



**COMMON STATUTES FOR
AGRICULTURAL
UNIVERSITIES OF GUJARAT**

STATUTE

No. S.121

**State Agricultural Universities of
Gujarat(Delegation of Powers)
Rules, 2011**

(Effective from June 20, 2013)

Note:- Assent to Common Statutes for the four State Agricultural Universities of Gujarat received vide letter No G.S.11.8/43/3630/2012 Dtd. 20.06.2013 from the office of the Governor of Gujarat and Chancellor of Junagadh Agricultural University.



State Agricultural Universities of Gujarat (Delegation of Powers) Rules, 2011

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UNIVERSITIES OF GUJARAT**

(STATUTE No. S.121.0)

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(Delegation of Powers) Rules, 2011**

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(STATUTE No. S.121.0)

In exercise of the powers conferred under Section-28 (iii) read with Section-6 (28) of the Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004), the Board of Management of the University hereby confirms the following as **Statute No. S.121.0** laying down the rules governing the Delegation of administrative, financial and executive powers relating to academic, technical matters and works in the Gujarat Agricultural Universities.

Rule-1.0 Title & Commencement :

These rules may be called the "**Gujarat Agricultural Universities (Delegation of Powers) Rules, 2011**" and they shall come into force with effect from _____.@

Rule-2.0 Right to Interpret :

If any question relating to the interpretation of this statute arises, it shall be referred to the State Government under Section-57 of the Act and its decision shall be final.

@ *These Statutes were approved by the State Council of Agricultural Universities on 2-9-2011 vide Item No. 8.3 of the 8th meeting of the Council..*



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Rule-3.0 Exercise and delegation of powers :

- 3.1 The nature of powers specified in column-2 of **Appendix**, annexed to this Statute shall be exercised by the officer or teacher or other employee of the University as indicated in column-3 subject to the conditions specified in column-4 thereof.
- 3.2 The powers under these rules shall not be re-delegated.

Rule-4.0 Definitions :

Unless the context otherwise requires -

- (1) "**Act**" means Gujarat Agricultural Universities Act, 2004.
- (2) "**Class of an employee**" means the Class of an employee as laid down under the recruitment rules for the post held by him.
- (3) "**Comptroller**" means Accounts Officer-cum-Comptroller of the University.
- (4) "**Employee**" means an officer referred to in section-8 (iii) to (ix) of the Act, teacher and other employee of the University.
- (5) "**Head of Office**" means an employee declared as such by the University.
- (6) "**Head of Unit**" means an officer or an employee declared as such by the University.
- (7) "**Officer**" means Officer of the University referred to in Section-8 (iii) to (ix) of the Act.
- (8) "**Other employee**" means an individual other than the officer and the Teacher of the University, appointed in the regular pay band with grade pay by the University as a whole time employee of the University.
- (9) "**Salary**" means basic pay in the pay band plus grade pay and admissible allowances except transport allowance.



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- (10) **"Selection Committee"** means the Selection Committee constituted under the Statutes laying down the Recruitment Rules for the respective post.
- (11) **"Teacher"** means a teacher of the University as defined in Section-2 (17) of the Act.
- (12) **"University"** means Agricultural University constituted under Section-3 (1) of the Act.
- (13) **"University Fund"** means fund established under Section-46 of the Act.
- (14) **"Vice-Chancellor"** means the Vice-Chancellor of the University appointed under section-10 of the Act.

Note : Words & expressions used but not defined in this Statute shall have the meaning assigned to them in the Act or in other Statutes.

Rule-5.0 Residuary Financial Powers :

The financial powers, not specifically delegated to any employee of the University, shall vest in the Board of Management.

Rule-6.0 Power to amend :

Notwithstanding anything contained in this Statute, the Council of State Agricultural University may by general or special order, amend, withdraw, annul or relax any provision in this Statute.

Rule-7.0 General limitations :

- 7.1 An authority, to whom powers are delegated under this Statute, is competent to exercise those powers in respect of past cases also.
- 7.2 The employee may sanction expenditure in those cases only in which it is authorised to do so by :-
- the provisions of any law for the time being in force; or
 - this Statute or any other rules issued by, or with the approval of the University; or
 - any general or special order of University or other competent authority.



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- 7.3 Nothing contained in rule-7.2 shall empower any subordinate to sanction without the previous consent of the University, any expenditure which involves the introduction of a new principle or practice likely to lead to increase in expenditure in future.
- 7.4 No expenditure shall be incurred against a sanction unless funds are made available to meet the expenditure or liability by valid appropriation or re-appropriation.
- 7.5 A sanction to recurring expenditure or liability becomes operative, when funds to meet the expenditure or liability of the first year, are made available by valid appropriation or re-appropriation and remains effective for each subsequent year subject to appropriation in such years and subject also to the terms of the sanction.
- 7.6 The powers delegated to an employee can be exercised by his superior officer.

Rule-8.0 Issue of sanctions :

Powers delegated should be exercised by the issue of formal sanction. The Officer / Teacher / Principal / Head of Office and Head of Unit may incur contingent expenditure as per delegation without issuing formal sanction. Where, however, the employee competent to draw contingent bill is different from the employee competent to sanction contingent expenditure, sanction may be accorded either by issue of a formal order or by countersigning the relevant contingent bill.

Rule-9.0 Principles of Financial Propriety

Every University employee incurring or authorising expenditure from University fund should be guided by high standards property. Every University employee shall also enforce financial order and strict economy at every step and see that all relevant Statutes, Regulations and Rules are



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observed by his office and by subordinate disbursing authorities. Among the principles, on which emphasis is generally laid are as follows :-

- (1) Every University employee is expected to exercise the same vigilance in respect of expenditure incurred from University fund as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (2) The expenditure should not be prima facie more than the occasion demands.
- (3) No University employee should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (4) Expenditure from University money should not be incurred for the benefit of a particular person or a section of the people, unless -
 - (a) a claim for the amount could be enforced in a court of law, or
 - (b) the expenditure is in pursuance of a recognised policy or custom.

