



# K.S.R.M. COLLEGE OF ENGINEERING

(UGC-AUTONOMOUS)

Kadapa, Andhra Pradesh, India- 516 003

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu.

An ISO 14001:2004 & 9001: 2015 Certified Institution

Ref:-KSRMCE/ GOVERNING BODY MEETING/2018.

11-09-2018

## CIRCULAR

\*\*\*

Sub:-K.S.R.M. College of Engineering—Kadapa—Decentralization of Financial Management and Delegation of Financial powers for various Authorities of KSRMCE.

### ORDER

It has been decided to delegate Financial powers and authorization to all Heads of the Departments to meet certain unforeseen expenditure. The details are given below:-

\*\*\*

1. Imprest money is being given to all departments as per the list placed at Annexure-1, basically to incur expenditure on repairs, service charges and purchase of consumables as well as non-consumables relating to lab equipment and other contingencies without seeking any formal approval from higher authorities.
2. In addition to the imprest money, it has now been decided in the Governing Body meeting held on 11-09-2018, to delegate financial powers to all HoDs to meet certain unforeseen expenditures without any file movement. However, it is the responsibility of the concerned HoDs to exercise due diligence and follow the canons of financial propriety while approving proposals within the delegated powers. This has been proposed as part of decentralization of the management and delegation of powers to improve the functional efficiency of the Institute.
3. Accordingly, the financial powers of all authorities right from Correspondent to Principal, HoDs and various sections of the institute are placed in Annexure-1 is also attached herewith. The sanctioned amount for **Principal** is **Rs. 2,00,000** per year and for **HoDs** is **Rs 5,000** per month respectively.
4. There is no need for any covering letter to submit the proposals/bills. All the HoD/section incharges are requested to follow the above guidelines from now onwards. The Finance Officer is requested to pay the money as per the new rules and reimburse the amount on production of bills through proper channel. The above order will come into force with immediate effect.

Enclosure: Annexure-1 (List of sanctioned imprest money for all Departments/ sections/offices)

Correspondent

Copy to: All HoDs, Finance officer, Principal office

## Annexure-1

### List of Sanctioned Imprest Money for all Departments/Sections

S. No.	Department/Section	Sanctioned Imprest Amount per month (Rs)
1	Dept. of Civil Engineering	5000
2	Dept. of EEE	5000
3	Dept. of Mechanical Engineering	5000
4	Dept. of ECE	5000
5	Dept. of CSE	5000
6	Dept. of Humanities and Sciences	5000
7	Library	5000
8	IT sevices	5000
9	Admissions	5000
10	Electrical Maintenance	5000
11	IQAC	5000
12	Transport office	5000
13	Placement	5000
	<b>Total</b>	<b>65000</b>