

**PAMPHLET No.30**

**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**  
(Hand –Book referred to herein the University  
Hand Book –Part II, 1984 edition)

**ORDINANCES**

1. Amendment of O.2 on page No.72 of Hand Book Part II 1984 and subsequently substituted / amended / added vide Pamphlet No. 1,4,5,7,8,13,15,19,21,22 and 27.

(S.R. No.20 of 27.1.2017)

Under O.2, under the head V, the subject of Plastic Surgery be included under the group of allied subject under the Board of Studies in 'Surgery and Allied Branches', Faculty of Medicine.

2. Amendment by Addition/substitution/amendment in the Statement A - Powers Delegated to the Administrative Officers under 0.31 on Page Nos. 418 to 428 of Hand-book Part-II 1984 and subsequently amended/added vide Pamphlet Nos. 2, 5, 9, 14, 15, 16,18, 19 and 24.

(S.R. No.21 dated 29.7.2016)

**STATEMENT – A**

**POWERS DELEGATED TO THE ADMINISTRATIVE OFFICERS GENERAL**

Powers delegated to the Registrar, Deans of the Faculties, Principals of the Colleges, Heads of the Institutions (HoI) and the Vice-Chancellor/Pro-Vice-Chancellor of The Maharaja Sayajirao University of Baroda.

Section	Sub Section	Item	Registrar	Dean or Principal or HOI	Vice-Chancellor / Pro-Vice-Chancellor	Remarks
5	(a)	Any Allowances / Honorarium / Salary	-	-	Has Power	Subject to Budget Provision According to rules
13	-	Sanctioning purchase of articles etc. or execution of works from different grants provided in the budget by open auction or by inviting tenders or quotations.	Has powers upto ₹ 50,000/- Dy.Registrar or Equivalent ₹ 30,000/-	Has Powers upto ₹50,000/-	Has powers from ₹ 50,001 ₹2,00,000/-	Articles of fixed specifications obtainable from firms of repute at printed price on their published trade terms can be purchased without auction or inviting quotations under this power section with prior approval of the Vice-Chancellor and also all directives of Syndicate and Head Office as and when issued should be followed.
13	(a)	Confidential Purchase of Stationary	-	-	Has Power	Reason for doing so should be mentioned in sanction order.
14	-	Sanctioning purchase of articles etc. or execution of works from different grants provided in the budget without open auction or inviting quotations.	Has Powers up to ₹20,000/- and Dy. Registrar or Equivalent has power upto ₹10,000/-	Has Powers up to ₹20,000/-	Has Powers up to ₹60,000/-	Reason for doing so should be mentioned in sanction order.
15	-	Sanctioning payment of demurrage and wharf age.	Upto ₹20,000/-	Upto ₹20,000/-	Has Power	Reasons and justification for doing so should be mentioned in sanction order.

16		Writing off old useless and surplus dead stock articles, books, apparatus including buy-back as trade-in-allowance etc.	Including Buy-back as Trade-in-Allowance upto ₹50,000 at a time but not more than two times in a Financial year.	Including Buy-back as Trade-in-Allowance upto ₹50,000 at a time but not more than two times in a Financial year.	Each article costing more than ₹ 50,000/- to ₹ 1,50,000/-	As per recommendation of Scrutiny Committee of Faculty / Institutions. Constituted as per the direction of the Syndicate
16	A	Sanctioning the sale by public auction or tenders of the written off articles, surplus materials, grass, trees, waste material etc.	Each article costing more than ₹ 2,000/- and total upto ₹ 30,000/- at a time but not more than two times in a financial year.	Each article costing more than ₹ 2,000/- and total upto ₹ 30,000/- at a time but not more than two times in a financial year.	Each article costing more than ₹ 30,000/- to ₹ 1,50,000/-	As per recommendation of Scrutiny Committee of Faculty / Institutions.
16	B	Writing off and/or waiving the recovery of the value of property, money lost, over payments.	₹ 2,000/-	₹ 2,000/-	Has power up to an amount not exceeding ₹10,000/- in each case.	This is not applicable only to the cases of negligence or fraud on the part of individual. The recovery generated by the action, which requires the order of higher authorities.
17		Sanctioning the sale of the written off surplus materials like grass, tree empty bottles, News-papers etc. without auction or tenders	₹ 5,000/-	₹ 5,000/-	₹ 50,000/-	Reason for doing so should be mentioned in the order.
18		Sanctioning destruction of written off articles, books, forms etc. which fetch no value at an auction or in tenders.	₹ 5,000/-	₹ 5,000/-	₹ 30,000/-	Reasons for doing so should be mentioned in the order.
19		Condoning the recovery of cost of the lost or damaged articles.	Upto ₹ 5,000/-	Upto ₹ 5,000/-	₹ 30,000/-	Reasons for doing so should be mentioned in the order.
24		Sanctioning estimates of any kind of work.	Upto ₹ 20,000/-	Upto ₹ 20,000/-	Has Power	-
25		Sanctioning to undertake a work departmentally.	Upto ₹ 25,000/-	Upto ₹ 25,000/-	₹ 2,00,000/-	-
26		Giving completion certificates for original or repairs works.	Up to work of ₹25,000/-	Up to work of ₹25,000/-	Has Power	-
27		Re-appropriation from one head to another head of the same institution.	Has power upto ₹25,000/-	Has power upto ₹25,000/-	Has power upto ₹3,00,000/-	Provided that there is no transfer from budget head of establishment to any other budget head in any case.
28		Sanctioning imprest	Upto ₹10,000/-	Upto ₹10,000/-	₹50,000/-	-
29		Sanctions for urgent items not specified above.	-	-	Has Power	-
30		Sanctioning an advance.	Upto ₹10,000/-	Upto ₹10,000/-	Upto the budgeted amount.	-
43		To accept financial assistance for Project Schemes, Seminar, Conference, Workshop etc. to be received from different funding agencies.	-	Has power up to ₹50,000/-	Has power upto ₹1,00,00,000/-	To be reported to the Syndicate.
47		Hiring of furniture, P.A. System, Pandal etc. for University functions.	Upto ₹50,000/-	Upto ₹50,000/-	Has power up to ₹ 5,00,000/-	Subject to Budget Provision.
49		To invest fund received by way of endowments etc.	-	-	Has power up to ₹10,00,000/- at a time.	-

The following officers are delegated powers as per power of Dean or Principal or HOI of the Statement of Powers A:

1. Chief Warden, Halls of Residence
2. Head, Department of Archaeology and Ancient History, Faculty of Arts
3. Superintendent, Chetan Balwadi, Faculty of Family & Community Sciences
4. Director of Physical Education
5. Principal, Baroda Sanskrit Mahavidyalaya
6. Co-ordinator, C. C. Mehta Auditorium; Co-ordinator, General Education Building
7. Principal, University Experimental School