Rule-10.0 Repeals & Savings

Appendix-A referred to in Statute-28 prescribed under Gujarat Agricultural University Act, 1969 as well as the corresponding Rules/Orders as in force immediately before the commencement of this Statute are hereby repealed.

Provided that anything done or any action taken under the said Appendix-A of the said Statute 28 and Rules/Orders so repealed shall be deemed to have been done or taken under the corresponding provisions of this Statute.



APPENDIX

(See Rule-3.1)

TO

**State Agricultural Universities of Gujarat
(Delegation of Powers) Rules, 2011
[Statute No. 121]**

1.0 - ADMINISTRATIVE



State Agricultural Universities of Gujarat (Delegation of Powers)

Rules, 2011

[Statute No. 121]

1.0 - ADMINISTRATIVE

Sr. No.	Nature of Power	Authority	Scope and Conditions
1	2	3	4
1	Power to appoint (i) Officer of the University (ii) Principal of the College (iii) Professor / Associate Professor / Assistant Professor and its equivalent (iv) Other employees : (a) Class - I and Class-II employee (b) Class-III and Class-IV employee (v) Research Fellow / Research Associate	(i) Vice-Chancellor (ii) Vice-Chancellor (iii) Vice-Chancellor (iv) (a) Vice-Chancellor (iv) (b) Registrar (v) Director of Research	(i) Full* (ii) Full* (iii) Full* (iv) (a) Full * (iv) (b) Full ** (v) Full ** On recommendation of the Selection Committee constituted by the Vice-Chancellor.
2	Power to create temporary post	Board of Management	Full. The post to be operated only after obtaining concurrence of the Government.
3	(i) Power to declare an employee as Head of Unit (ii) Power to declare an employee as Head of Office	(i) Vice-Chancellor (ii) Vice-Chancellor	(i) Full. (ii) Full.

* On recommendation of the Selection Committee constituted under the Statute laying down the Recruitment Rules for the respective post and subject to the approval of the Board of Management.

** On recommendation of the Selection Committee constituted under the Statute laying down the Recruitment Rules for the respective post with the concurrence of the Vice-Chancellor.



4	Power to transfer - (i) Officer/Teacher including Principal/ Class I & II employee (ii) Class-III and IV employee (iii) All teaching and non-teaching employees working in the Unit	(i) Vice-Chancellor (ii) Registrar (iii) Head of Unit	(i) Full (ii) Full. Subject to the concurrence of the Vice-Chancellor. (iii) Full within the unit's office
5	Power to fix head quarter of any post within the University jurisdiction	Vice-Chancellor	Full
6	Power to make officiating appointment in place of officers, teachers and other employees deputed for training	Appointing authority	Full Provided training period exceeds 30 days. An order of officiating appointment be issued along with the relieving order of the concerned person deputed for training.
7	Power to allow acceptance of honorarium and remuneration to (i) Officer/Principal/Teacher (ii) Other employee	(i) Vice-Chancellor (ii) Registrar	(i) Full (ii) Full Provided the amount does not exceed 20% of the salary drawn in a year and subject to provisions in the Statute.



8	Power to execute contract - (i) of service rendered under the provisions of Statutes and Service Rules (ii) entered by student of Agricultural school / Polytechnic / Home Science Schools (iii) entered under other stipendiary training course.	(i) Registrar (ii) Concerned Principal (iii) Head of Unit	(i) Full (ii) Full (iii) Full
9	Power to fix (i) Initial pay of an officer, a teacher and other employee, at the time of promotion or selection (ii) Normal increment	(i) Appointing authority (ii) Head of office	(i) Full As per provisions in the Statute, recommendations of the Selection Committee and with the concurrence of the Comptroller (ii) Full
10	Power to sanction retirement benefits to the employee of the University	Comptroller	Full As per provisions in the Statutes
11	Power to appoint substitute in leave vacancy exceeding 30 days	Appointing authority	Full
12	Power to make arrangement for temporary additional charge or current charge of the post and to sanction additional pay as per rules	Leave sanctioning authorities referred to at Sr. No. 20 to 27	Full Subject to provisions in the Statutes



13	Power to appoint an employee on contractual basis against the sanctioned post (other than research fellow/ research associate/training associate) which falls vacant - (i) Class-I and Class-II post (ii) Class-III and Class-IV post	(i) Vice-Chancellor (ii) Registrar	Full Subject to policy guidelines laid down by the Government from time to time
14	Power to appoint work charged establishment for construction work	Vice-Chancellor	Full Subject to policy and guidelines as approved by the State Government
15	Power to engage skilled/semi skilled / unskilled labour on casual or daily basis. (i) Not exceeding 239 days in a calendar year (ii) for not more than 3 months in a calendar year	(i) Head of Unit (ii) Head of office	Full Subject to budgetary provision and as per the wages, norms, conditions and guidelines laid down by the State Govt.
16	Power to execute deeds in connection with security for the performance of duties by employees of the University	Registrar	Full
17	Power to fix agency for - (i) hiring security for the University (ii) other jobs	(i) Vice-Chancellor (ii) Vice-Chancellor	(i) Full Subject to availability of grant and on recommendation of Security Committee (ii) Full Subject to availability of grant and on recommendation of Purchase Committee



18	<p>Power to sanction expenditure on</p> <p>(i) clothing uniforms to the University employees specified under the rules in this respect.</p> <p>(ii) Umbrella, rain coats and protective wears</p> <p>(iii) Power to sanction allowance for washing/Roneo /Resso/ Photocopier etc.</p>	<p>(i) Head of Unit</p> <p>(ii) Head of Unit</p> <p>(iii) Head of Unit/ Head of Office</p>	<p>(i) Full Subject to norms and standards fixed in this regard, and subject to the budget provision and subject to rules prescribed</p> <p>(ii) Subject to norms prescribed</p> <p>(iii) Full As prescribed by the Government for Class -IV employees</p>
19	Power to accept the resignation of officer, teacher and other employee	Appointing authority	Full
20	<p>Power to grant earned leave or half pay leave or commuted leave due and admissible to -</p> <p>(i) Officer and Principal</p> <p>(ii) Teacher and other employee</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Head of Unit (except self)</p>	Subject to provisions in the Statutes and provided the total of earned leave and half pay leave and commuted leave does not exceed 240 days
21	<p>Power to sanction, extraordinary leave upto 540 days when the total of such leave, combined with earned leave and/or half pay leave and/or commuted leave, the total duration of such leave does not exceed 400 days, to</p> <p>(i) Officer / Principal and Teacher</p> <p>(ii) Other employee</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Registrar</p>	Subject to provisions in the Statutes

