

No.F.NIEPA/Admn/RO/Notification/030/2022-23  
**National Institute of Educational Planning and Administration**  
(Deemed to be University u/s 3 of the UGC Act, 1956)  
17-B, Sri Aurobindo Marg, New Delhi - 110016


Dated: March 2, 2023

**NOTIFICATION**

As approved in the 30<sup>th</sup> Finance Committee Meeting held on 17.03.2021 vide Agenda Item No. 30.2.1 the Delegation of Powers 2019 of NIEPA was approved and thereafter the Minutes of the Finance Committee were duly approved by the Board of Management in its 23<sup>rd</sup> Meeting held on 26.03.2021. The necessary update in the Delegation of Powers were carried out by the Finance & Accounts Section (manually), as per decision of the Finance Committee and the Board of Management.

The Competent Authority is pleased to notify the same for strict compliance of the same in the Institution.

For information and necessary action of all concerned.

  
Registrar  
21/3/2023

To

**Finance Officer**

**Administrative Officer (I/c)**

Copy to:

- 1 Sr. PS to the Vice-Chancellor – for information of the Hon'ble VC
- 2 PA to the Registrar
- 3 Finance Officer
- 4 Administrative Officer (I/c)
- 5 Deputy Publication Office - for uploading the latest version on the website
- 6 Systems Analyst - for uploading on the NIEPA website



---

## **SECTION C**

### **DELEGATION OF POWERS TO NIEPA AUTHORITIES 2019**

---

---

## DELEGATION OF POWERS TO NIEPA AUTHORITIES

2019

### Short Title and Commencement

These Bye Laws may be called the "Bye Laws" Governing the Delegation of power 2019 of National Institute of Educational Planning and Administration.

These bye-laws shall come into force w.e.f. the date of issue of notification in this regard.

### Extent of Application

These Bye-laws shall apply to all concerned of the Institute.

### Authority

Authority means the authorities of the Institute such as Board of Management, Academic Council, Planning and Monitoring Board, Finance Committee, Board of Studies, etc.

### Definitions

(1) In these regulations unless the context otherwise requires:

- (a) "**Appointing Authority**"\* in relation to any post under the Institute, means the authority competent to make appointment to that post under SR 9;
  - (b) "**Borrowed Employee**" means an employee of any other Organisation whose services are obtained by the Institute on lien or deputation;
  - (c) "**Board of Management (BOM)**" means Board of Management of Institute;
  - (d) "**Chancellor**" means the Chancellor of the Institute;
  - (e) "**Controller of Examinations**" means the Controller of Examinations of the Institute.
-

- (f) "**Departmental Promotion Committee**" means a Committee constituted for promotion, declaration of satisfactory completion of probation and confirmation of employees;
- (g) "**Dean (Academics and Research)**" means the Dean of Academics and Research of the Institution.
- (h) "**Deemed to be University**" means the University created by Ministry of Human Resource Development, Government of India under section 3 of the UGC Act, 1956.
- (i) "**Employee**" means any person serving the Institute against sanctioned posts;
- (j) "**Faculty**" means the teaching staff holding posts covered under UGC Regulations as provided in Second Schedule;
- (k) "**Foreign Service**" means the service for which an employee receives, with the approval of the competent authority, his pay from any source other than the funds of the Institute;
- (l) "**Fundamental Rules**" means the Fundamental Rules of the Government of India;
- (m) "**Finance officer**" means Finance officer of the Institute.
- (n) "**Government**" means the Government of India;
- (o) "**Head of the Department**" means Head of Department in the Institute as nominated by Vice Chancellor.
- (p) "**Institute**" means the National Institute of Educational Planning and Administration;
- (q) "**Project Post**" means a post sanctioned for a specific project or for a training programme for a fixed period;
- (r) "**Registrar**" means the Registrar of the Institute;
- (s) "**Schedule**" means a Schedule appended to these Bye-laws;
- (t) "**Selection Committee**" means a Committee constituted for recommending persons for appointments to various posts in the Institute;
- \* Level 10 and above – BoM, Level 6 to 9 – Vice Chancellor and upto Level – 5 Registrar
- (u) "**Supplementary Rules**" means the Supplementary Rules of the Government of India;
-

- (v) "UGC Regulations" means Gazette Notification No. F. 2/2017(EC/PS) dated 18.07.2018 as amended from time to time regarding minimum qualifications for appointment of teachers and other academic staff in Universities/Institutes/ Colleges.
- (w) "Vice-Chancellor" means the Vice-Chancellor of the Institute;
- (2) All words and expressions used but not defined in these Regulations and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules.

