

**INSTITUTE
OF ENGINEERING & MANAGEMENT TRUST**

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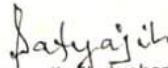
Date: 10th June 2017

OFFICE ORDER

Following is the financial delegation of power for University of Engineering & Management / Institute of Engineering & Management.

1. **Vice Chancellor:** Total sanctioned limit Rs. 5,00,000/- . Out of that Rs. 4,00,000/- for capital expenditure and Rs 1,00,000 for revenue expenditure. Single transaction limited to maximum of Rs. 2,00,000/-
2. **Dean / Principal:** Total sanctioned limit Rs. 2,00,000/- . Out of that Rs. 1,00,000 /- for capital expenditure and Rs. 1,00,000/- for revenue expenditure. Single transaction limited to maximum of Rs. 50,000/-
3. **Head of the Department (HOD):** Total sanctioned limit Rs. 1,00,000 /-. Out of that Rs. 50,000/- for capital expenditure and Rs. 50,000 for revenue expenditure. Single transaction limited to maximum of Rs. 25,000/-
4. **Assistant HOD:** Total sanctioned limit Rs. 50,000/- Out of that Rs. 50,000/- for revenue expenditure. Single transaction limited to maximum of Rs. 10,000/-
5. **Lab In-charge:** Total sanctioned limit Rs. 10,000 /-. Out of that Rs. 10,000/- for revenue expenditure.

Sanctioned amount will be disbursed in full according to this order in the beginning of every Financial Year and amount will be reimbursed according to the details of the expenditure submitted from time to time to the Finance department i.e., the teacher will have the said amount always with him/her. Amount will be given in person's name, by cheque. Everybody is requested to keep some cash ready with him/her so that in case of urgency the money can be spent on the spot and solve the problem. On the last day of every Financial Year any unspent amount along with the expenditure details to be submitted at the Finance department to make the balance nil.


Prof Dr Satyajit Chakrabarti
Trustee