22	Power to sanction, extraordinary leave exceeding 540 days and when the total of such leave, in combination with earned leave and/or half pay leave, and/or commuted leave exceeds 400 days, to University Officer, Principal, Teacher and other employee	Board of Management	Subject to provisions in the Statutes
23	Power to grant leave to the following employee who is declared by a Medical Authority to be completely and permanently incapacitated for further service :- (i) Officer, Principal and Teacher (ii) Other employee	(i) Vice-Chancellor (ii) Registrar	(i) Full (ii) Full
24	Power to extend leave of an employee who remains absent after the end of his leave.	Leave sanctioning authority at Sr. No. 20 to 23	Subject to conditions laid down in Statutes.
25	Power to grant - (i) Maternity Leave (ii) Paternity Leave (iii) Child Adoption Leave (iv) Leave in cash of miscarriage or abortion	Head of Unit	Full. Subject to conditions laid down in Statutes.
26	Power to grant the following kinds of leave to an employee - (i) Tuberculosis / Cancer / Leprosy Leave (ii) Special Casual Leave (iii) Special casual leave for family planning	Registrar	Full Subject to provisions in the Statutes.
27	Power to sanction the following kinds of leave to a Teacher - (i) Study Leave (ii) Sabbatical Leave	Board of Management	Full. Subject to provisions in the Statutes



28	<p>Power to give permission to an employee to attend conference, meeting, seminar, workshop, symposium, exhibition, training, visits, etc.</p> <p>(i) Outside the country</p> <p>(ii) Outside the State but within the country</p> <p>(iii) Within the State</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Vice-Chancellor</p> <p>(iii) Vice-Chancellor</p>	<p>(i) Full. Subject to the prior approval of Government and as per the policy laid down by the State / Central Government from time to time. Report of the visit to be submitted to the Board of Management and Government.</p> <p>(ii) Full Report of the visit to be submitted to the Vice-Chancellor</p> <p>(iii) Full</p>
29	<p>Power to give permission to undertake journey to the employees for the business of the University outside the State but within the country</p>	<p>Vice-Chancellor</p>	<p>Full</p> <p>Report of the visit to be submitted to the Vice-Chancellor</p>
30	<p>Power to give permission to the teacher to attend meeting connected with -</p> <p>(i) ICAR / ASRB / UPSC / GPSC / other universities/institutions related to selection</p> <p>(ii) ICAR / ASRB / UPSC / GPSC / other universities/institutions related to examination or other academic work</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Concerned Officer</p>	<p>Full</p> <p>Not exceeding 15 days in a year when the expenditure is borne by inviting organisation. The permission to be given as per the policy laid down by the University</p>



31	<p>Power to give permission for tour for business of the University within the University area</p> <p>(i) Officer of University</p> <p>(ii) Principal</p> <p>(iii) All employees other than officer and principal</p>	<p>(i) Self</p> <p>(ii) Vice-Chancellor</p> <p>(iii) Head of Unit</p>	<p>(i) Full With prior intimation to the Vice-Chancellor</p> <p>(ii) Full</p> <p>(iii) Full For the employees working under the Unit</p>
32	<p>Power to give permission for tour for business of the University outside University area</p> <p>(i) Officer and Teacher of the University</p> <p>(ii) Other employee</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Registrar / Head of Unit - as the case may be</p>	<p>(i) Full</p> <p>(ii) Full</p>
33	<p>Power to depute an employee for long term training upto one year</p> <p>(i) Within the country</p> <p>(ii) Outside the country</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Vice-Chancellor</p>	<p>(i) Full</p> <p>(ii) Full. Subject to the prior approval of Government and as per the policy laid down by the State / Central Government from time to time. Report of the visit to be submitted to the Board of Management and Government.</p>



34	<p>Power to depute any employee for the approved long term and short term training course and to sanction duty pay and allowances during such period</p> <p>(A) Officer, Principal and other employee</p> <p>(B) Teachers for approved training by the University upto -</p> <p>(i) three months and above</p> <p>(ii) three months</p> <p>(iii) one month</p> <p>(C) Other employees</p>	<p>(A) Vice-Chancellor</p> <p>(i) Vice-Chancellor</p> <p>(ii) Concerned University Officer</p> <p>(iii) Principal</p> <p>(C) Registrar</p>	<p>(A) Full Subject to terms and conditions of the training</p> <p>(i) Full Subject to terms and conditions of the training</p> <p>(ii) & (iii) - do - with the intimation to the Vice-Chancellor</p> <p>(C) Full. Upto 3 months subject to terms and conditions of training</p>
35	<p>Power to allow travel by air</p>	<p>Vice-Chancellor</p>	<p>Full Subject to provisions in the Statutes and Government Rules.</p>
36	<p>Power to countersign TA bills of</p> <p>(i) Officer, Principal and Professor / Associate Professor or its equivalent</p> <p>(ii) Teacher other than referred to at Sr. No. (i) above and other employee</p>	<p>(i) Self</p> <p>(ii) Head of Unit / Head of office</p>	<p>(i) Full</p> <p>(ii) Full Subject to provisions in the Statutes</p>