### Schedule

The provisions of these bye-laws, statement showing the details of delegation of powers of the Vice-Chancellor, Registrar and Other officers of the Institute and any other information relevant to the delegation of powers shall be as specified in the Schedule(s) which are quoted below:

Schedule	Subject	Page No.	
		From	To
	"Bye-Laws Governing the Delegation of Powers" – 2019	1	19
Schedule-I	Powers of the Vice-Chancellor, Registrar, Dean (Academics & Research), Administrative Officer & other Officers of the Institute	6	14
Schedule-II	Powers under FR & SR	15	15
Schedule-III	Powers under General Financial Rules & Receipt & Payment Rules	16	19

### Removal of Difficulties

- i) The Board of Management may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.
- ii) If circumstances so warrant, the Vice-Chancellor may take a decision in the matter. The decision so taken may be reported to the Board of Management at its next meeting for ratification.
- iii) All existing rules and orders in relation to the matters covered under these bye-laws, shall supersede any action already taken by or in pursuance to such existing rules and orders.

**Interpretation**

In case of any ambiguity or lack of clarity with regard to any clause of the Bye-Laws, the decision of the Board of Management shall be final.

**Amendment of Bye-laws**

The Board of Management shall have the authority to amend, modify, change, withdraw, suspend, relax any or all the provisions of these Bye-laws. The decisions of the Board of Management shall be final and binding on all the employees.

**Residuary matters**

In respect of all matters not specifically provided for in these Bye-laws, the corresponding provisions as prescribed by the Govt. of India, as amended from time to time shall be followed. In case any particular provision in these bye laws clashes with any provision of the Memorandum of Association, the provision of the Memorandum of Association shall prevail.

**Territorial Jurisdiction**

In case of any dispute, the territorial jurisdiction for adjudication shall be Delhi only.

**Delegation of Powers**

- i) The Vice-Chancellor shall exercise all powers as may be delegated to him by Board of Management as per MOA Rule 15.1.10.
- ii) The Vice-Chancellor shall have the power to delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management as per MOA rule 15.1.9.
- iii) The Board of Management may delegate any or all the powers conferred upon it under the Memorandum of Association to any officer(s) under its control subject to such conditions as the Board of Management may deem fit to impose.

**The Powers of Delegations to the Officers of Institute will be Subject to the Following Conditions**

- i) A specific budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred.
-

- ii) The Vice-Chancellor shall have the powers to sanction expenditure on "New Items" in emergent cases which may be reported to the Finance Committee and Board of Management at its next meeting for the ratification.
  - iii) There shall not be delegation of any financial powers to the Finance Officer as he is the custodian of the funds. However, the Finance Officer or his nominee may be associated with all the purchase committees, tender opening committee, library committee, campus development committee or any other committee giving recommendations having financial implications. The officers delegated with the financial powers may obtain prior concurrence from the Finance Officer in respect of any item, if he so deem fit.
  - iv) All purchases shall be decided in accordance with the provisions of the GFR as amended from time to time.
  - v) It shall be the duty of the drawing officer to satisfy that the expenditure has been incurred in accordance with the rules on the subject. He/She shall ensure that the stores have correctly received the goods/articles and taken on charge or services have been satisfactorily rendered. Each bill before being passed on to the Finance and Accounts Branch for payment shall be entered in the Expenditure Control Register to ensure that budgetary allotment does not exceed in any case.
  - vi) Powers Delegated to a lower authority can be exercised at any point of time by superior authority or authorities.
  - vii) The delegation of powers is subject to observance of rules and procedures prescribed from time to time.
  - viii) Notwithstanding these delegations, in cases where adequate competition does not exist or emergent purchase are to be made on expenditure incurred in relaxation of the prescribed procedures, approval of the Vice Chancellor shall be necessary. In such cases, the Vice Chancellor shall act after seeking the opinion of the Finance Officer.
-

