



# J.B. Institute of Engineering & Technology

(Autonomous)

Accredited by NAAC, Permanently Affiliated to JNTH University Hyderabad.

J.B. Campus, Bhaskar Nagar, Moinabad, R.R. District. Telangana State-500075

[www.jbiet.edu.in](http://www.jbiet.edu.in)

No.: JBIET/Admin\_FD/2016/131

Dated: 01..07.2016

## OFFICE ORDER

**Subject:** Delegation of financial powers at JBIET

Following the guidelines, provided by AICTE and UGC, I am pleased to accord following financial power delegation with immediate effect. Delegation of financial powers no way limits the financial responsibility and Head of the institution will be responsible for all the expenses. All expenses must be properly recorded and annually audited. Any discrepancies or mishandling of imprest, will be viewed very seriously.

| No. | Designation  | Extent of Financial Delegation   | Remarks   |
|-----|--|--|---|
| 1.  | Principal  | Non-Recurring Expenses<br><br>1. Financial power for procurement up to Rs.2 Lakh is delegated to Principal JBIET. He must follow all the process and procedure and must submit all records to Audit committee.<br><br>Recurring Expenses<br><br>1. Expenditure through imprest with maximum rotational imprest limit of Rs. 50,000 to do all petty expenses and minor repairs. | Any violation of rules and procedure, any malpractice may lead to strict disciplinary action. |
| 2.  | Heads of The Department of Academic Units<br><br>Civil Engg, CSE, ECE, ECM, EEE. IT, Mechanical, Mining, MBA, MCA, S&H | Non-Recurring Expenses<br><br>NIL<br>Recurring Expenses<br><br>1. Expenditure through imprest with maximum rotational imprest limit of Rs. 10,000 to do all petty expenses and minor repairs.  | Any violation of rules and procedure, any malpractice may lead to strict disciplinary action. |
| 3.  | Functional Heads<br><br>Physical Director, Hostel, Library, Placements   | Non-Recurring Expenses<br><br>NIL<br>Recurring Expenses<br><br>Expenditure through imprest with maximum rotational imprest limit of Rs. 5,000 to do all petty expenses and minor repairs.  | Any violation of rules and procedure, any malpractice may lead to strict disciplinary action  |

J.V. Krishnarao  
Secretary JBES