37	<p>Power to appoint preliminary inquiry officer / departmental inquiry officer or a person to draft charge-sheet and fix his remuneration if he is a non-university employee</p> <p>(i) for inquiry against Class-I and II employees</p> <p>(ii) for inquiry against Class-III and IV employees</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Registrar</p>	<p>(i) Full No remuneration to be sanctioned if an University employee is appointed for the purpose</p> <p>(ii) Full No remuneration to be sanctioned if an University employee is appointed for the purpose</p>
38	<p>Power to sanction Leave Travel Concession to the following employees :-</p> <p>(i) University Officer / Principal</p> <p>(ii) Teacher</p> <p>(iii) Other employee other than University Officer and teacher</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Registrar</p> <p>(iii) Head of Unit</p>	<p>Full Subject to provisions contained in Statute No. 120</p>
39	<p>Power to grant longer period of joining time than is admissible under the Statute to -</p> <p>(i) University Officer / Principal / Teachers</p> <p>(ii) Other employees other than University Officer/teacher</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Registrar</p>	<p>(i) Full</p> <p>(ii) Full</p>

APPENDIX

(See Rule-3.1)



TO

**State Agricultural Universities of Gujarat
(Delegation of Powers) Rules, 2011
[Statute No. 121]**

2.0 - FINANCIAL



**State Agricultural Universities of Gujarat
(Delegation of Powers) Rules, 2011**

[Statute No. 121]

2.0 - FINANCIAL

Sr. No.	Nature of Power	Authority	Scope and Conditions
1	2	3	4
40	Power to sanction purchase of dead stock, furniture and fixtures (i) above ₹ 3 lakhs (ii) more than ₹ 1 lakh & upto ₹ 3 lakhs per year (iii) upto ₹ 1 lakh per year	(i) Vice-Chancellor (ii) University Officers / Principals (iii) Head of Unit/ Head of office	Full Within the sanctioned budget provision and prescribed policy and norms laid down in this regard
41	Power to sanction purchase of computer hardware/software including computer add-on devices, multimedia devices including LCD projector, UPS and computer consumable as per rate contract fixed by the University (i) more than ₹ 1.5 lakhs per item (ii) more than ₹ 1 lakh & upto ₹ 1.5 lakhs per item (iii) more than ₹ 50,000 & upto ₹ 1 lakh per year (iv) upto ₹ 50,000 per year	(i) Vice-Chancellor (ii) University Officers/ Principal (iii) Head of Unit (iv) Head of Office	Full Subject to - (i) purchase policy laid down by the Govt./ University and in force from time to time (ii) as per rate contract if any (iii) budget provision

42	<p>Power to sanction purchase of</p> <p>(A) software/connectivity/software development/web designing</p> <p>(i) above ₹ 1 lakh</p> <p>(ii) upto ₹ 1 lakh per each item</p> <p>(B) computer stationery</p>	<p>(A) (i) Vice-Chancellor</p> <p>(A) (ii) Officer of the University</p> <p>(B) Head of Unit / Head of office</p>	<p>Full</p> <p>Subject to -</p> <p>(i) purchase policy laid down by the Government / University and in force from time to time</p> <p>(ii) as per rate contract if any</p> <p>(iii) budget provision</p>
43	<p>Power to fix the agency on rate contract basis for the purchase of -</p> <p>(i) new equipment and machinery including workshop/ farm machinery and equipment including teaching aids</p> <p>(ii) scientific instruments, glass wares, chemicals, drugs, medicine and other consumable articles</p> <p>(iii) teaching aids/ charts/ models / educational CDs etc.</p>	<p>(i) Director of Research</p> <p>(ii) Director of Research</p> <p>(iii) Director of Research</p>	<p>Full</p> <p>As per approval given by the purchase committee and as per purchase policy laid down by the Government and University in this regard</p>
44	<p>Power to purchase articles / items other than those covered by Sr. No. 43 and for which no rate contracts are made by the University</p> <p>(i) above ₹ 50,000 per year</p> <p>(ii) more than ₹ 20,000 & upto ₹ 50,000 per year</p> <p>(iii) upto ₹ 20,000 per year</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Officer of the University</p> <p>(iii) Head of Unit/ Head of Office</p>	<p>Full</p> <p>Subject to the budget provision and the conditions of the rate contract</p>



45	<p>Power to purchase petty stores and consumable articles limited to</p> <p>(i) more than ₹ 50,000 per year</p> <p>(ii) more than ₹ 25,000 & upto ₹ 50,000 per year</p> <p>(iii) upto ₹ 25,000 per year</p>	<p>(i) Vice-Chancellor</p> <p>(ii) University Officer/Principal</p> <p>(iii) Head of Unit/ Head of Office</p>	<p>Full</p> <p>Subject to budget provision and purchase policy of the University</p>
46	<p>Power to purchase from the rate contract agency -</p> <p>(A) new equipment and machinery including workshop/ farm machinery and equipment including teaching aids, and</p> <p>(B) scientific instruments, glass wares, chemicals, drugs, medicine and other consumable articles</p> <p>(i) more than ₹ 5 lakhs</p> <p>(ii) more than ₹ 3 lakhs & upto ₹ 5 lakhs</p> <p>(iii) more than ₹ 50,000 & upto ₹ 3 lakhs</p> <p>(iv) upto ₹ 50,000</p> <p>(C) teaching aids/ charts/ models / educational CDs etc. -</p> <p>(i) more than ₹ 1.5 lakhs in a year per scheme</p> <p>(ii) more than ₹ 50,000 & upto ₹ 1.5 lakhs in a year per scheme</p> <p>(iii) upto ₹ 50,000 in a year per scheme</p>	<p>(i) Vice-Chancellor</p> <p>(ii) University Officers/Principals</p> <p>(iii) Head of Unit</p> <p>(iv) Head of office</p> <p>(i) Vice-Chancellor</p> <p>(ii) Officer of the University/Principal</p> <p>(iii) Head of Unit</p>	<p>Full</p> <p>Subject to purchase policy laid down by the Government in force from time to time and subject to availability of grant.</p> <p>- do -</p> <p>- do -</p>
47	<p>Power to sanction transfer of computer peripherals scanners, duplicator, cashboxes, other dead stock materials, livestock birds and surplus articles from one office to another</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Director of Research</p> <p>(iii) Director Extn. Edu.</p> <p>(iv) Head of Unit</p>	<p>(i) Full</p> <p>(ii) Full. Between Research Stations</p> <p>(iii) Full Between Extension Stations/ KVKs</p> <p>(iv) Full. (within the unit)</p>

