

KERALA AGRICULTURAL UNIVERSITY

DELEGATION OF POWERS OF OFFICIALSApproved by the 551st EC meeting held on 11.01.2017**CONTENTS**

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1. VICE-CHANCELLOR

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	Powers to effect transfers of officers, teachers, technical, ministerial and other categories of employees.	Full powers
2	To sanction all kinds of leave including study leave and special disability leave to all officers, teachers and other employees.	Full powers
3	To sanction or withhold increments to officers etc.	Full powers
4	To accept resignation of teachers, research, extension personnel and other employees	Full powers in respect of personnel whom he is competent to appoint.
5	To declare or extend the period of probation of officers, teachers, research and extension personnel and all other categories of employees.	Full powers
6	To sanction honoraria to the employees	Full powers
7	To permit officers, teachers and employees to attend conferences, seminars, meetings, refresher courses, summer institute and other business of the University inside and outside the State.	Full powers
8	To accord permission to accept examinership and to receive remuneration thereof to officers, teachers research and other categories of employees.	Full powers
9	To accord sanction charge allowance for holding full additional charge of other posts (Officers, teachers, research personnel and other categories of employees).	Full powers
10	To initiate disciplinary proceedings against all categories of University employees.	Full powers
11	To accord continuance sanction in respect of temporary posts/schemes included in the budget.	Full powers
12	To write confidential report of all categories of University employees.	Full powers
13	To post officers, teaching and non-teaching staff and other employees on working arrangement according to exigencies of services.	Full powers for a period of one year.
14	To sanction reimbursement of cost of medical treatment in respect of all categories of employees.	Full powers
15	To sanction Pension, DCRG, Family Pension etc. of all categories of University employees (subject to verification by the Comptroller)	Full powers
16	To declare holidays for the institutions under the University.	Full powers
17	To declare controlling authority in respect of Travelling allowances.	Full powers
18	To accord sanction to undertake tours outside the State to all officers, teachers, research and extension personnel and other categories of employees	Full powers
19	To allow daily allowance at a place of training.	Full powers
20	To accord sanction for the purchase and disposal of movable and immovable properties by the officers and all categories of University employees.	Full powers

Sl No	Nature of powers delegated	Extend of powers
21	To accord sanction charge allowance for holding additional charge of other posts of officers, teachers, research personnel and other categories of employees, in relaxation to Rule 53(c) of Part I, KSR.	Full powers
22	To utilise the service of experts/employees from outside the KAU service for handling classes in the colleges of the University in the absence of regular teaching staff.	Full powers
23	To depute University employees on working arrangements to any Stations/Institution under the University.	Full powers
24	For according permission to the teaching staff to retire from service in accordance with the provisions contained in Rule 60 (c) of Part I, Kerala Service Rules.	Full powers
25	To appoint all non-teaching staff of the University against sanctioned posts, after observing the formalities in regard to qualification, age and manner of recruitment as prescribed.	Full powers
26	To appoint all teaching staff of the University up to and including Assistant Professors after observing the formalities prescribed in respect of age, qualification and manner of recruitment.	Full powers
27	To make provisional appointments under the University for periods not exceeding one year against sanctioned posts, by deputation from other departments or by transfer of qualified personnel from within the University.	Full powers
28	To create and make appointments against temporary posts of teaching and non-teaching staff for periods not exceeding six months.	Full powers
29	To implement the amended K.S.R. Provisions in retirement of officers.	Full powers
30	To appoint the dependants/relatives of the University employees who die-in-harness in suitable post under the KAU, subject to the rules prescribed by the Government from time to time.	Full powers
31	To permit Academic staff who are deputed to undergo P.G. programme, to undertake on expiry of deputation period, journey to attend their viva-voce examination of P.G. studies and to sanction T.A. without (DA) thereof under rule 78&79 Part-II, KSR (No. 80491/B3/80/8-12-80)	Full powers
32	To grant extension of joining time to the employees of the KAU	Full powers
33	To sanction deputation of Academic Staff for training abroad where no financial commitment is involved to the University	Full powers
34	To grant leave without allowance to the employees of Kerala Agricultural University to join their spouse abroad in accordance with the guidelines issued by Government in the matter from time to time.	Full powers
35	Constitution of Selection Committees for selection of candidates for diploma and pre-service training courses and to formulate criteria for all types of training courses/diploma courses which includes pre-service training courses conducted by the University.	Full powers
36	a) To accord sanction for implementing externally aided schemes/projects	Full powers
	b) To accord sanction for the creation of posts of Research Associates/ Research Fellows on tenure on the terms and conditions approved by the Funding Agency.	Full powers

Sl No	Nature of powers delegated	Extend of powers
	c) To accord sanction for the creation of posts including teaching posts which are provided in the externally aided schemes on fixed duration by deployment of existing vacant posts/deployment of existing personnel.	Full powers
37	Constitution of Selection Committees and to fix the norms for selecting the candidates appearing for various positions for which the method of appointment is by direct recruitment in the absence of statutory position (effective from 2-3-1995).	Full powers
38	Powers permitting voluntary retirement to Kerala Agricultural University employees including teachers.	Full powers
39	To sanction payment of Commuted value of pension to legal heirs in the case of death after retirement	Full powers
40	To regularise the absence of employees/teachers/permanent labourers for their participation in the State/Nationwide strikes based on the Govt. orders to that effect.	Full powers
41	To permit university employees/permanent labourers to undergo specialised treatment outside the State/specialized diseases fulfilling the conditions stipulated in University order GA/J3/15230/97 dated 6-2-98 or subsequent orders thereon. [Order No.GA/E3/8176/2000 dt. 7-6-2000]	Full powers
42	To sanction interest free medical loan to University employees/permanent labourers for undergoing treatment for specified diseases fulfilling the conditions stipulated in University order GA/J3/15230/97 dated 6-2-98 and subsequent orders thereon. [Order No.GA/E3/8176/2000 dt. 7-6-2000]	Full powers
	<i>Note: - The Vice-Chancellor is authorised to delegate any of the powers to the subordinate officers of the University according to necessity and exigencies of services. University employees referred to in these statements include officers, teachers, research, extension, technical and non-technical and Class IV employees</i>	
B	FINANCIAL POWERS	
1	Powers to sanction purchase of laboratory apparatus equipments, electric and electronic instruments, glassware, farm machinery and other stores and to sanction repairs of equipment, machinery etc.	Full powers
2	To sanction purchase of laboratory/agrochemicals, medicines, veterinary drugs and surgical instruments, specimens, manures, fertilizers etc.	Full powers
3	To sanction purchase of books, periodicals, maps etc. (academic, scientific and office reference)	Full powers
4	Purchase of stationery articles for office use	Full powers
5	Sanction to give out urgent printing work to private presses	Full powers
6	To rent or lease buildings for University work	Full powers
7	To sanction permanent advance to subordinate officers	Full powers
8	To sanction purchase of bags and containers	Full powers
9	To sanction purchase and repairs of furniture for office, Library and Laboratory	Full powers
10	To sanction purchase of typewriters, duplicators, calculators, franking machines	Full powers
11	To purchase and repairs of clocks, cycles, fans, water cooler, torches etc.	Full powers
12	To sanction of hiring furniture, typewriters etc.	Full powers
13	To sanction the purchase of seeds, pesticides, chemicals, specimens etc.	Full powers

Sl No	Nature of powers delegated	Extend of powers
14	To sanction expenditure for payment of property tax, building tax, licence fees etc. to local bodies etc.	Full powers
15	To sanction expenditure on entertainment, supply of light refreshment, lunch etc. during meetings and visit of V.I.Ps (Press Conference), Committee Meetings, Seminars, farmers day and other University functions.	Full powers
16	To sanction free of supply of seeds, chemicals, specimen, etc.	Full powers
17	To sanction expenditure on demonstration of implements, improved seeds, fertilizers etc.	Full powers
18	To sanction advertisement charges	Full powers
19	To sanction purchase of electrical goods	Full powers
20	To sanction binding charges of books (Accounts, Academic and Administrative records/registers, etc.)	Full powers
21	To sanction binding charges of Library books, journals etc.	Full powers
22	To sanction supply of Uniform and clothing to the employees	Full powers
23	To sanction purchase of combine and camp boxes	Full powers
24	To sanction expenditure in connection with civil suits instituted	Full powers
25	To sanction payment of demurrage, wharfage charges etc.	Full powers
26	To sanction expenditure in connection with fruit, flowers, vegetables and other Agricultural and Livestock and Poultry shows	Full powers
27	To lay down scales for the issue of concentrates, fodder etc. for feeding.	Full powers
28	1) To sanction advance for the conduct and participation in sports, tournaments and coaching camps	Full powers
	2) To sanction advance for the maintenance of play fields	Upto 20,000/- at a time
	3) To sanction grant-in-aid to Students Union, Students Club, Teachers Club and other recognised bodies	Full powers
29	To declare animals, agricultural produces, nursery plants, fruits, trees, farm yard manure, compost etc. as surplus to requirement	Full powers
30	To sanction maintenance (purchase of tyres, tubes, batteries etc.) running charges, repairs and replacement charges on the University Vehicles.	Full powers
31	To sanction payment of electric current consumption charges	Full powers
32	To incur expenditure on games, sports, physical exercise and provision for maintenance of games courts, athletic fields.	Full powers
33	To sanction payment of photographic charges including photograph materials (cameras, films and apparatus etc.)	Full powers
34	To sanction expenditure in ordinary postage stamps including foreign postage.	Full powers
35	To sanction expenditure on printing of technical reports, station reports, University calendars, University diaries, proceedings and minutes of meeting brochures, pamphlets, posters, etc.	Full powers
36	To sanction installation of telephones, shifting, extension, repairs and maintenance charges, PBX system and payment of monthly telephone charges including annual rentals.	Full powers