**BYE-LAWS GOVERNING THE " DELEGATION OF POWERS" -2019 TO VARIOUS OFFICERS OF NATIONAL  
INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION (Deemed to be university)**

**SCHEDULE-I**

S. No.	Items of Expenditure	Powers Delegated to Vice-Chancellor	Dean (Academics and Research)	Powers Delegated to Registrar	Powers Delegated Administrative Officer	Powers Delegated to other Officers of the Institute	Remarks
<b>ESTABLISHMENT RELATED POWERS</b>							
i)	a) Appointing Authority: Faculty & Group-A Officers Board of Management	*Full Powers	---	---	---	---	*Subject to the approval of the Board of Management in respect of teaching and Group ' A' Employees
	Group-B – Vice-Chancellor	Full Powers	---	---	---	---	
	Group-C - Registrar	---	---	Full Powers	---	---	
	b) Transfer of the post(s) from one department to the other department:						
	1. Teaching	Full Powers	---	---	---	---	
	2. Non –Teaching	Full Powers for Group A	---	Full Powers for Group B & C	---	---	



ii)	a) Constitution of Screening/ Short Listing Committee	Full Powers for Group A	----	Full Powers for Group B & C	----	----	
	b) Extension of date for submission of application of various courses such as M. Phil./Ph. D/ diploma/ certificate courses, if any	Full Powers for Group A	----	Full Powers for Group B & C	----	----	
	c) Extension of date for submission of application for various teaching and Non-teaching post	Full Powers for Group A	----	Full Powers for Group B & C	----	----	
iii)	To decide the qualifications/ requirements of any new post covered under the recruitment rules.	*Full Powers	----	----	----	----	*Subject to the approval of the Board of Management.
iv)	Pensionary benefits including sanction of Pension, Gratuity, Leave Encashment etc.	Full Powers for Group A	----	Full Powers for Group B & C	----	----	As per instructions issued by GOI from time to time.
v)	<b>SANCTION OF LEAVE</b> <b>Teaching:-</b>						
	a) Casual Leave, Special Casual Leave, R.H. etc.	----	----	Full Powers	----	----	
	b) Earned Leave, Half day leave, <sup>Pay</sup> extra ordinary Leave, study leave, Sabbatical Leave, Maternity leave, Paternity leave, adoption leave, compensatory leave etc.	Full Powers	----	----	----	----	
	c) Duty Leave	Full Powers	----	----	----	----	
	d) Earned Leave Encashment	Full Powers	----	----	----	----	



viii)	Permission to leave the station	Full Powers for Group A	----	Full Powers for Group B & C	----	----	
ix)	Acceptance of resignation & termination of lien (Faculty , Group A & B Officers)	Full Powers	----	----	----	----	
	Group C	----	----	Full Powers	----	----	
x)	Fixation of Pay For Faculty & Group A Officers	Full Powers	----	----	----	----	As per MHRD/UGC norms.
	Group B & C	----	----	Full Powers	----	----	
xi)	Forwarding application for outside employment (Faculty & Group A & B Officers)	Full Powers	----	----	----	----	
	Group C	----	----	Full Powers	----	----	
xii)	Transfers/posting of the teachers and other Group A & B employees	Full Powers	----	----	----	----	
	Group C	----	----	Full Powers	----	----	

xiii)	Disciplinary Authority (Group A & B Officers)	Full Powers	----	----		----	With prior approval of Board of Management for Group A.
	Group C	----	----	Full Powers		----	
xiv)	Appellate Authority	----	----	----	----	----	Board of Management for Group A and B.
	For Group C	Full Powers	----	----	----	----	
xv)	NOC for obtaining the VISA/Passport	----	----	Full Powers	----	----	Subject to Vigilance Clearance.
xvi)	Service Book (Faculty & Group A, B & C Officers)						
	a) Attestation	----	----	----	Full Powers	----	
	b) Verification	----	----	----	Full Powers	----	