48	<p>Power to sanction expenditure on replacement/repairs of plant machinery, equipment and instruments or health centre and scientific and laboratory equipment, furniture, farm implements Duplicator/ calculator/ Furniture, other instruments and dead stock articles, bicycle, computer/printer/ scanner/ and other computer peripherals</p> <p>(i) Upto 50% of the purchase value</p> <p>(ii) Upto 30% of the purchase value</p> <p>(iii) Upto 20% of the purchase value</p> <p>(iv) Upto 10% of the purchase value</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Uni. Officers / Principal</p> <p>(iii) Head of Unit</p> <p>(iv) Head of Office</p>	<p>(i) Full</p> <p>(ii) Full</p> <p>(iii) Full</p> <p>(iv) Full</p>
49	<p>Power to sanction new telephone connection for offices and residential purposes</p>	Vice-Chancellor	Full
50	<p>Power to sanction shifting of telephone connection/ granting extension thereof</p>	Registrar	Full
51	<p>Power to sanction repairs of University vehicles including tractor/trailor and other related farm equipments, replacements of parts thereof</p> <p>(i) Upto 50% of the purchase value</p> <p>(ii) Upto 30% of the purchase value</p> <p>(iii) Upto 20% of the purchase value</p> <p>(iv) Upto 10% of the purchase value</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Uni. Officers / Principal</p> <p>(iii) Head of Unit</p> <p>(iv) Head of Office</p>	<p>(i) Full</p> <p>(ii) Full</p> <p>(iii) Full</p> <p>(iv) Full</p>
52	<p>Power to sanction purchase of livestock and birds.</p> <p>(i) above ₹ 5 lakh per year</p> <p>(ii) upto ₹ 5 lakh per year</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Head of Unit</p>	<p>(i) Full</p> <p>(ii) Limited to Unit & subject to budget provision</p>



53	Power to utilise farm/ dairy/ livestock products for - (i) Farm dairy/livestock products (ii) Trial purposes (iii) Supplying to other institution and outside the State for trial purposes	(i) Head of Unit (ii) Head of Office (ii) Head of Unit	(i) Full (ii) Full (iii) Full Subject to policy laid down by the University
54	Power to purchase feed and fodder	(i) Head of Unit (ii) Head of Office	Full Subject to budget provision
55	Power to fix selling rates of (i) Seeds, seedlings, nursery saplings and plants bacterial cultures and other farm products. (ii) Other agricultural, dairy, animal, poultry and bakery products. (iii) Animal and birds (iv) Trees, other wood and any other items not specified in (i) to (iii) above	(i) Director of Research/ Principal (ii) Head of Unit (iii) Head of Unit (iv) Head of Unit	Full Subject to the guidelines, procedure laid down in this regard by the University/ Government
56	Power to sanction repairs to wall clock/time pieces.	Head of Office	Full Subject to norms prescribed
57	Power to sanction of open new bank account in the name of the University and designate officers, teachers and employees of the University who should operate the account.	Vice-Chancellor	Full

58	Power to sanction re-appropriation (i) For inter and intra Major and Minor Heads, including works. (ii) Between and within the schemes excluding works	(i) Concerned University officer (ii) Head of Unit	(i) Full With the consent of the Comptroller and approval of the Vice-Chancellor (ii) Full Within the Unit with the approval of the Comptroller and concerned University Officer
59	Power to operate bank account by an employee of the University	Vice-Chancellor	Full
60	Power to sanction purchase of books, periodicals, e-journals and newspapers as per recommendations of the concerned Library Committee (i) For University Library (ii) For College Library (iii) Offices	(i) Librarian (ii) Principal of College (iii) Head of Office	(i) Full (ii) Full (iii) Full
61	Power to purchase books and periodicals	(i) Head of Unit (ii) Head of Office	₹ 15,000 per year Subject to budget provision
62	Power to purchase newspapers	(i) Vice-Chancellor (ii) University Officers/ Principal	(i) Full (ii) Full Subject to prescribed policy



63	<p>Power to incur expenditure on printing including use of computer technology and/or any type of binding</p> <p>(i) more than ₹ 50,000 per scheme per year</p> <p>(ii) more than ₹ 25,000 & upto ₹ 50,000 per scheme per year</p> <p>(iii) upto ₹ 25000 per scheme per year</p>	<p>(i) Vice-Chancellor</p> <p>(ii) University Officers/ Principal</p> <p>(iii) Head of Unit/ Head of Office</p>	<p>Full</p> <p>Work to be given to the panel of press on approved rates as approved by the Purchase Committee and subject to budget provision</p>
64	<p>Power to sanction expenditure on purchase of stationary articles and forms as per the rates approved by the Purchase Committee</p> <p>(i) more than ₹ 50,000 in each case</p> <p>(ii) more than ₹ 20,000 & upto ₹ 50,000 in each case and ₹ 1 lakh in a year and in case of urgency provided the articles are not supplied</p> <p>(iii) more than ₹ 10,000 & upto ₹ 20,000 each case and ₹ 40,000 in a year in case of urgency provided the articles are not supplied.</p> <p>(iv) upto ₹ 10,000 in a year</p>	<p>(i) Vice-Chancellor</p> <p>(ii) University Officers/ Principal</p> <p>(iii) Head of Unit</p> <p>(iv) Head of Office</p>	<p>(i) Full</p> <p>(ii) Full</p> <p>(iii) Full</p> <p>(iv) Full</p>
65	<p>Power to sanction expenditure on purchase of stationary and other materials pertaining to examination work for colleges / polytechnics /certificate training courses</p>	<p>Principal / Director of Extension Education</p>	<p>Full</p> <p>Subject to budget provision and policy laid down and in case of urgency provided the articles are not supplied by the University</p>