Sl No	Nature of powers delegated	Extend of powers
37	To sanction all kinds of journeys including air journeys of officers and employees of the University.	Full powers
38	To countersign T.A. bills and sanction TA advances to officers and employees of the University.	Full powers
39	To sanction and countersign T.A. claim of Officials and non-official members of various committees of the University.	Full powers
40	To sanction purchase of stationery articles and other miscellaneous expenses in connection with committee meeting etc.	Full powers
41	To sanction withdrawal from Provident Fund Deposits	
	i) Temporary Advance	Full powers
	ii) Special Reasons	Full powers
	iii) Non-refundable Advance	Full powers
42	To sanction investigation of arrear claims including pay and allowances and contingent claims.	Full powers
43	To sanction expenditure in Estates, Farms and Research Stations	Full powers
44	To sanction non-recurring contingent charges	Full powers
45	To sanction cropping scheme and forecast of expenditure of all farms and research stations/projects.	Full powers
46	To sanction forecast of work/modify all schemes connected with research.	Full powers
47	To sanction Uniforms, raincoats, chappals, blankets, aprons, gloves etc. to employees and labourers.	Full powers
48	To sanction employment of skilled and unskilled labourers on casual basis.	Full powers
49	To sanction sale of agricultural produces, nursery plants, fruits, trees, animals, birds etc. declared surplus or otherwise.	Full powers
50	To confirm/accept the auction sale of farm produce, animals, birds etc.	Full powers
51	To sanction disposal of unserviceable articles, farm produces etc. in auction.	Full powers
52	To sanction and confirm auction for sale of un-germinated and dried up seed nuts and rejected seedlings, dead trees in nurseries, farm and other institutions.	Full powers
53	To dispose of all crops, farm produce and perishable or non-perishable by auction/direct sale.	Full powers
54	To sanction refund of revenue	Full powers
55	To write off losses of stores due to unusual occurrence (damage by weevils, rats, white ants, rains, fire, cyclonic winds)	Full powers
56	To write off value of losses due to petty thefts, weighments and in transit.	Full powers
57	To write off losses due to dryage in seeds, plants, grafts and other horticultural produce.	Full powers
58	To sanction expenditure for prizes and awards	Full powers
59	To fix sale price of farm produce, animals, birds etc. at market rates.	Full powers
60	To write off the book value of animals, birds, died/destroyed	Full powers
61	To fix rates of depreciation in respect of articles of stores, livestock, etc.	Full powers

Sl No	Nature of powers delegated	Extend of powers
62	To approve mortality in young nursery and nature plants.	Full powers
63	To sanction compensation to employees/labourers under Workmen Compensation Act.	Full powers
64	To sanction transport charge of farm produce, livestock and other dead-stock articles from one station to another	Full powers
65	Powers to execute agreements/contracts and accept the same	Full powers
66	To sanction free issue of priced publications or guide/diary.	Full powers
67	To sanction house construction advance to Officers, teaching and non-teaching staff and other employees of the University	Full powers
68	To sanction cycle advance and mosquito net advance to the employees.	Full powers
69	To sanction advance for the purchase of motor cycle/scooters etc.	Full powers
70	To sanction for the purchase of fertilizers, pesticides/ chemicals, manures for the farmers, Research Stations/ Schemes/ Projects etc.	Full powers
71	To sanction purchase of livestock, birds and other stores	Full powers
72	To sanction work advance	Full powers
73	To sanction purchase of feeds and fodder for livestock and birds.	Full powers
74	To sanction gratuity and special disability allowance to labourers engaged in the farm and research stations including estate.	Full powers
75	To sanction to cull animals	Full powers
76	To sanction exhibition charges	Full powers
77	To sanction expenditure towards celebrations of farmers' day, Krishi Vignan Mela, Seminars etc.	Full powers
78	To sanction hot and cold weather charges	Full powers
79	To sanction purchase of vessels, utensils, furniture, cooking crockery and other furnishing materials for Guest House/ Farm Rest House etc.	Full powers
80	To sanction original works and to accord administrative sanction for estimates.	Upto Rs 2 lakhs at a time.
81	To sanction petty construction and repairs	Full powers
82	To sanction expenditure on verification of stock and stores.	Upto Rs 5000/- at a time
83	To dispense with earnest money/security deposits when plant and machinery implements and other stores are supplied by the firms of undoubted financial standing and repute.	Full powers
84	To write off irrecoverable dues of Research Stations, Farms and other institutions under the University.	Upto Rs .50,000/- at a time
85	To sanction write off of books, periodicals and maps lost or rendered unserviceable (obsolete).	Upto Rs.10,000/- at a time
86	To sanction final write off of irrecoverable value of stores, public money lost by fraud or negligence of individual/ similar cases. (* Provided that the loss does not disclose a defect of the prescribed system)	Upto Rs 20,000/- at a time.
87	To sanction re-appropriation and transfer of funds from one head to another.	Full powers

Sl No	Nature of powers delegated	Extend of powers
88	To sanction contingent expenditure not otherwise provided for in those delegation orders.	Full powers
89	To sanction non-refundable advance to the officers and other staff employed under the Kerala Agricultural University, in excess of the ordinary limit.	Full powers
C	ACADEMIC POWERS	
1	To publish Colleges/University Calendar, regulations, course catalogue every year	Full powers
2	To sanction endowed scholarship, prizes and medals	Full powers
3	To award/grant fee concessions to students according to rules	Full powers
4	To sanction scholarships (including merit scholarship/stipends in the Colleges according to rules)	Full powers
5	To sanction remittance of late fee/fines imposed on students	Full powers
6	To prescribe holidays and vacation for Colleges	Full powers
7	To stop or withhold any scholarship/fellowship to any student	Full powers
8	To sanction excursion charges and tours of students both inside and outside the State.	Full powers
9	To sanction expenditure in connection with study tour/ inter University Athletic meet etc.	Full powers
10	To sanction merit and other scholarship payable from University funds.	Full powers
11	To sanction grant-in-aid to student's Union, Students club teachers club and other recognised bodies.	Up to Rs .10,000/- at a time.
12	To sanction refund of Caution money deposit to students.	Full powers
13	To sanction study tour of students and teachers both within and outside the State.	Full powers
14	To suspend or to take any disciplinary action against students.	Full powers
15	To exercise supervision and control over the discipline of students and take appropriate action.	Full powers
16	To withhold or cancel the results of any candidate/candidates/ examination in case of necessity	Full powers
17	To prescribe the academic year of the University.	Full powers
18	To sanction tours and countersign T.A. bill of Examiners.	Full powers
19	To approve panel of Examiners/Question Paper Setters/other staff for examination and to fix the remuneration.	Full powers
	<i>Note: - The Vice-Chancellor is authorised to delegate any of his powers to the subordinate officers of the University according to necessity and exigencies of services.</i>	
D	WORKS	
1	To issue technical sanction for works.	Full powers
2	To issue administrative sanction to original works.	Full powers
3	To sanction expenditure on verification of stock and stores	Full powers
4	To sanction administrative and technical sanction for electrification works.	Upto Rs .5000000/-

2. REGISTRAR

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To appoint all ministerial staff up-to and including Section Officer of the University and technical and non-technical staff such as Laboratory Assistant, Ref. Assistant, Farm Assistant, Attenders, Class IV employees etc. subject to recruitment rules.	Full powers
2	To grant promotions in the technical cadre (Laboratory Asst./ Library Assistants, Farm Assistants, Lab. Technician) and in the ministerial cadre up-to and inclusive of Section Officer under the Kerala Agricultural University.	Full powers
3	To transfer all teaching, research, extension up to and inclusive of Assistant Professor and non-teaching and administrative staff up to and inclusive of Section Officer and posts having equivalent scale of pay . In respect of research/ teaching/extension personnel, the recommendation of the Deans/Directors as the case may be is to be obtained before orders are issued.	Full powers
4	To sanction all kinds of leave except study leave and special disability leave, in respect of officers and staff working in the University service. In respect of research, teaching, extension personnel, recommendation of the Deans/Directors as the case may be is to be obtained before orders are issued.	Full powers
5	To sanction or withhold increments in respect of employees under his administrative control.	Full powers
6	To permit research, extension and teaching staff and other employees working directly under his administrative control for attending conferences, seminars, meetings and business of the University up to 10 days within the State subject to availability of funds under T.A. with the concurrence of the Director of Research, Director of Extension, Deans.	Full powers
7	To permit the acceptance of examiner-ship and to receive remuneration thereof in respect of officers working under his control.	Full powers
8	To initiate disciplinary proceedings in respect of all employees under the administration of the University, except all Professors and salaried Officers. Note:- In respect of teaching, research or extension personnel, the concurrence of the concerned Directors, Deans, as the case may be is to be obtained.	Full powers
9	To maintain the confidential records of all ministerial staff working under his administrative control.	Full powers
10	To sanction reimbursement of cost of medicines in respect of Officers working under his control.	Full powers
11	To sanction pension, D.C.R.Gratuity, Family Pension etc. in respect of all University employees up to and including Assistant Registrar and Assistant Professor subject to verification by the Comptroller	Full powers
12	To sanction journeys within the State and to adjoining districts of neighbouring states in respect of employees working under his administrative control.	Full powers
13	To permit the purchase and disposal of movable/immovable properties in respect of all University employees subject to the recommendation of the Controlling Officers.	Full powers

Sl No	Nature of powers delegated	Extend of powers
14	Fixation of cadre strength in the various grades based on the approved ratio within the sanctioned number of posts.	Full powers
15	Sanction for the up gradation/down gradation of posts to accommodate incumbents within the cadre strength fixed when they are transferred from one station to another.	Full powers
16	Upgrade posts to higher grades on completion of fixed period of service (as per existing rules) by the incumbents concerned based on the standing orders.	Full powers
17	To sanction temporary advance for the purchase of articles upto the delegated limit for purchases in each case.	Full powers
18	To sanction leave without allowance to the Permanent labourer for taking up appointment abroad in accordance with the guidelines issued by Government from time to time.	Full powers
19	To treat the period of absence of KAU employees by way of strikes, dharnas etc. organised by the service organisations of the Kerala Agricultural University as 'dies-non' as per rule in force.	Full powers
20	To sanction special disability leave upto 120 days to the labourers.	Full powers
21	a) Ordering charge arrangements of all officers except salaried Officers in consultation with Deans/Directors concerned.	Full powers
	b) To approve the tour programme of all staff of the university.	Full powers
B	FINANCIAL POWERS (Subject to Budget Provision)	
1	To sanction purchase of laboratory apparatus, equipment, electric and electronic instruments, glassware and other stores subject to budget provision.	Upto Rs 2 lakh at a time
2	To sanction repairs of equipment, machinery etc.	Upto Rs. 50,000 at a time
3	To sanction purchase of books, periodicals, maps, etc. (academic, scientific and office reference) without monetary limit	Full powers
4	To purchase stationery articles for office use subject to budget provision.	Full powers
5	Sanction to give out urgent printing works to private presses.	Upto Rs 1,00,000 at a time
6	To rent private buildings for University work with concurrence and approval of DPP	Full powers
7	To sanction purchase of bags and containers subject to annual limit (Annual limit 50,000/-)	Upto Rs. 5,000 at a time with an annual limit of Rs 50,000
8	To sanction purchase and repairs of furniture for office, library and laboratory use..	Full powers
9	To sanction purchase of Franking machines for University Offices as well as for other offices..	UptoRs. 20,000
10	To sanction purchase and repairs of clocks, cycles, sirens, fans, water coolers, torches etc..	Full powers

