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ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi ProudyogikiVishwavidyalaya, B.U, Bhopal
Oriental Campus, Raisen Road, Bhopal-462022 (MP) INDIA

Ref. No.: OCT/DIR/ADMIN/POLICY/2024/4257-13

Date: 23.04.2024

OFFICE ORDER

Subject: Delegation of financial powers

The following financial powers and expenditure limits are delegated to the respective authorities or functional heads, subject to adherence to the prescribed rules, procedures, and financial controls of the Institution.

S. No.	Authority / Functional Head	Units / Departments Covered	Non-Recurring Expenditure	Recurring Expenditure / Imprest Limit	Key Conditions
1	Director	Institution Level	Financial power for procurement up to ₹1,00,000/- (Rupees One Lakh only)	₹50,000/- maximum rotational imprest for petty expenses and minor repairs	All procurement shall follow prescribed rules and procedures. Complete records shall be maintained and submitted to the Audit Committee for audit.
2	Heads of Academic Departments	CSE, CSE (AIML), CSE (DS), CSE (CY), EC, EX, Civil Engineering, Mechanical Engineering, MBA	Nil	₹10,000/- maximum rotational imprest for petty expenses and minor repairs	Expenditure shall be incurred as per prescribed institutional rules and supported by proper bills, vouchers and records.
3	Functional Heads	Hostel, Library, Training & Placement	Nil	₹5,000/- maximum rotational imprest for petty expenses and minor repairs	Expenditure shall be incurred as per prescribed institutional rules and supported by proper bills, vouchers and records.

This delegation of financial powers shall remain effective until further orders or until it is modified, superseded, or withdrawn by the competent authority.

23/4/24

Dr. K.K. Dwivedi
Director