66	Power to sanction purchase of medicines, chemicals and drugs for health centre	Registrar / Director of Student Welfare	Full As per rates approved by the Purchase Committee
67	Power to purchase articles or job to be done on emergency cases for the office purpose on personal inquiry after obtaining quotations (a) upto ₹ 5,000 per item (b) upto ₹ 1,500 per item	(a) Officers of the University (b) Head of Unit/ Head of office	Subject to post-facto approval of competent authority
68	Power to accord sanction for purchase of new vehicle/ earth moving machinery and trailer/ trawlers/tractor	Vice-Chancellor	Full Subject to procedure laid down by the Government/University.
69	Power to sanction advocate fees, consultation fees and legal expenditure.	(i) Vice-Chancellor (ii) Registrar	(i) Full (ii) Full for all court cases as per rates of advocate fees approved by the Board of Management from time to time and policy laid down in this respect.
70	Power to award cash prize / distinction award to employees of the University	Vice-Chancellor	Full As per the guidelines approved by the Board of Management



71	<p>Power to release advertisement in electronic and print media and hoardings for admission, sale of seeds and other farm, animal and milk products including animals and birds and other items and purchase of item etc, recruitment and other purpose of the University</p> <p>(i) more than ₹ 50,000</p> <p>(ii) more than ₹ 10,000 & Upto ₹ 50,000</p> <p>(iii) more than ₹ 5,000 & Upto ₹ 10,000</p> <p>(iv) Upto ₹ 5000</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Officer of the University</p> <p>(iii) Unit Head</p> <p>(iv) Head of office</p>	<p>(i) Full</p> <p>(ii) Full</p> <p>(iii) Full</p> <p>(iv) Full</p>
72	<p>Power to sanction remuneration to authors for preparation and writing of text books and reading materials for teaching purposes connected with University.</p>	Vice-Chancellor	<p>Full</p> <p>Subject to rules framed in this regard.</p>
73	<p>Power to sanction expenditure limited to budget provision for organizing debate competition/sports tournament/essay writing competition/cultural competition and such other student competition including prizes and awards, for inter University/ inter collegiate/ polytechnic competitions.</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Director of Students' Welfare</p>	<p>(i) Full</p> <p>(ii) Upto ₹ 1 lakh per year</p>
74	<p>Power to sanction expenditure limited to budget provision for organizing debate competition/sports tournament/essay writing competition/cultural competition and such other student competition including prizes and awards, within colleges / polytechnics</p>	<p>(i) Vice-Chancellor</p> <p>(ii) Director of Students' Welfare</p> <p>(iii) Principal</p>	<p>(i) Full</p> <p>(ii) Upto ₹ 1 lakh per year</p> <p>(iii) Upto ₹ 50,000 per year</p>



75	<p>Power to sanction expenditure</p> <p>(i) For demonstration of implements, improved seeds, fertilizers, technologies and other University products</p> <p>(ii) For Agricultural fairs, exhibitions, farmers day and such other functions including transport charges, TA and contingent expenditure etc.</p> <p>(iii) For organizing NSS camp and payment of washing allowance to NCC/ NSS students</p>	<p>(i) Head of Unit</p> <p>(ii) (a) Vice-Chancellor (ii) (b) Director of Research/ Extension Education (ii) (c) Head of Unit</p> <p>(iii) Principal</p>	<p>(i) Full Subject to budget provision</p> <p>(ii) (a) Full Subject to budget provision (ii) (b) - do - Upto ₹ 50,000 per year (ii) (c) - do - Upto ₹ 25,000 per year</p> <p>(iii) - do - Full Subject to norms laid down in this regard</p>
76	<p>Power to refund other deposits and Revenue</p> <p>(i) more than ₹ 25,000 per item</p> <p>(ii) more than ₹ 15,000 & upto ₹ 25,000 per item</p> <p>(iii) upto ₹ 15,000 per item</p>	<p>(i) Vice-Chancellor (ii) Registrar (iii) Comptroller</p>	<p>(i) Full (ii) Full (iii) Full</p>
77	<p>Power to sanction Provident Fund advances to an employee -</p> <p>(i) Ordinary Advances</p> <p>(ii) Special Advances</p> <p>(iii) Part final / final withdrawals</p>	<p>(i) Head of office / Head of Unit</p> <p>(ii) Registrar</p> <p>(iii) Comptroller</p>	<p>(i) Full Subject to provisions in the applicable Provident Fund rules</p> <p>(ii) - do -</p> <p>(iii) - do -</p>



78	<p>Power to sanction refund of</p> <p>(i) All types of fees, caution money and deposits received from students.</p> <p>(ii) Convocation fees, admission/ application fees, hire charges, deposits, fees on academic costumes, examination fees, mark- sheets/ grade sheet/ transcript fees</p> <p>(iii) Deposits and advance received from contractors and other agencies</p> <p>(a) all deposits and advances including those pertaining to works exceeding ₹ 1 lakh.</p> <p>(b) all deposits and advances pertaining to works not exceeding ₹ 1 lakh</p> <p>(c) all deposits and advances received for other than works</p> <p>(i) above ₹ 10,000 per item per agency</p> <p>(ii) upto ₹ 10,000 per item per agency</p>	<p>(i) Head of Unit/ Head of Office</p> <p>(ii) Registrar</p> <p>(a) Vice-Chancellor</p> <p>(b) Executive Engineer</p> <p>(c) (i) Comptroller</p> <p>(c) (ii) Head of Unit Head of Office</p>	<p>Full Subject to provision in Regulations</p> <p>Full</p> <p>(a) Full Subject to the recommendation of the Comptroller</p> <p>(b) Full Subject to the concurrence of the Comptroller</p> <p>(c) (i) Full</p> <p>(c) (ii) Full</p>
79	<p>Power to sanction advances to an employee -</p> <p>(i) Pay and TA advance on tour</p> <p>(ii) TA advance on transfer</p>	<p>(i) Head of Unit</p> <p>(ii) Transferring authority</p>	<p>Full Subject to provisions in the Statutes</p>