Sl No	Nature of powers delegated	Extend of powers
11	To sanction expenditure on entertainment, supply of light refreshment, lunch, etc. during meetings and visit of VIPs (Press Conference) committee meetings, seminars, farmers' day and other University functions.	Rs. 10,000 at a time and Rs. 20,000 for the conduct of General Council and special convocation
12	To incur hospitality charges	Rs .25,000
13	To sanction advertisement charges subject to budget provision	Full powers
14	To sanction binding charges of library books, journals etc.	Full powers
15	To sanction expenditure in connection with civil suits instituted.	Full powers
16	To sanction payment of demurrage, wharfage charges etc.	Full powers
17	To sanction maintenance (purchase of tyres, tubes, batteries etc.) repairs and replacement charges of the University vehicles subject to budget provision.	Full powers
18	To sanction payment of electric current consumption charges, water charges etc. for University purpose.	Full powers
19	To sanction payment of photographic charges including photograph materials (cameras, film, apparatus etc.)	Upto Rs 20,000 in each case
20	To sanction expenditure on ordinary postage stamps including foreign postage, resetting of postal franking machine subject to budget allotment.	Full powers
21	To sanction shifting, extension, repairs and maintenance charges PBX system and payment of monthly telephone charges including annual rentals.	Full powers
22	To countersign T.A. bills and sanction T.A. advance in respect of Officers under his respective administrative control.	Full powers
23	To sanction and countersign TA claims of Officials and non- official members of various Committees of the University.	Full powers
24	To sanction withdrawal from Provident Fund Deposits (consolidated and non-refundable advance) to Uty. employees.	Full powers
25	To sanction purchase of stationery articles and other miscellaneous expenses in connection with Committee meetings, etc.	Full powers
	To sanction investigation of arrear claims including pay and allowances and contingent claims in respect of employees (Class II, III & IV) working under his administrative control and with regard to contingent claims held in abeyance up to a period of 5 years without monetary limit.	Full powers
26	To sanction non-recurring contingent charges (unforeseen items not specifically conveyed under any specified item) subject to budget provision.	Upto Rs 25,000/-
27	To sanction renewal of uniforms/clothing, gumboots, raincoats, chappals, blankets, aprons, glouses etc. to employees/labourers.	Full powers
28	To sanction employment of skilled and unskilled labourers on casual/monthly basis.	UptoRs 15,000/- at a time.
29	To write off losses of stores due to unusual occurrence (damage by weevils, rats, white ants, rains, fire, cyclonic winds etc) with due recommendation of a technical committee.	Full powers
30	To write off value of losses due to petty thefts, weighment and in transit up to ten per cent of the total stock.	Full powers

Sl No	Nature of powers delegated	Extend of powers
31	To execute agreements/contracts on behalf of the University and accept the same.	Full powers
32	To sanction free issue of priced publications or guide/diary	Upto an annual limit of Rs.10,000/
33	To sanction work advance (other than labour charges)	UptoRs 20,000/- at a time
34	To sanction expenditure for payment of licence fees etc. to local bodies etc. in respect of the vehicles under his control.	Full powers
35	To sanction petrol charges in respect of University vehicles.	Full powers
36	To sanction departmental advance for University expenditure subject to budget provision.	Upto Rs .20,000/- at a time.
37	To approve and sanction the FSMA (Full Service and Maintenance Agreement) charges of photocopier machines.	Full powers
38	To sanction expenditure towards wages of Security personnel.	Full powers
39	To sanction ex-gratia payment towards the cost of medicines purchased for treatment in connection with the accident while on duty.	Upto Rs .10,000/-
40	To write off/dispose of unserviceable articles.	Full powers
41	To sanction purchase of electrical goods.	Full powers
42	To sanction supply of uniform and clothing to employees.	Full powers
43	To sanction expenditure for prizes and awards.	Full powers
44	To fix sale price on farm produce, animals, birds etc. at market rate.	Full powers
45	To sanction purchase of feeds and fodder for livestock and birds.	Full powers
46	To sanction charge allowance to Gazetted officers of the university	Full powers
C	ACADEMIC POWERS	
1	To publish colleges/University calendar, regulations, course catalogues every year.	Full powers
2	To sanction endowments, scholarships, prizes and medals.	UptoRs.1,000 at a time in respect of each student.
3	To stop or withhold any scholarship/fellowship to any student in respect of amount for which he is competent to sanction.	Full powers
4	To withhold or cancel the results of any candidate/candidates examination in case of necessity subject to ratification by the Committee constituted for the purpose.	Full powers
5	To sanction tours and countersign T.A. bills of examiners.	Full powers

Note: - The Registrar is authorised to delegate any of his powers to the subordinate officers of the University according to necessity and exigencies of services.

3. JOINT REGISTRAR/DEPUTY REGISTRAR (ADMINISTRATION)

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To sanction all kinds of leave except study leave, special disability leave and leave without allowance exceeding four months to all employees of and below the level of Assistant Registrar and equivalent grades as per rules.	Full powers
2	To sanction casual leave to all officers below the cadre of Assistant Registrar or equivalent grade.	Full powers
3	To assign holiday duty and to sanction compensatory off to all employees up to and including the level of Section Officers and equivalent grade.	Full powers
4	To sanction journeys for official purpose within the State and to approve tour programme/tour diaries and to countersign T.A. bills in respect of all employees up to and inclusive of the level of Section Officers under the administrative control of Registrar.	Full powers
5	To sanction reimbursement of cost of medicines to all employees of the Headquarters Office up to and inclusive of the level of Section Officer or Officers equivalent grade subject to the observance of other formalities and limitation regarding reference to District Medical Officer/Director of Health Service etc.	Full powers
6	To approve draft proceedings on administrative and financial matters based on orders passed by the Registrar, Vice-Chancellor and Executive Committee.	Full powers
7	To open tapals addressed to Registrar by designation.	Full powers
8	To approve draft letters addressed to Government and other agencies which does not involve policy decisions.	Full powers
9	To issue office orders on day-to-day administrative matters and to maintain general discipline in the office.	Full powers
10	To sanction deployment of University vehicles and allocation of Drivers for University purposes including regular scheduled trips (the Transport Supervisor/Officer-in-charge of vehicles to be consulted whenever necessary).	Full powers
11	To correspond with all heads of officers, subordinate officers and outside agencies on routine matters of administration.	Full powers
12	To conduct annual verification of stock and stores of the University Headquarters.	Full powers
13	To transfer staff coming under Class III. (1) Assistants, (2) Computer Assistants (3) Farm Assistants/Farm Supervisor (Agri./Vety.), (4) Research Assistants, (5) Assistant Librarian(6) Technical Assistant, (7) Artist, (8) Photographer.	Full powers
14	To issue officiation certificate in respect of the Officers in the level of Assistant Registrar/Asst. Comptroller/Administrative Officer/ Recruitment Officer/Labour Officer and equivalent grades as per rules.	Full powers
15	Arrange for conduct annual verification of stock and stores in the University Headquarters.	Full powers
16	To sanction increments in respect of employees under his administrative control up to the level of Section Officers and equivalent grades.	Full powers

Sl No	Nature of powers delegated	Extend of powers
17	To upgrade the posts to higher grades on completion of fixed period of service by the incumbents concerned based on the standing order.	Full powers
18	To sanction leave without allowance to the permanent labourers for taking up employment abroad in accordance with the guidelines issued by Government from time to time.	Full powers
19	To forward applications to other agencies, issue of NOC for taking up employment, Passport etc. of the employees of and below the rank of Asst. Professors.	Full powers
20	To sanction for the up gradation/down gradation of posts to accommodate incumbents within the cadre strength fixed when they are transferred from one station to another.	Full powers
21	For sanction charge allowance for holding full additional charge of other posts.	Full powers
22	To sanction all kinds of leave including study leave and special disability leave to all staff except salaried officers.	Full powers
23	Fixation of cadre strength in the various grades based on the approved ratio within the sanctioned number of posts. [Order No. GA/E3/15334/95 dt. 9-7-1999]	Full powers
24	To sanction free issue of copies of Annual Report, statutes, ordinances, delegation of powers etc. to other Universities/local bodies etc.	Full powers
B	FINANCIAL POWERS(Subject to Budget Provision)	
1	To sanction temporary advance for the purchase of articles upto the delegated limit for purchase in each case.	Full powers
2	To sanction purchase of stationery articles for official purpose	Up to Rs 20,000 at a time.
3	To sanction purchase of books, periodicals, maps, etc.	UptoRs 5,000 at a time.
4	To sanction purchase and repairs of furniture including steel furniture for office, library and laboratory use.	UptoRs 25,000 at a time.
5	To sanction maintenance, repairs and replacement charge of University vehicles	Upto Rs 10,000 at a time
6	To sanction expenditure on ordinary postage stamps including foreign postage, resetting of Franking Machine.	Rs 50,000 at a time.
7	To sanction non-recurring contingent charges subject to budget provision observing official formalities.	Upto Rs 5,000 at a time.
8	To sanction fuel charges of University vehicles	Upto Rs 5,000 at a time per vehicle.
9	To sanction expenditure for purchase of printed forms, registers and priced Government publications for official purposes.	Upto Rs 10,000 at a time.
10	To pass all invoices/bills, vouchers for payment covered by sanction from competent authority.	Full Powers
11	To sanction expenditure in connection with Civil suits filed by or against the University,	Subject to the maximum for Rs 10,000/- each time
12	To sanction expenditure on entertainment, supply of light refreshment, lunch etc., during meetings and visit of VIPs (Press conference), Committee meetings, Seminars, Farmers' Day and other University functions.	Up to Rs 10,000/- at a time