Examination							
	Expenditure in connection with conduct of examinations, including honorarium to the paper setters, evaluators and to the member of staff for invigilation duties etc.	----	----	Full Powers	----	----	Subject to approval by Examination Committee and rates approved by the Board of Management.
	i) Declaration of results of examinations of the Institute	----	Full Powers	----	----	----	
	(ii) Award of Ph. D	Full powers	Recommendations to Vice-Chancellor	----	----	----	Full Powers to Controller of Examinations.
	iii) Issue of mark sheet/ Provisional Certificates, Migration certificates etc	----	----	----	----	----	
	iv) Issue of Character Certificate to students	----	----	----	Full Powers	----	
	v) Issue of Appointment letters	----	----	Full Powers	----	----	
	vi) Issue of different office orders, Notifications, circular, certificates, NOC' s correspondence with out-side institutions/organizations etc.	----	----	Full Powers	----	----	
	vii) Issue of Identify Cards & other cards, is any to the employees and students of the Institute	----	----	----	Full Powers	----	

viii) Issue of Gate Pass	----	----	----	Full Powers	----	
ix) Issue of stationery to the staff	----	----	----	Full Powers	----	
x) Postal charges	----	----	----	Full Powers	----	
<b><u>Conveyance Hire:</u></b>	----	----	Full Powers	----	----	Subject to approved rates by Finance Committee and Board of Management.
(a) Reimbursement of conveyance charges to officers and staff						
(b) Hiring of Taxi/ Buses and other modes of conveyance for official Purpose	----	----	Full Powers	----	----	
Electricity and water charges, Municipal rates/taxes, Property tax, etc.	----	----	----	Full Powers	----	Subject to the sanction of Vice-Chancellor
Furniture and Fixture, Purchase and repair (subject to compliance of prescribed procedures)	----	----	----	Full Powers	----	Subject to the approval of Vice-Chancellor
Freight charges/ Demurrage/ Wastage	----	----	----	Full Powers	----	Subject to the approval of Vice-Chancellor

Hiring of office furniture, electric fans, heaters, clocks and call bells, Air Conditioner, etc.	----	----	Full Powers	----	----	Subject to the approval of Vice-Chancellor
<b>Legal charges:</b>						
(i) Fees to Advocates including the fees of Senior Advocate in special cases	----	----	Full Powers	----	----	Subject to the approval of Vice-Chancellor
(ii) Arbitration Fees	----	----	Full Powers	----	----	
(i) Purchase of Motor Vehicles.	Full Powers	----	----	----	----	Subject to adherence of procedures prescribed and approval of Vice-Chancellor
(ii) Motor Vehicles maintenance, Upkeep and repairs	----	----	Full Powers	Full powers upto ₹ 10,000 monthly ceiling	----	
(iii) Petrol consumption bills of Institute's vehicles	----	----	Full Powers	----	----	
Constitution of committees and other sub committees for different activities of the Institute.	Full Powers	----	----	----	----	
<b>Stores:</b> Stores i.e. stores required for the working of establishment, equipment and other miscellaneous items	----	----	Full Powers	----	----	Subject to adherence of procedures prescribed as per GFR.