80	Power to sanction Permanent Advance to the Head of Office and Head of Unit	Comptroller	Full Subject to policy laid down by University
81	Power to fix water charges of University irrigation well/ tube wells for private parties.	Director of Research/Principal	Full As per rates in conditions approved by the Board of Management



APPENDIX

(See Rule-3.1)

TO

**State Agricultural Universities of Gujarat
(Delegation of Powers) Rules, 2011
[Statute No. 121]**

3.0 - WORKS



**State Agricultural Universities of Gujarat
(Delegation of Powers) Rules, 2011**

[Statute No. 121]

3.0 - WORKS

Sr. No.	Nature of Power	Authority	Scope and Conditions
1	2	3	4
82	Power to sanction expenditure in connection with free furnished residential accommodation	Vice-Chancellor	Full Subject to the norms and value laid down in this regard by the Board of Management
83	Power to accord administrative and technical sanction to land development, irrigation and drainage schemes estimated to cost (i) more than ₹ 10 lakhs (ii) More than 5 lakhs & upto Rs` 10 lakhs (iii) more than ₹ 2 lakhs & upto ₹ 5 lakhs (iv) more than ₹ 1 lakh & upto ₹ 2 lakhs (v) upto ₹ 1 lakh	(i) Board of Management (ii) Vice-Chancellor (iii) University Officer / Principal (iv) Head of Unit (v) Head of Office	(i) Full (ii) Full (iii) Full (iv) Full (v) Full
84	Power to dismantle University buildings and structures.	Vice-Chancellor	Full After obtaining approval of the Board of Management in case book value exceeds ₹ 1 lakh.
85	Power to accept, acquire, hold or let the University property.	Vice-Chancellor	Full. Subject to the approval of the Government through Board of Management



86	<p>Power to sanction</p> <p>(a) expenditure for use of tanks and ponds and river beds.</p> <p>(b) water charges for University activities</p>	<p>(a) (i) Director of Research (ii) Head of Unit</p> <p>(b) Executive Engineer</p>	<p>(a) Full within sanctioned budget</p> <p>(b) Full</p>
87	<p>Power to sign contract and agreement on behalf of University</p> <p>(i) MoU for Education/ Research/ Extension Education</p> <p>(ii) For contract and agreement on construction of works and stores</p> <p>(iii) For deeds and contracts not covered above</p>	<p>(i) Registrar/ Director of Research/ Director of Extension Education</p> <p>(ii) Executive Engineer</p> <p>(iii) Comptroller</p>	<p>(i) Full In consultation with Vice-Chancellor and with the approval of Board of Management</p> <p>(ii) Full After approval of the Competent Authority</p> <p>(iii) Full After approval of the Competent Authority</p>
88	<p>Power to accord administrative approval to new construction.</p> <p>(i) above ₹ 50 lakhs</p> <p>(ii) more than ₹ 25 lakhs & upto ₹ 50 lakhs</p> <p>(iii) more than ₹ 5 lakhs & upto ₹ 25 lakhs</p> <p>(iv) upto ₹ 5 lakhs</p>	<p>(i) Board of Management</p> <p>(ii) Construction Committee</p> <p>(iii) Vice-Chancellor</p> <p>(iv) Executive Engineer</p>	<p>Subject to approval of works from ICAR / Funding Agency / Government and availability of grant</p> <p>(i) Full</p> <p>(ii) Full</p> <p>(iii) Full</p> <p>(iv) Full</p>



89	Power to accord administrative approval to extension and renovation to existing works/construction (i) above ₹ 10 lakhs (ii) more than ₹ 2 lakhs & upto ₹ 10 lakhs (iii) upto ₹ 2 lakhs	(i) Construction Committee (ii) Vice-Chancellor (ii) Executive Engineer	Full Subject to approval of works from ICAR / Funding Agency / Government and availability of grant
90	Power to accord administrative approval to Maintenance & Repairs (i) above ₹ 2 lakhs (ii) more than ₹ 1 lakh & upto ₹ 2 lakhs (iii) upto ₹ 1 lakh	(i) Vice-Chancellor (ii) Executive Engineer (iii) Head of Unit / Head of Office	Subject to approval of works from ICAR / Funding Agency / Government and availability of grant (i) Full (ii) Full (iii) Full
91	Power to accord technical sanction to new construction (including extension and renovation to exiting works / construction) and Repairs and maintenance	Executive Engineer	Full
92	Power to approve Draft Tender Papers (DTP) for new works	Executive Engineer	Full In consultation with the Comptroller and with the approval of the Construction committee
93	Power to approve any tender for works		Subject to approval of works from ICAR / Funding Agency / Government and availability of grant



	<p>A. For New works</p> <p>(i) All other tenders except those mentioned in (ii) below</p> <p>(ii) Upto ₹ 5 lakhs put to tender cost subject to within the limit of 10 % above cost put to tender amounting upto ₹ 5 lakhs</p> <p>B. For immediate works for construction/procurement of stores</p> <p>(i) Above ₹ 2,00,000 per year</p> <p>(ii) more than ₹ 1,00,000 & upto ₹ 2,00,000 per year</p> <p>(iii) upto ₹ 1,00,000 per year</p>	<p>(i) Construction Committee</p> <p>(ii) Executive Engineer</p> <p>(i) Construction Committee</p> <p>(ii) Vice - chancellor</p> <p>(iii) Executive Engineer</p>	<p>(i) Full</p> <p>(ii) Full</p> <p>(i) Full</p> <p>(ii) Full</p> <p>(iii) Full</p>
94	<p>Power to approve excess over items of approved tender</p> <p>(i) More than 10% of the amount of approved tenders</p> <p>(ii) Upto 10% of the amount of approved tenders</p>	<p>(i) Construction Committee</p> <p>(ii) Executive Engineer</p>	<p>(i) Full</p> <p>(ii) Full</p>
95	<p>Power to sanction extra items for works on accepted tenders.</p> <p>(i) Above ₹ 50,000 for total excess of the tender</p> <p>(ii) Upto ₹ 50,000 for total excess of the tender</p>	<p>(i) Construction Committee</p> <p>(ii) Executive Engineer</p>	<p>(i) Full</p> <p>(ii) Full</p>