Sl No	Nature of powers delegated	Extend of powers
13	To sanction petty contingent expenses	Upto Rs 1,000/ at a time.
14	To sanction payment of electric current consumption charges, water charges etc. for University purposes.	Full Powers
15	To sanction renewal of uniform, clothing, gum boots, raincoats, chappals, blanket, aprons, gloves etc. to employees/labourers entitled for the same.	Full Powers
16	To sanction purchase of vessels, utensils, furniture, cooking crockery and other furnishing materials for the University Guest House/Farm rest house.	Full Powers
17	To sanction advance in respect of expenditure which he is competent to sanction subject to code rules and for adjusting the advances so sanctioned by him.	Up to Rs 10,000/- at a time
18	To countersign TA bills and sanction TA advance in respect of Officers under his respective administrative control up to and including the level of Assistant Registrar and equivalent grade.	Full Powers
19	To sanction purchase of duplicators, computers and accessories, franking machine, etc. for University office as well as for other offices .	Rs 50,000/- in each case.
20	To sanction purchase and repairs of articles like fan, watercoolers , crockeries etc	Full Powers
21	To sanction advertisement charges	Upto Rs 25,000/-
22	To sanction shifting, extension, repairs and maintenance charges, PBX system and payment of monthly telephone charges including annual rentals.	Full Powers
23	To sanction temporary withdrawal from Provident Fund deposits (consolidated and non-refundable advance) to University employees up to and including the level of Assistant Registrar and equivalent grade.	Full Powers
24	To sanction investigation of arrear claims including pay and allowances and contingent claims in respect of employees (Class II, III & IV) working under his administrative control and with regard to contingent claims held in abeyance up to a period of 5 years without monetary limit.	Full Powers
25	To sanction contingent expenditure for miscellaneous purposes (other than labour charges).	Upto Rs 10,000/- at a time.
26	To sanction expenditure for payment of license fees etc. to local bodies etc. in respect of the vehicles under the control of the Registrar.	Full powers
27	To sanction payment of rentals and call charges of telex at Kerala Agricultural University Headquarters.	Full powers
28	To sanction expenditure for payment of property tax	Full Powers
29	To write off/dispose of unserviceable articles	Full Powers
30	To sanction purchase of electrical goods	Rs 10,000/- in each case.
31	To sanction supply of uniform and clothing to employees.	Upto Rs 25,000/-
32	To sanction expenditure on printing of Technical reports, Station reports, University Calendars, University Diaries, proceedings and minutes of meetings, brochures, pamphlets, posters etc. in KAU Press.	Full Powers
33	To sanction expenditure in connection with civil suits instituted at University approved rate.	Full Powers

Sl No	Nature of powers delegated	Extend of powers
34	To sanction purchase of stationery articles and other miscellaneous expenses in connection with Committee meetings etc.	Upto Rs 10,000 at a time. Annual limit Rs 50,000
35	To sanction purchase of vessels, utensils, furniture, cooking crockery and other furnishing materials for guest house/Farm Rest House.	Upto Rs 50,000/
36	To sanction purchase of laboratory apparatus, equipment, electric and electronic instruments, glassware and other stores subject to budget provision.	Full Powers
37	To sanction repairs of equipment, machinery etc.	Upto Rs 25,000/- at a time.
38	To purchase stationery articles for office use subject to budget provision.	Full Powers
39	To sanction purchase of bags and containers subject to annual limit.	Upto Rs 1,000 at a time. Annual limit Rs 10,000.
40	To sanction binding charges of library books, journals etc.	Full powers
41	To sanction free issue of priced publications, guide/diary.	Upto an annual limit of Rs 5,000
42	To approve and sanction FSMA charges of photocopier machines/office equipment.	Full powers
43	To sanction expenditure towards wages of Security personnel.	Full powers
44	To sanction and countersign TA claims of official and non-official members of various Committees of the University.	Full powers
C	GENERAL	
1	Any of the powers delegated under 'A' and 'B' above can be withdrawn by the Registrar in consultation with the Vice-Chancellor, at any time, by an office order.	
2	Any case not strictly conforming to the rules/orders will be put up by Deputy Registrar (Admn.) to the Registrar.	
3	Any other official duty/work assigned by the Registrar from time to time will also be done by Deputy Registrar (Admn.)	
4	The performance of the duties and powers by Deputy Registrar (Admn.) will be subject to the overall control and supervision of the Registrar.	

4. DEPUTY/JOINT REGISTRAR (ACADEMIC)

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To grant casual leave to all the subordinate staff of the academic wing.	Full Powers
2	To verify the attendance register daily.	Full Powers
3	To correspond with other universities/UGC/ICAR or such other bodies/Govt on academic matters of a routine nature.	Full Powers
4	To correspond with Deans, Directors and other academic staff on routine business.	Full Powers
5	To issue orders on academic matters with the approval of Registrar/ Vice-Chancellor/Executive Committee/Academic Council	Full Powers
6	To sanction the closing to correspondence files.	Full Powers
7	To depute the ministerial staff and Class IV employees to places within the State in connection with academic matters.	Full Powers
8	To sanction journeys for official purpose within the State and to approve tour programme/tour diaries and to countersign T.A. bills in respect of all employees upto and inclusive of the level of Section officers working in Academic Wing.	Full Powers
9	To approve draft proceedings on administrative and financial matters based on orders passed by the Registrar, Vice-Chancellor and Executive Committee.	Full Powers
10	To open tapals addressed to Registrar by designation.	Full Powers
11	To issue office orders on day-to-day administrative matters and to maintain general discipline in the office.	Full Powers
12	To sanction deployment of University vehicles and allocation of Drivers for University purposes including regular scheduled trips (in the case of vehicles allotted to academic wing).	Full Powers
B	FINANCIAL POWERS (Subject to budget provision)	
1	To sanction printing of academic forms, academic calendars, prospectus, registers, application form, regulations, syllabi, curricula etc from the Kerala Agricultural University Press	Full Powers
2	To sanction contingent expenditure	Upto Rs 2,000/- at a time with annual limit of Rs 20,000/-
3	To pass invoices/bills/vouchers for payment covered by sanction from competent authority.	Full Powers
4	To sanction fellowship/scholarships to students as per rules.	Full Powers
5	To sanction purchase of stationery articles for official purpose .	Upto Rs 20,000 at a time.
6	To sanction expenditure on ordinary postage stamps including foreign postage, resetting of Franking Machine,	Rs 50,000 at a time
7	To sanction expenditure for purchase of printed forms, registers and priced Government publications for official purposes.	Upto Rs 10,000 at a time
8	To pass all invoices/bills, vouchers for payment covered by sanction from competent authority.	Full Powers

Sl No	Nature of powers delegated	Extend of powers
9	To sanction expenditure on entertainment, supply of light refreshment, lunch etc., during meetings and visit of VIPs (Press conference), Committee meetings, Seminars, Farmers' Day and other University functions.	Rs 10,000/- at a time
10	To sanction petty contingent expenses	Upto Rs 1000/- at a time
11	To sanction advance in respect of expenditure which he is competent to sanction the advances subject to code rules and for adjusting so sanctioned by him.	Upto Rs 10,000/- at a time
12	To sanction contingent expenditure for miscellaneous purposes (other than labour charges).	Upto Rs 10,000/- at a time.
13	To write off/dispose of unserviceable articles	Full powers
14	To sanction purchase of stationery articles and other miscellaneous expenses in connection with Committee meetings etc.	Upto Rs 5,000 at a time Annual limit Rs 50,000
15	To purchase stationery articles for office us.	Full powers
16	To approve and sanction FSMA charges of Photo copying machines/Office equipment	Full powers
17	To sanction and countersign TA claims of official and non-official members of Academic Council of the University.	Full powers
C	ACADEMIC POWERS	
1	To sign and issue grade cards to students	Full powers
2	To issue mark lists/transcripts of record of work to students	Full powers
3	To sign and issue provisional certificate of various courses.	Full powers

5. ASSISTANT REGISTRAR /RECRUITMENT OFFICER

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To grant all kinds of leave other than study leave and special disability leave and leave without allowances exceeding four months at a time, to all Officers upto and including Section Officer and Farm Supervisors of the Kerala Agricultural University.	Full powers
2	To review the notes of inspection on the Personal Registers of Assts working in the University Headquarters.	Full powers
3	To approve all drafts (except cases of very important/policy matter etc.) based on the orders passed by the Registrar/ Vice-Chancellor/Executive Committee	Full powers
4	To open the daily tapals addressed to the Registrar/Vice-Chancellor/Director of Research by designation in the absence of the Officers at Headquarters.	Full powers
5	To attest entries in the service books of all Class II, III and IV (non-gazetted) officers of the Kerala Agricultural University.	Full powers
6	To order and attend to destruction and preservation of records.	Full powers
7	Sanction deployment of vehicles and allocation of Drivers for University purposes including regular scheduled trips etc. in consultation with the Transport Supervisor, Officer i/c. of vehicles wherever necessary.	Full powers
8	To sanction periodical increments of all Class II, III and IV (non-gazetted) officers attached to Kerala Agri. Uty. Hqrs. Office.	Full powers
9	To countersign applications of all Class III and Class IV employees working in the Kerala Agricultural University Headquarters office for admission to G.P.F.	Full powers
10	To grant eligible leave up to one month and surrender of Earned leave for officers of and below the rank of Section Officers.	Full powers
11	To transfer the non-teaching staff mentioned below:	Full powers
	i) Drivers other than those driving the vehicles of salaried officers and Directors and the Vehicles stationed at the Kerala Agricultural University Headquarters.	Full powers
	ii) Class IV employees, Clerical Assistant/Lab. Assistant Grade III, Field Supervisors/Technicians and those Class III categories not coming under the delegation of powers of Deputy Registrar (Admn.)	Full powers
12	To issue officiation certificate in respect of the employees upto and inclusive of Section Officers and equivalent grades as per rules.	Full powers
B	FINANCIAL POWERS	
1	To sanction investigation of arrear claims of Class II and Class IV (non-gazetted) officers by the Comptroller if the claims are not time barred.	Full powers
2	To sanction printing of forms, registers etc. subject to maximum of Rs. 1,000/- per year.	Upto Rs.1000/- at a time(Maximum of Rs 10,000 per year)
3	To sanction purchase of stationery.	Upto Rs.1000/- at a time

Sl No	Nature of powers delegated	Extend of powers
4	To pass invoices/bills/vouchers for payment covered by sanction from competent authority.	Full powers
5	To verify and account for the entire stock of furniture, stationery and other valuables to be done by administrative branch.	Full powers
6	To sanction payment of cost of fuel consumed for the University vehicles deployed for scheduled trips.	Full powers
7	To sanction expenditure of electric current charges, water charges etc. as per rules without monetary limit.	Full powers
8	To sanction maintenance, repair and replacement charges of University vehicles subject to budget provision and on receipt of technical advice.	Upto Rs.5,000/- at a time.
9	To sanction fuel charges of University vehicles as per rules.	Upto Rs.3,000/- at a time for each vehicle