	<b>Uniforms &amp; Liveries:</b> Supply of uniforms badges and other articles of clothing etc & washing allowance etc.	---	---	---	Full Powers	---	Subject to adherence of procedures prescribed and approval of Vice-Chancellor
<b>House Allotment / Space Allotment</b>							
	i) Staff Quarters allotments on the recommendations of HAC and approval of Vice Chancellor	---	---	Full Powers	---	---	
	ii) Cancellation of allotment	Full Powers	---	---	---	---	
	iii) Priority allotment/out of turn allotment and to decide the essential services for allotment Under essential category	Full Powers	---	---	---	---	
	iv) Constitution of House Allotment Committee	Full Powers	---	---	---	---	



**SCHEDULE-II**

S. No.	Items of Expenditure	Powers delegated to the Vice - Chancellor	Powers Delegated to Registrar	Powers delegated to Administrative Officer	Remarks
i)	Permission for air travel to non-entitled officers.	Full Powers	----	----	
ii)	Unauthorized absence from duty	Full Powers for Group A & B ✓	Full Powers for Group C ✓	----	
iii)	To restrict the frequency and duration of journey	Full Powers for Group A ✓	Full Powers for Group B & C	----	
iv)	(i) To grant TA to non-officials attending public duties in an honorary capacity (ii) To declare the grade to which they belong (of those) not decided and delegated under these bye-laws	Full Powers	Full Powers	----	
v)	To declare who shall be the controlling officer	Full Powers Including himself	----	----	
vi)	Powers to make rules for the guidelines of controlling officers	Full Powers	----	----	
vii)	To grant leave other than special Disability Leave to staff	----	----	----	As decided and delegated under the bye-laws above.
viii)	To extend joining time on certain conditions to maximum of 60 days.	Full Powers	----	----	

*Office / Home  
+ 2000*

Memorandum of Association, R. R. & S. R. 2020 and Delegation of Powers

**SCHEDULE-III**

162

S. No.	Nature of Item	Power Delegated to Vice - Chancellor	Power delegated to Registrar	Power delegated to Administrative Officer	Remarks
1	Power to declare an officer of the Institute as Head of the Office	Full Powers	----	----	
2	To consider arrear/claim preferred after expiry of 3 years	Full Powers for Group A	Full Powers for Group B & C	----	Finance and Accounts may indicate the arrear/claims preferred, as the case may be.
3	To fix the amount of advance and its sanction	Full Powers	Up to ₹ 50,000/-	Up to ₹ 20,000/-	
3A	To waive the recovery or charging of interest on advances under rule 222 to 267 of GFR	Full Powers	----	----	As per the rules of Govt. of India from time to time.
4	To allow the amount of installments of advances in exceptional cases	----	Full Powers	----	As per the rules of Govt. of India from time to time.
5	To Determine the form of surety bond to be executed at the time of furnishing security	Full Powers	----	----	As per the rules of Govt. of India from time to time.
6	Disposal of obsolete, surplus or unserviceable articles.	Full Powers	Up to ₹ 50,000/-	Up to ₹ 10,000/- subject to general principles regarding normal life of assets prescribed under financial rules.	

National Institute of Educational Planning and Administration

S. No.	Nature of Power	Vice-Chancellor	Registrar	Administrative Officer	Remarks
<b>I</b>	<b>General</b>				
1	Power to incur Capital Expenditure	Full Powers subject to provision in the budget	----	----	----
2	Power to incur Revenue Expenditure	Full Powers subject to budget provision	₹ 5,00,000/- per annum in each case	₹10,000/- in each case	----
<b>II</b>	<b>Budget and Control of Expenditure</b>				
1	Appropriation & Re-appropriation from one Primary unit of Appropriation to another etc.	Full Powers	----	----	Subject to Govt. Guidelines
<b>III</b>	<b>Contingent Expenditure</b>				
1	Recurring expenses other than miscellaneous expenditure specified below	Full Powers	₹ 5,00,000/- per annum in each case	₹ 10,000/- in each case	Subject to budget provision
2	Non-recurring expenses contingent expenditure other than Specified below	Full Powers subject to Budget Provision	₹ 2,00,000/- per annum in each case	----	----
<b>IV</b>	<b>Miscellaneous Expenditure</b>				
1	Refreshment/Entertainment Expenses	Full Powers	₹ 50,000/- in each case on the verification of concerned HOD	₹5,000/-	Subject to budget provision
2	Execution of work/minor works and repairs by approved agencies as per established rules and procedures	Full Powers subject to Budget Provision	₹1,00,000/- in each case	₹ 10,000/- in each case	----
3	Maintenance upkeep of office equipment, fixtures and furniture	Full Powers	₹ 2,00,000/-	₹20,000/- in each case	Subject to budget provision

