full Powers to DR being principal employer	--	--	--
28.	Sanction of wages of outsource labour	Full Powers	Full Powers	Rs.1,00,000/- in each case.	Rs.50,000/- in each case.	Subject to administrative approval for hiring outsource labour.
29.	Any other item of expenditure not covered under the above delegations	Full Powers	Rs.50,000/- in each case	Rs.5,000/- in each case	--	Subject to budgetary provision under the project and availability of funds and adherence to prescribed procedure

With this proposal the delegated administrative and financial powers notified w.r.t. AICRP's and AINPs vide notification no. UHF/Bud/2-36/Vol-VIII/2019/-7670-7709 dated 07/10/2022 will stand superseded.

Director of Research
Dr YS Parmar University
Horticulture & Forestry
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