6. COMPTROLLER

Sl No	Nature of powers delegated	Extend of powers
ADMINISTRATIVE /FINANCIAL POWERS		
1	To sanction permanent advance to subordinate Officers.	Full powers
2	To refund excess collection or excess recovery and deposits.	Full powers
3	To sanction free issue of copies of budget estimates, statutes, ordinances, delegation of powers etc. to other Universities/local bodies etc.	Full powers
4	To sanction payment of audit fees to Auditors appointed under Section 47(2) of Kerala Agricultural University Act.	Full powers
5	To sanction house construction and conveyance advance to Officers and staff based on the priority list and the monetary limit approved by the Vice-Chancellor/Executive Committee as the case may be and subject to budget provision and code rules.	Full powers
6	To sanction pension, D.C.R.G., Family Pension etc. in respect of University employees.	Full powers
7	To sanction withdrawal from Provident Fund deposits (consolidated and non-refundable advance) under ordinary as well as special circumstances/special cases of the University employees.	Full powers
8	To sanction cycle advance to the Uty. employees (PF 3-9836/75 dt. 14-6-1978)	Full powers
9	To sanction expenditure on entertainment, supply of light refreshments, lunch etc. in respect of meetings convened by the Comptroller	Upto Rs.5,000/ at a time
10	To sanction tour and countersign T.A. bills in respect of audit parties and staff attached to the Comptroller's Wing for tours within the State.	Full powers
11	To sanction payment of amount under Family Benefit Scheme.	Full powers
<p><i>The Comptroller is authorized to delegate any of the powers to the subordinate officers of the university according to necessity & exigencies of service.</i></p>		

7. SENIOR DEPUTY COMPTROLLER/ DEPUTY COMPTROLLER /ASSISTANT COMPTROLLER (INTERNAL AUDIT CIRCLES)

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To furnish eligibility certificates in the leave application of self drawing officers and issuance and authorization slips to all self drawing officers including teachers in their respective audit circles.	Full
2	To sanction all kinds of leave except study leave, Special disability leave and leave without allowances not exceeding four months to all ministerial staff including Section Officers and Class IV employees working under his administrative control.	Full powers
3	To grant periodical increments to all employees working under their administrative control.	Full powers
4	To attest entries in the service books of all employees under their administrative control.	Full powers
5	To sanction renewal of supply of uniforms and clothing and stitching charges of uniforms to the employees working under his administrative control who are entitled to uniforms as per rules.	Full powers
B	FINANCIAL POWERS	
1	To sanction purchase of stationery articles locally for office use	Upto Rs 5,000/- at a time, subject to annual limit of Rs 20,000/-.
2	To draw establishment pay bills of all employees who are not authorised to draw their own bills.	Full powers
3	To authorise the salary and allowances of Section Officers working under his administrative control.	Full powers
4	To sanction T.A. advance to the employees under his administrative control including transfer TA and pay advance.	Full powers
5	To draw and disburse TA claims of all employees under his administrative control.	Full powers
6	To sanction temporary withdrawals from GPF deposits in respect of the employees working under his administrative control subject to verification of credit balance by the Comptroller.	Full powers
7	To check, verify and to sign cash books and all subsidiary registers.	Full powers
8	To sign applications of all Class III and IV employees for admission to the General Provident Fund.	Full powers
9	To sanction medical reimbursement claims of all employees working under their administrative control.	Full powers
10	To sanction purchase of postage stamps	Worth Rs.1,000/- at a time. (Annual limit Rs 15,000/-).
11	To sanction and draw advance	Rs 2,000/- at a time.
12	To sanction Permanent Advance	Rs 10,000/-

Sl No	Nature of powers delegated	Extend of powers
C	DISCIPLINARY POWERS	
1	To call for explanation from Class III and IV employees who are working under their administrative control for dereliction of duty, misconduct and recommend to the head of office for suitable disciplinary proceedings against delinquent employees.	Full powers

8. DIRECTOR OF RESEARCH/DIRECTOR OF EXTENSION / DEANS / ASSOC. DEANS / ASSOC DIRECTORS OF R.A.R.S. / OFFICER IN CHARGE OF RESEARCH STATIONS / PRINCIPAL INVESTIGATORS / HEADS OF DEPARTMENTS IN COLLEGES

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATIC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
A ADMINISTRATIVE/ACADEMIC POWERS							
1	To grant periodical increments to all employees and labourers under their administrative control who are not authorised to draw their own bills	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
2.	To provide administrative and Technical sanction of all projects	Full powers upto one crore	Nil	Nil	Nil	Nil	Nil
3.	a) To sanction all kinds of journeys to the teaching and other employees under their administrative control to attend conferences, meeting and businesses of the University within the State and to countersign TA bills.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
	b) To sanction all kinds of journeys to the teaching and other employees under their administrative control to attend conferences, meeting and businesses of the University within the country and to countersign TA bills.	Full powers	Full powers	Full powers	Nil	Nil	Nil
4.	To initiate disciplinary action in respect of employees under their administrative control.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
5.	To initiate disciplinary proceedings and award punishments in respect of labourers working under their control	Full powers	Full powers	Full powers	Full powers	Full powers	Nil

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
6.	To sanction reimbursement of cost of medicines in respect of officers under their administrative control subject to the guidelines issued by the university and subject to budget provision.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
7.	To order transfer and postings of all officers and staff under their administrative control within the station.	Full powers with the concurrence of Registrar	Full powers within the college	Full powers within the station	Full powers within the station	Nil	Nil
8.	To appoint one of the members of staff as Assistant Warden in the College Hostel and to sanction the eligible allowance.	Nil	FULL POWERS	FULL POWERS	Nil	Nil	Nil
9. (a)	To sanction deputation to teachers/scientists working under their administrative control to attend conferences, seminars, symposia, workshops, Annual group meetings /Workshops etc of EAPs, summer/winter schools within the country and without any financial commitment to the University	Full powers	Full powers	Nil	Nil	Nil	Nil
	b)To sanction journeys within the country for the above meetings subject to budget provision (if no financial assistance is available) and to sanction registration charges at symposium/seminar at national level.	Full powers	Full powers	Nil	Nil	nil	Nil
10	To sanction all kinds of leave (except study leave, special disability leave) including leave without allowances not exceeding four months to all officers , employees and permanent labourers working under their administrative control.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATIC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
11.	To sanction hire charges for conveyance for scheme purpose (In case University vehicle is not available).	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
12. a)	To appoint contractual staff(RA,SRF etc.)sanctioned in EAP/OEAP schemes etc. observing the guidelines/rules prescribed by KAU.	Full powers	Full powers	Full powers	Nil	Nil	Nil
b)	To engage fully qualified hands on daily wage basis against the university posts /positions in externally aided schemes subject to the conditions for filling up the positions as stipulated in University instructions issued from time to time.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
13.	To sanction remittance of late fee/fines imposed on students.	Nil	Full powers	Nil	Nil	Nil	Nil
14.	To declare holidays for the students under their control.	Nil	Full powers	Nil	Nil	Nil	Nil
15.	To stop/withhold University Scholarship/Fellow- ship to any student in respect of the amount for which he/she is competent to sanction.	Nil	Full powers	Nil	Nil	Nil	Nil
16.	To sanction refund of caution money deposit to students.	Nil	Full powers	Nil	Nil	Nil	Nil
17.	To exercise supervision and control over the discipline of students and take appropriate action.	Nil	Full powers	Nil	Nil	Nil	Nil
18.	To sanction expenditure on all research programmes of PG students and departmental res.schemes/projects approved by the Uty.	Full powers	Full powers	Full powers	Nil	Nil	Nil
19.	To sanction study tour of students subject to the condition laid down by the Academic Council.	Nil	Full powers	Nil	Nil	Nil	Nil

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
20.	To sanction tours and countersign TA bills of External Examiners of PG students in accordance with the rules.	Nil	Full powers	Nil	Nil	Nil	Nil
21.	To sanction remuneration to the External Examiners of PG students for conducting Viva-voce examination - evaluation of thesis, etc. in accordance with the rules.	Nil	Full powers	Nil	Nil	Nil	Nil
22.	To sanction the drawal of required amount as advance for the conduct of All India Study Tours of students.	Nil	Full powers	Nil	Nil	Nil	Nil
23.	To sanction deputation of staff to accompany the students on All India Study Tours.	Nil	Full powers	Nil	Nil	Nil	Nil
24.	To sanction Farmers' Day, KrishiVigyanMelas, seminars, trainings, mini exhibitions, etc.	Full powers only for DE	Nil	Nil	Nil	Nil	Nil
25	To sanction conduct of State level scientific seminars, symposia, workshops, training like summer institutes, etc. as a part of Research programme.	Full powers DR only	Nil	Upto Rs 1 lakh	Nil	Nil	Nil
	REMARKS						
B	FINANCIAL POWERS (Subject to Budget provision and availability of funds)						
1.	To sanction purchase of Lab apparatus, equipment, Electric & Electronic instruments, glass wares, farm machinery, surgical instruments, specimens, etc.	Up to 20 lakhs	Deans 20 lakhs Asso. Deans 10 lakhs	10 lakh	3 lakhs	2 lakhs	Rs. 1 lakh subject to budget provision
2	Sanctioning of medical allowances on contingencies to labourers and employees while on duty.	Nil	Upto Rs 5000	Upto Rs 5000	Upto Rs 5000	Nil	Nil
3	To sanction repair of equipments/machinery etc. on which he has powers to sanction purchase.	Rs. 5 lakh	Deans 5 lakhs Asso. Deans 3 lakhs	Rs 3 lakh	1 lakh	50,000/-	Rs 25,000