Memorandum of Association, R. R. & S. R. 2020 and Delegation of Powers

4	Purchase of Library Books and Journals	Full Powers	₹ 50,000/- in each case Subject to Budget Provision & recommendations of the Committee	----	Subject to Govt. Guidelines
5	Purchase of Office Stationery	Full Powers	₹ 1,00,000/- in each case	----	Subject to budget provision
<b>V</b>	<b>Write Off Losses</b>				
1	To write off irrecoverable losses of stores or of public money	as recommended by the Committee	---	---	---
1(A)	Not due to theft fraud or negligence on the part of some individual employee which might possible call for disciplinary action	Upto ₹ 2,00,000/- subject to report to FC and BOM Beyond ₹ 2,00,000/- on the recommendations of the FC and approval of the BOM	upto ₹ 50,000/- subject to report to Vice-Chancellor	---	---
1(B)	To write off loss of revenue or irrecoverable loans and advance	Upto ₹ 2,00,000/- subject to report to BOM Beyond ₹ 2,00,000/- on the recommendations of the FC and approval of the BOM	---	---	---
2	To order sale by auction or otherwise in the interest of institute of unserviceable stores or perishable articles	Full Powers	Full Powers upto ₹ 2,00,000/- in each case	₹50,000/- in each case	---

164

National Institute of Educational Planning and Administration

<b>VI</b>	<b>Indents, Contract and Purchases</b>				
1	Purchase of stores including office furniture/equipment	Full Powers	Full Powers upto ₹ 2,00,000/- in each case subject to budget provision	₹ 25,000/- subject to budget provision	----
2	Purchase of official books other than library books	Full Powers	Full Powers upto ₹ 50,000/- in each case subject to budget provision	----	----
3	Printing and Binding	Full Powers	Full Powers upto ₹ 1,00,000/- in each case	₹ 5,000/- in each case	Subject to budget provision
4	Local purchase of stationery stores	Full Powers	Full Powers upto ₹ 25,000/- in each case	₹ 5,000/- in each case	Subject to budget provision
<b>VII</b>	<b>Miscellaneous</b>				
1	Insurance of Institute's Properties	Full Powers	upto ₹ 2,00,000/- in each case	----	----
<b>VIII</b>	<b>Sanction of Advance and Other Payment to Institute Employees</b>				
1	Advance for Purchase of computer or conveyance to institute employees subject to observance of the limits conditions and procedural regulations as in Govt. of India	Full Power for Group A officers	Full Powers for Groups B & C	----	----
2	To vary the terms of payment of advances	Full Powers	----	----	----
3	Sanctioning of HBA advance and acceptance to agreement (mortgage deed/surety bond/re-conveyance deed etc.	Full Powers	----	----	----

4	Grant of advances in connection with Leave Travel Concession	Full Power for Group A	Full Powers for Groups B & C	----	----
5	Advances in lieu of leave salary	Full Powers	----	----	----
6	General Provident Funds Withdrawal/Advances	Full Powers to sanction part and final withdrawal	Full Powers for advances	----	----
7	To act as the Controlling officer for the purpose of Leave Travel Concession	Full Powers for Group A	Full Powers for Groups B & C	----	----
8	Sanction of Children's Education Assistance and tuition fees	----	Full Powers	----	----
9	Medical Advance/Reimbursement <i>condonation</i>	Full Powers	Full Powers upto a limit of ₹ 50,000/- in each case subject to budget provision	----	----
10	Period of <u>condonation</u> of delay in submission of various bills (excluding TA and LTC bills)	Full Powers upto maximum of 6 months	----	----	----

**Note.**

- i) Dean (Academics and Research) shall exercise all powers assigned by the Vice-Chancellor relating to Academic and Research matters.
- ii) Vice-Chancellor being Head of the Institution, may exercise any or all the powers at any point of time, except where Board of Management has to take a decision.