96	Power to record measurement of Works done (including minor works)	(i) Jr. Engineer / (ii) Dy. Engineer / (iii) Executive Engineer	Subject to 100% checks shall be applied by the Junior Engineer, 50 % checks by Deputy Engineer and 10% checks by Executive Engineer, but in case of hidden measurement 100 % checks shall be applied by Executive Engineer alongwith Junior Engineer & Deputy Engineer
97	Power to record of supplies made	Dy. Engineer/ Executive Engineer	Subject to 50% checks shall be applied by the Dy. Engineer and 10% checks by Executive Engineer



APPENDIX

(See Rule-3.1)

TO

**State Agricultural Universities of Gujarat
(Delegation of Powers) Rules, 2011
[Statute No. 121]**

4.0 - MISCELLANEOUS



State Agricultural Universities of Gujarat

(Delegation of Powers) Rules, 2011

[Statute No. 121]

4.0 - MISCELLANEOUS

Sr. No.	Nature of Power	Authority	Scope and Conditions
1	2	3	4
98	Power to sanction hiring of office premises	Vice-Chancellor	Full After obtaining approval of the Finance Committee
99	Power to sanction cropping schemes. (i) For research Station/Extention Education Station/sub-centre (ii) For farms and stations attached to the colleges (iii) For farms attached to the agricultural polytechnics/ KVKs	(i) Concerned Res. Sci./Extn. Educationist (ii) Head of Department (iii) Concerned Principal/ Training Organizer	(i) Subject to the approval of Director of Research / concerned Dean (ii) Subject to approval of concerned Dean (iii) Subject to approval of Director of Research/ Director of Extension Education as the case may be
100	Power to write off unserviceable articles having replacement value of (i) more than ₹ 25,000 (ii) upto ₹ 10,000 (iii) upto ₹ 5,000	(i) Vice-Chancellor (ii) Uni. Officers / Principals (iii) Head of Unit	(i) Full (ii) Full (iii) Full



101	Power to dispose off surplus and unserviceable articles, farm products, animal and dairy products, livestock and birds including experimental animals and birds seeds, trees, etc. having book value of (i) above ₹ 50,000 (ii) upto ₹ 50,000 (iii) upto ₹ 15,000	(i) Vice-Chancellor (ii) Uni. Officer / Principal (iii) Head of Unit	Full Subject to procedure and rules laid down in this regard and further subject to the condition that the item is unusable and in damaged condition
102	Power to write off losses or shortage of money, library books, journals, stores, equipment, machinery and other property caused by defaults, negligence or misappropriation.	Vice-Chancellor	Full Subject to normal procedure of inquiry and to the satisfaction of the Vice-Chancellor
103	Power to write off other losses due to natural calamities like flood, cyclone, earthquake, and fire, riot theft, etc.,	Vice-Chancellor	Full Subject to normal procedure of inquiry and to the satisfaction of the Vice-Chancellor. If such losses exceeds ₹ 1.00 lakh it shall be placed before the Board of Management for information
104	Power to write off irrecoverable University dues including loans.	Vice-Chancellor	Full Subject to the approval of the Finance Committee and Board of Management



105	<p>Power to write off loss of weight of the following materials within the percentage shown against each</p> <p>(A) Fodder</p> <p>(i) Hay in open - 25%</p> <p>(ii) Hay baled in dutch barn - 10%</p> <p>(iii) Hay loss in dutch - 15%</p> <p>(iv) Kadab stucked in the open - 25%</p> <p>(v) Silage (all kinds) - 33%</p> <p>(vi) Rice straw - 15%</p> <p>(vii) Jowar, weat and other chaff - 15%</p> <p>(B) Grains</p> <p>(i) Rice - 10%</p> <p>(ii) All other grains - 10%</p> <p>(C) Cotton</p> <p>(i) Cotton seeds - 10%</p> <p>(ii) Lint - 03%</p> <p>(iii) Seed cotton 06%</p> <p>(D) Tubers 25%</p> <p>(E) Farm / Dairy / Animal Products@</p> <p>@ Depending on circumstances</p> <p>(F) Miscellaneous</p> <p>(i) Groundnut - 15%</p> <p>(ii) Chilly dry - 07%</p> <p>(iii) Gul - 08%</p> <p>(iv) Feed for livestock and birds - 10%</p> <p>(v) Other seeds - 10%</p> <p>(vi) Fertilizers /chemicals/ pesticides/ fungicides - 2.5%</p> <p>(vii) Tobacco - 05%</p> <p>(viii) Grass, tree seedling - 05%</p> <p>(G) In case of losses of material not covered above</p>	<p>Director of Research / Principal</p> <p>Vice-Chancellor</p>	<p>Full</p> <p>If percentage exceeds the limit provided here, then sanction of the Vice-Chancellor shall be obtained through the Director of Research / Principal</p> <p>Full</p>
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106	Power to dispose off seeds treated with poisonous insecticides and not required.	Director of Research	Full
107	Power to write off material which is unserviceable, unfit for consumption and worth for destruction including experimental animals and birds	(i) Vice-Chancellor (ii) Head of Unit	Full Limited to experimental animals and birds
108	Power to write off livestock and birds due to death.	(i) Vice-Chancellor (ii) Head of Unit	(i) Full (ii) Full as per policy laid down
109	Power to sanction expenditure of payment on demurrage warfage on transport charges. (i) more than ₹ 5,000 per item (ii) upto ₹ 5,000 per item (iii) upto ₹ 2,000 per item	(i) Vice-Chancellor (ii) University Officers / Principal (iii) Head of Unit	Full Subject to ascertaining that there is no negligence on part of any employee