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
4	To sanction purchase of books, periodicals, maps, reprints of scientific papers, journals (academic, scientific, research, extension, office reference) where foreign exchange is not involved as per instructions in vogue.	Full powers	Full powers	Full powers	1 lakh per annum	50,000/- per annum	Rs. 25,000
5	To sanction expenditure for payment of licence fee etc. to local bodies in respect of buildings under their control.	Full powers	Full powers	Full powers	Full powers	Full powers	Rs. 25,000
6	To sanction advertisement charges on condition that the advertisement be routed through the Public Relations Officer.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
7	To sanction purchase of printing materials.	Rs 5 lakh at a time (only for DE)	Nil	Nil	Nil	Nil	Nil
8.	To sanction renewal/supply of uniform/clothings, gum boots, rain coat, blankets, aprons, gloves etc. to employees /Labourers who are entitled for these items.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
9	To lay down scales for the issue of concentrate fodder etc. for feeding Farm animals & birds as per approved guidelines.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
10	To declare and dispose animals, agricultural products, nursery plants, fruits, trees, farm yard manure, compost etc. as surplus to requirement.	Full powers	Full powers	Full powers	Full powers	Nil	Nil
11	To sanction payment of charges on electricity/ water, telephone charges including annual rentals, telegram, telex, fax, internet etc.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
12.	To incur expenditure on games, sports, physical exercise and maintenance of courts, athletic fields	Nil	Full powers	Nil	Nil	Nil	Nil

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
13.	To countersign/sanction TA Bills and TA advances in respect of Officers under their administrative control and that of G.C , E.C. members , external experts in connection with interviews , meetings etc .	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
14.	To sanction temporary advance and non-refund able withdrawal from PF deposits in respect of employees working under their administrative control subject to rules and verification by Comptroller.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
15	To sanction investigation on arrear claims including pay and allowances and contingent claims in respect of employees working under the respective administrative control.	Full powers	Full powers	Full powers	Full powers	Nil	Nil
16.	To sanction cropping scheme.	Full powers	Full powers	Full powers	Full powers	Nil	Nil
17.	To forecast expenditure on farms and research projects.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
18.	To sanction engagement of skilled labourers on casual/monthly basis for Research Stations/ Schemes/Projects under their control.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
19.	To sanction sale of agricultural products, nursery plants, fruits, trees, animals, birds etc subject to instructions issued from time to time from the University.	Full powers	Full powers	Full powers	Full powers	Nil	Nil
20.	To confirm/accept auction, sale of farm produce, animals, birds etc and to dispose of all crops, farm produce (perishable or non-perishable) by auction	Full powers	Full powers	Full powers	Up to Rs. 5 lakhs	Nil	Nil
21.	a) To fix sale price of farm produce, animals, birds, dried/destroyed due to natural cause and to fix rate of depreciation in respect of livestock, birds.	Full powers	Nil	Full powers	Nil	Nil	Nil

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
	b) To fix the sale price of perishable vegetables/ fruits etc according to the prevailing market rate in the locality	Full powers	Full powers	Full powers	Full powers	Nil	Nil
22.	Write off the book value of dead animals & birds, dried/ destroyed plants due to natural cause—to approve mortality in young nursery and mature plants.	15% of book value	10% of book value	5% of book value	2% of book value	Nil	Nil
23.	Disposal of trees after conducting value assessment by competent authority and on sanction of the Registrar.	Full powers	Full powers	Full powers	Full powers	Nil	Nil
24.	To sanction purchase of livestock and birds.	Full powers	Full powers	Full powers	Nil	Nil	Nil
25.	To execute agreements/contracts and accept the same in respect of Stores for which he is competent to purchase.	Full powers	Full powers	Full powers	Full powers	Nil	Nil
26.	To lease out on auction the right of collecting usufructs of trees in the land under their control	Full powers	Full powers	Full powers	Full powers subject to confirmation of auction up to Rs .1 lakh.	Nil	Nil
27.	To sanction purchase of inputs for the management and operation of farm, academic, research and extension activities including consumables.	Full powers	Full powers	Full powers	Rs 2 lakh at a time.	Rs 1 lakh at a time.	Rs 50,000 at a time.
28.	To approve and sanction the FSMA (full service and maintenance agreement) charges of all kind of machine/equipment purchased for the college/institution	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
29.	To sanction advance for annual subscription charges to Indian & foreign journals to the publishers/distributing agencies subject to existing rules.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATIC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
30.	To sanction purchase of stationery articles.	With an annual limit of Rs.2 Lakhs	With an annual limit of Rs.2 Lakhs	With an annual limit of Rs.1 Lakh	With an annual limit of Rs.50,000	With an annual limit of Rs.50,000	Nil
31.	Purchase and repair of furniture, fixtures and other furnishing material, subject to store purchase rules	With an annual limit of Rs.5 Lakhs	With an annual limit of Rs.5 Lakhs	With an annual limit of Rs.1 Lakh	With an annual limit of Rs.1 Lakh	With an annual limit of Rs.50,000	Nil /-
32.	To sanction payment of demurrage/ wharfage / transport / freight charges of consignments, farm produce, livestock and other dead stock ..	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
33	To sanction advance required for purchase of inputs for the management and the operation of farm ,research academic and extension activities (including consumables)	Full powers	Full powers	Full powers	Upto Rs 50,000/-	Upto Rs 25,000/-	Nil
34.	Sanction and confirm auction of sale of un germinated& dried up seeds, nuts and dead trees in nurseries/farms/stations.	Full powers	Full powers	Upto Book Value Rs.50,000 /-	Rs. 25,000/-	Nil	Nil
35.	To sanction maintenance including purchase of fuel, lubricants, tyres, tubes, batteries and their replacement charges of University vehicles subject to budget provision and payment of insurance premium, taxes, cesses etc. and to draw advances for such purposes.	Full powers	Full powers	Full powers	Full powers	Rs. 25,000	Nil
36.	To sanction expenditure on petty repair and maintenance of vehicles costing not more than Rs.25000/- without consulting A.E.E. (Mech)	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
37	To carryout urgent electrical works/repairs/electrical fittings etc. within the station without referring to the Electrical division	Rs.10000/ - at a time.	Rs.10000/ - at a time.	Rs.10000/ - at a time.	Rs.10000/ - at a time.	Nil	Nil

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
38.	To sanction expenditure on ordinary postage stamps including foreign postage and courier charges	Rs 10,000 at a time	Rs 10,000 at a time	Rs 10,000 at a time	Rs 5,000 at a time Annual limit Rs 20,000	Rs 3,000 at a time Annual limit Rs 10,000	Nil
39.	a) To sanction expenditure on execution, maintenance, erection, repair work (Farm Development works) without reference to DPP fulfilling the conditions stipulated in University orders in vogue	Rs 10 Lakhs at a time	Rs 5 Lakhs at a time	Rs 5 Lakhs at a time	Rs 2 Lakhs at a time	Rs 50,000	Nil
	b) Petty civil works and repairs without reference to DPP	Rs 2 Lakhs at a time	Rs 2 Lakhs at a time	Rs 2 Lakhs at a time	Rs 2 Lakhs at a time	Nil	Nil
40.	To write off value of unserviceable equipments/ glass wares/other items and to sanction disposal of these items in auction	Upto book value Rs 5 lakh annually	Upto book value Rs 3 lakh annually	Upto book value Rs 2 lakh annually	Upto book value Rs 1 lakh annually	Up to Rs. 50,000 annually	Nil
41.	To write off losses due to dryage in seeds, plants, grafts, horticultural produce	10% of stock	Nil	5% of stock	3% of stock	Nil	Nil
42.	To write off losses of stores, print and non print medium due to unusual occurrence damage by weevils, rats, white ants, rains, fire, cyclone etc.	Maximum 10% of total cost purchased in a financial year	Maximum 10% of total cost purchased in a financial year	Maximum 10% of total cost purchased in a financial year	Maximum 10% of total cost purchased in a financial year	Nil	Nil
43.	To write off losses due to thefts, weightment and in transit.	Upto 5% of total value of stock	Upto 5% of total value of stock	Upto 5% of total value of stock	Nil	Nil	Nil
44.	To entrust urgent printing and binding works to private presses if it cannot be done in University Press within a specified time.	Rs.25,000 /- at a time (for DR only) Rs. 1 lakh at a time (for DE only)	Nil	Nil	Nil	Nil	Nil

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
45.	To sanction payment of rent of private building for University work with concurrence and approval of DPP	Full powers	Nil	Nil	Nil	Nil	Nil
46	To sanction expenditure on light refreshments during meetings, visit of VIPs & guests	Rs.25,000 /- at a time	Rs.25,000 /- at a time	Rs.10,000 /- at a time	Rs.5,000/- at a time	Rs.2,500/- at a time	nil
47.	To sanction payment of photographic charges including photographic materials/Video/CD recording/copying/editing etc	Full powers (for D.E. only) Rs. 25000/- at a time (for DR only)	Rs 25000 at a time	Rs. 10,000/- at a time	Rs. 10,000/- at a time	Rs. 5,000/- at a time	Nil
48.	To sanction free supply of priced publications, guide, diary etc.	Full powers (for DE only)	Nil	Nil	Nil	Nil	Nil
49.	Sanction of free supply of seeds, products , specimens etc. to VIPs & Guests.	Up to an annual limit of book value of Rs 25,000	Upto an annual limit of book value of Rs 10,000	Upto an annual limit of book value of Rs 5,000	Up to an annual limit of book value of Rs 5,000	Up to an annual limit of book value of Rs . 2,000	Up to an annual limit of book value of Rs.2,000
50.	To sanction expenditure on Farmers Day, Krishi Vigyan Melas, seminars, trainings, mini-exhibitions sanctioned by the University.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
51.	To sanction purchase of feed/fodder to livestock and birds.	Full powers	Full powers	Full powers	Full powers	Full powers	Nil
52.	Culling and disposal of aged /unproductive animals and birds based on recommendation of a Veterinarian in the rank of Asst. Professor /Govt. Veterinary Surgeon	Full powers	Full powers	Full powers	Nil	Nil	Nil
53	To Sanction and countersign TA and contingent expenditure of meetings of board of studies	Nil	Full powers to Dean only	Nil	Nil	Nil	Nil

Sl. No.	Powers	Director of Research / Director of Extension	Deans/As soc. Deans/ Special Officers in charge of Colleges	Assoc. Directors in R.A.R.S.	Officer in charge of Research Stations KVKs/ATIC/Estate Officer	Principal investigators of Research Projects who are DDOs	Heads of Departments in Colleges
54.	Sanction to treat VIPs /Dignitaries as University guest in connection with review of schemes, workshop, seminars, functions etc. meeting the expenditure from the concerned EAP/OEAP Scheme, without financial burden to KAU	Full powers	Full powers	Nil	Nil	Nil	Nil
55.	To issue experience certificate for temporary positions of RA/SRF ,incumbents posted through Employment Exchange etc. other than daily wage hands	Full powers	Full powers	Full powers	Nil	Nil	Nil
56	To write-off Book value of damaged electronic/electrical components, accessories/electronic waste	UptoRs.1 lakh	UptoRs.1 lakh	UptoRs.1 lakh	UptoRs. 2,000	Nil	Nil
57	To sanction payments to the contractors for whom various farm works were awarded on contract basis, observing the related rules of labour Dept. and taxes.	Full powers	Full powers	Full powers	Full powers	Nil	Nil
58	To sanction payment of cost of items(seeds and other products made by the University)purchased from various research stations for sale through sales centre.	Full powers	Full powers	Full powers	Full powers	Nil	Nil

9. ASSOCIATE DIRECTORS AT HEADQUARTERS

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS (Only for the Associate Director who is in-charge of Administration)	
1	To countersign T.A. bills and sanction T.A. advances in respect of officers other than Associate Directors under the administrative control of Director of Research, provided the tour programmes are approved by Director of Research.	Full powers
2	To initiate disciplinary proceedings in respect of employees under their administrative control	Full powers
3	To sanction reimbursement of cost of medicines in respect of officers working under their administrative control.	Up to Rs 1000 at a time
4	To sanction all kinds of leave except study leave, special disability leave and leave without allowances not exceeding four months to all officers and staff working under their administrative control.	Full powers
5	To Sanction salary and wages of temporary hands/daily wage hands engaged at Directorate of Research.	Full powers
6	To Sanction payments and pass contingent and TA bills of Directorate of Research	Full powers
B	FINANCIAL POWERS(subject to budget provision) (To all Associate Directors at Headquarters)	
1	To sanction purchase of Laboratory apparatus, equipment, electric instruments, glassware, farm machinery and other stores.	Upto Rs 1,00,000 at a time
2	To sanction repairs of equipment, machinery etc. subject to budget provision.	UptoRs 20,000 at a time.
3	To sanction purchase of Laboratory Agrochemicals, medicines, Veterinary drugs and Surgical instruments, specimens manures, fertilizers etc. subject to budget provision.	Upto Rs 1,00,000 at a time.
4	To sanction purchase of stationery articles for office use/meeting/training.	Rs . 20,000 at a time.
5	To entrust urgent printing works to Private presses	Upto Rs 1,000 at a time.
6	To sanction purchase of bags and containers subject to annual limit of Rs 20,000.	Upto Rs 10,000 at a time.
7	To sanction purchase and repairs of furniture for office, library and laboratory use as per store purchase rules	Upto Rs . 5,000 in each case
8	To sanction purchase and repairs of clocks, cycles, sirens, fans, water coolers, torches, etc., subject to annual limit of Rs. 10,000. at a time	Upto Rs 1,000
9	To sanction expenditure for payment of licence fees etc. to local bodies etc. in respect of buildings under their control.	Full powers
10	To sanction expenditure on entertainment, supply of light refreshment, lunch etc. during meeting and visit of VIPs ,Press Conference,committee meetings, seminars, Farmers' Day and other University functions.	Upto Rs 25,000.at a time.
11	To sanction free supply of seeds, chemicals, specimens etc.	upto a book value of Rs 1,000 at a time.
12	To sanction expenditure on demonstration of implements improved seeds, fertilizers etc.	Upto Rs 2,000 at a time.

Sl No	Nature of powers delegated	Extend of powers
13	To sanction advertisement charges subject to condition that the advertisement should be routed through the Public Relations Officer.	Full powers
14	To sanction renewal of supply of uniforms and clothings to the employees who are entitled to uniforms as per rules.	Full powers
15	To sanction payment of demurrage, wharfage charges etc.	Upto Rs 1,000 at a time. subject to an annual limit of Rs 2,000.
16	To declare animals, agricultural produce, nursery plants, fruit trees, farm yard manure, compost etc. as surplus to requirements.	Full powers
17	To sanction maintenance (Purchase of tyres, tubes, batteries etc.), repairs and replacement charges of the University vehicles	Upto Rs 10,000 at a time. subject to the conditions laid down in the circular instruction
18	To sanction petrol charges	Full powers
19	To sanction payment of electric current consumption charges, water charges etc.	Full powers
20	To sanction payment of photographic charges including photograph materials (cameras, films, apparatus etc.) at a time	Upto Rs 500/- subject to an annual limit of Rs 2,000.
21	To sanction expenditure on ordinary postage stamps including foreign postage subject to budget allotment.	Upto Rs 2,000 at a time
22	To sanction maintenance charges and payment of monthly telephone charges including annual rentals.	Full powers
23	To sanction journeys within the State to employees under their administrative control.	Full powers
24	To sanction purchase of stationery articles and other miscellaneous expenses in connection with Committee meetings etc.	Upto Rs 500 at a time.
25	To sanction temporary advance and non-refundable withdrawals from GPF deposits in respect of employees working under their administrative control subject to rules and verification by the Comptroller.	Full powers
26	To sanction investigation of arrear claims including pay and allowances and contingent claims in respect of employees working under the respective administrative control, with regard to contingent claims held on abeyance upto a period of 5 years without monetary limit.	Full powers
27	To sanction non-recurring contingent charges (unforeseen items not specifically covered under any specified item) subject to budget provision.	Upto Rs 2,000 at a time.
28	To sanction renewal of uniforms, gumboots, rain coats, chappals, blankets, aprons, gloves etc. to employees and labourers subject to budget provision.	Upto Rs 1,000 at a time.
29	To sanction sale of agricultural products, nursery plants, fruit trees, animals, birds, etc, subject to instructions issued from University from time to time.	Full powers
30	To confirm/accept the auction sale of farm produce, animals, birds etc.	Full powers

Sl No	Nature of powers delegated	Extend of powers
31	To sanction and confirm auction of un germinated and dried up seed nuts, rejected seedlings, dead trees in nurseries/farm and other institutions	Upto a book value of Rs 20,000 at a time subject to an annual limit of Rs 50,000
32	To dispose of all crops, farm produce and perishable or non-perishable by auction/direct sale	Full powers
33	To write off losses of stores due to unusual occurrence (damage by weevils, rats, white ants, rains, fire, cyclonic winds)	upto one percent of the total stock subject to a maximum of Rs 1,000
34	To fix sale price of farm produce, animals, birds etc. at market rates.	Full powers
35	To write off the book value of animals, birds died/destroyed due to natural cause.	Full powers
36	To fix rates of depreciation in respect of livestock, birds etc.	Full powers
37	To approve mortality in young nursery and nature plants.	Full powers
38	To sanction transport charges of farm produce, livestock and other dead stock articles from one station to another.	Upto Rs 2,000 in each case.
39	To sanction free issue of priced publications or guide/diary	Upto an annual limit of Rs 1,000
40	To sanction purchase of livestock and birds subject to budget provision.	Full powers
41	To sanction advance (other than labour charges and purchase of fertilizers).	Upto Rs 10,000 at a time.
42	To sanction advance for the purchase of seeds, feeds, fertilizers and other chemicals	Upto Rs .1,00,000 at a time.
43	To sanction to cull animals.	Full powers
44	To sanction disposal of unserviceable articles in auction	Upto a book value of Rs .5,000 at a time.
45	To sanction expenditure for petty construction and repairs without consulting the Director of Physical Plant.	Upto Rs . 2,000 at a time.
46	To lease out on auction the right of collecting usufructs of trees in the lands under their control.	Full powers
47	To carry out farm works on contract basis observing rules in vogue.	Upto Rs 20,000 at a time.
48	To approve and sanction the FSMA (Full Service and Maintenance Agreement) charges of photocopier machines.	Full powers
49	To write off the book value of grafts, layers or other planting materials dried or destroyed due to natural causes based on the certificate issued by the Head of Office/ Associate Directors as the case may be.	Upto Rs 4,000 annually

10. ASSOCIATE DIRECTOR OF EXTENSION

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To sanction all kinds of leave except study leave, special disability leave and leave without allowance not exceeding 120 days to all officers and staff working under the administrative control of the Director of Extension.	Full powers
2	The Associate Director (Extension) at Headquarters will be in immediate overall administrative control of the Sub Units/ Institutions/Project/Schemes/Centres etc. located at Mannuthy and outstations under the administrative control of the Director of Extension.	Full powers
3	The Associate Director (Extension) will assist the Director of Extension in all administrative and technical matters.	Full powers
4	To countersign TA bills and sanction tour advances to all officers under the administrative control of the Director of Extension provided the tour programme/tour diary is approved by the Director of Extension within his competency.	Full powers
5	To initiate disciplinary proceedings in respect of employees under the administrative control of the Director of Extension.	Full powers
6	To sanction reimbursement of cost of medicines in respect of all employees working under the administrative control of the Director of Extension.	Full powers
B	FINANCIAL POWERS(Subject to budget Provision)	
1	To sanction the purchase of laboratory apparatus, equipment, electrical and electronic instruments, glassware, farm machinery and other stores	Upto Rs 100,000 at a time
2	To sanction repairs of equipment, machinery etc.	Upto Rs 10,000 at a time
3	To sanction purchase of laboratory agro-chemicals, medicines, veterinary drugs and surgical instruments, specimens, manures, fertilizers etc.	Upto Rs 1,00,000 at a time
4	To entrust urgent printing works to private presses in case the KAU Press is not in a position to undertake the work on account of other urgent assignments.	Upto Rs 10,000 at a time.
5	To sanction purchase and repairs of furniture for office, library and laboratory use.	Upto Rs 5,000 at a time
6	To sanction purchase of printing materials	Rs.1,00,000 at a time
7	To sanction purchase and repairs of clocks, cycles, sirens, fans, water coolers, torches, electric bulbs, tube lights etc.	Upto Rs 1,000 at a time subject to an annual limit of Rs 5,000 observing rules.
8	To sanction expenditure on entertainment, supply of light refreshment, lunch etc, during meetings and visit of VIPs, Press Conference, Committee meetings, Seminars, Farmer's Day, field day, KarshikaMela, harvest festivals and all such similar functions.	Upto Rs 1,000 at a time subject to annual limit of Rs 5,000.
9	To sanction free supply of seeds, chemicals, fertilizers, specimens, etc.	Upto a book value of Rs 1,000 at a time.
10	To sanction expenditure on demonstration of implements improved seeds, fertilizers etc.	Upto Rs 500 at a time.
11	To sanction advertisement charges for all advertisements routed through the Public Relations Officer and published on behalf of the University.	Full powers

Sl No	Nature of powers delegated	Extend of powers
12	To sanction payment of demurrage, wharfage charges etc.	Upto Rs 1,000 at a time subject to an annual limit of Rs 5,000.
13	To sanction maintenance, repairs and replacement of spare parts charges of the University vehicles subject to conditions laid down in the Circular instructions.	UptoRs 10,000 at a time
14	To sanction payment of photographic charges including purchase of photograph materials (Cameras, Films etc.)	Upto Rs 1,000 at a time subject to annual limit of Rs 5,000.
15	To sanction expenditure on ordinary postage stamp including foreign postage.	Upto Rs 2,000 at a time
16	To sanction maintenance charges and payments of monthly telephone charges including annual rentals of the Directorate of Extension.	Full powers
17	To fix rates of depreciation in respect of livestock, birds etc. subject to relevant rules.	Full powers
18	To approve mortality in young nursery and nature plants subject to rules.	Full powers
19	To sanction free issue of priced publications or guide/diary etc.	Upto an annual limit of Rs 1,000.
20	To sanction advance for the purchase of seeds, feeds, fertilizers and other chemicals.	Upto Rs 10,000 at a time.
21	To sanction to cull animals subject to rules.	Full powers
22	To sanction expenditure for petty constructions and repairs to buildings without consulting the Director of Physical Plant and subject to rules and budget provisions.	Upto Rs 2,000 at a time.
23	To sanction to lease out and auction sale the right of collecting usufructs of trees in the lands of units/ institutions under the administrative control of the Director of Extension every year	Full powers
24	To sanction renewal of uniforms, gumboots, rain coats, chappals, blankets, aprons, gloves etc. to eligible employees and labourers.	Upto Rs 2,000/- at a time
25	To sanction expenses on printing of technical leaflets, pamphlets, booklets etc. in the KAU Press.	Full powers
26	To sanction purchase of paper and other printing materials for the KAU Press subject to budget provision.	UptoRs. 30,000 at a time
27	To approve and sanction the FSMA (Full Service Maintenance Agreement) charges of Photocopier machines.	Full powers
28	To sanction purchase of stationery articles for office use at the Directorate of Extension.	Upto Rs 2,000 at a time.
29	To sanction purchase of bags and containers for office use subject to annual limit of Rs. 20,000.	Upto Rs 10,000 at a time
30	To sanction expenditure for payment of licence fee etc. to local bodies etc. in respect of buildings under the control of DE	Full powers
31	To sanction renewal of supply of uniform and clothing to the employees who are entitled to uniforms in the Directorate of Extension.	Full powers

Sl No	Nature of powers delegated	Extend of powers
32	To sanction fuel charges of the vehicles attached to the Directorate of Extension.	Full powers
33	To sanction temporary advance and non-refundable withdrawals from GPF deposits in respect of employees under the administrative control of the Director of Extension subject to rules and verification by the Comptroller.	Full powers
34	To sanction investigation of arrear claims including pay and allowances and contingent claims in respect of employees working under the administrative control of the Director of Extension with regard to contingent claims held in abeyance up to a period of 5 years without monetary limit.	Full powers
35	To sanction non-recurring contingent charges (unforeseen items not specifically covered under any specified items) at the Directorate of Extension, subject to budget provision.	Upto Rs 2,000 at a time
36	To write off losses of stores due to unusual occurrences(damage by weevils, rats, white ants, rains, fire and cyclonic winds) upto 1 percent of the the total stock subject to a maximum of Rs 1,000 at a time.	Full powers
37	To sanction disposal of unserviceable articles in an auction	Upto a book value of Rs 5,000 at a time.
38	To pass the vouchers/bills relating to expenditure provided sanction for expenditure has been accorded by the Director of Extension/Vice-Chancellor as the case may be.	Full powers

11. DIRECTOR OF STUDENTS WELFARE & DEPUTY DIRECTOR OF STUDENTS WELFARE

Sl No	Nature of powers delegated	Extend of powers	
		DSW	Deputy DSW
A	ADMINISTRATIVE POWERS		
1	To correspond with all officers of the University on matters relating to sports and games, physical education, students welfare and the scheduled trips of University buses at Mannuthy-Vellanikkara, Vellayani campuses.	Full powers	Full powers
2	To correspond with all officers of the Universities, Association of Indian Universities, Central and State Agencies, State Sports Councils, Sports Federations, Associations and such other bodies on matters of Physical Education, Sports and Games etc	Full powers	Nil
3	To sanction all kinds of journeys to the employees working under his administrative control, to attend conferences, seminars, meetings, tournaments, students union activities and other business of the University within the State and also to districts of the neighbouring States and to countersign their T.A. bills.	Full powers	Full powers
4	To initiate disciplinary proceedings in respect of employees working under his administrative control .	Full powers	Full powers
5	To sanction the cost of reimbursement of medicines including the connected charges, transportation etc. for the treatment of injured students during practice and competition matches.	Rs 1000/- at a time	Rs 1000/- at a time
6	To sanction all kinds of leave except Study leave, Special disability leave, Leave without allowances to all employees working under his administrative control.	Full powers	Full powers
7	To Coordinate activities of student placement cell, NSS , NCC in different colleges under KAU.	Full powers	Nil
8	To represent the University in the meetings convened by Sports Councils and such other bodies in the State on matters related to Sports and games, Physical Education etc.	Full powers	Nil
9	To represent the University in the meeting convened by Association of Indian Universities with the approval of Vice-Chancellor.	Full powers	Nil
10	To approve draft letters based on orders passed by the Vice-Chancellor/Registrar.	Full powers	Nil
11	To initiate correspondence and to dispose of routine papers of the Directorate of Students Welfare.	Full powers	Nil
12	To sign fair copies of drafts approved by the Vice-Chancellor, Registrar.	Full powers	Nil
13	To suggest ways and means of improving sports and games, physical education in the University, its constituent colleges, institutions.	Full powers	Nil
14	To supervise the sports and games, physical education, students' welfare programmes in the University, its constituent colleges, institutions.	Full powers	Nil

Sl No	Nature of powers delegated	Extend of powers	
		DSW	Deputy DSW
15	To convene the meeting of the Kerala Agricultural University Sports Board with the approval of the Chairman of the Board.	Full powers	Nil
16	To select, appoint/nominate Managers/Coaches for Kerala Agricultural University teams from among the staff of the Department/Constituent colleges/Institutions. In case of constituent colleges/institutions, matter may be routed through the concerned Heads of Institutions.	Full powers	Nil
17	To pass invoices/bills/vouchers for payment covered by sanction from competent authority.	Full powers	Full powers
18	To assign holiday duty and to sanction compensatory off to all subordinate staff working under his administrative control.	Full powers	Full powers
B	FINANCIAL POWERS(Subject to Budget Provision)		
1	To sanction purchase of sports goods, equipment, electric and electronic equipment, musical instruments, medicines, machinery and stores .	Full Powers	Upto Rs 10000 at a time subject to an annual limit of Rs 20,000.
2	To sanction repairs of equipment, machinery, stores, etc.	Upto Rs 20,000 at a time.	Upto Rs 5,000 a year
3	Sanction to give out urgent printing work to private presses .	Upto Rs 10,000 at a time.	Upto an annual limit of 5000
4	To sanction purchase and repairs of clocks, cycles, fan, water cooler, torches etc, in respect of units under his administrative control.	Full powers	Upto an annual limit of 5000
5	To sanction expenditure for payment of licence fees, tournament fees, affiliation fees etc. to the concerned bodies.	Full powers	Full powers
6	To sanction expenditure on entertainment, supply of light refreshments, lunch etc. during meetings and visit of V.I.P.'s, Press Conferences, Seminars, Sports meet, Students Welfare activities and other function of the University.	Upto Rs 5,000 at a time subject to a maximum of 25,000/yr.	Upto Rs 2,000 at a time subject to a maximum of 10,000/yr
7	To sanction expenditure for coaching camps, tournaments, sportsmeets etc.	Full powers	Upto Rs 20,000 at a time
8	To sanction advertisement charges on condition that the advertisement to be routed through the public Relation Officer	Upto Rs 5,000 at a time.	Rs 2,000 at a time
9	To sanction maintenance and repairs and replacement charges of spare parts of the vehicles attached to DSW.	UptoRs 25,000 at a time	UptoRs 10,000 at a time
10	To sanction fuel charges	Full powers	UptoRs 3,000 at a time

Sl No	Nature of powers delegated	Extend of powers	
		DSW	Deputy DSW
11	To sanction payment of photographic charges, including photograph materials.	Upto Rs 1,000 at a time subject to a maximum of Rs 5,000/yr.	Upto Rs 1,000 at a time subject to a maximum of Rs 2,000/yr
12	To countersign T.A. Bills and sanction T.A. Advance in respect of Officers and employees under his administrative control.	Full powers	Full powers
13	To sanction purchase of stationery articles, expenses in connection with the office meetings and other student welfare activities etc.	UptoRs 25,000 per year	UptoRs 5,000 per year
14	To sanction non-recurring contingent charges (unforeseen item not specifically covered under any specified item)	Upto Rs 2,000 at a time	Upto Rs 1,000 at a time
15	To sanction disposal of unserviceable articles, unserviceable sports goods, by suitable means.	Upto a book value Rs 20,000 at a time.	Upto a book value Rs 10,000 at a time.
16	To write off losses of stores, sports goods, musical instruments	Upto a maximum Rs 1,000 at a time	Upto a maximum Rs 1,000 at a time
17	To write off value of losses, due to petty theft and other damages to a maximum of Rs. 500.	Full powers	Full powers
18	To fix rates of depreciation on respect of the sports goods and other stores.	Full powers	Full Powers
19	To sanction expenditure towards celebrations on extra-curricular activities, cultural and other activities.	Upto Rs 2,000 in each case.	Upto Rs 2,000 in each case
20	To sanction purchase of furniture, utensils, furnishing materials etc.	Upto a maximum of Rs 10,000 at a time.	Upto a maximum of Rs 10,000 at a time.
21	To incur expenditure on sports, games, physical exercises, students amenities and provision for maintenance of games courts, athletic/play fields.	Full powers	Full powers
22	To sanction advance for the conduct and participation of sports, tournaments etc. including coaching camps.	Upto Rs 20,000 at a time	Upto Rs 15,000 at a time
23	To sanction advances for the maintenance of the play fields.	Upto Rs 5,000 at a time	Upto Rs 3,000 at a time
24	To sanction expenditure for petty constructions and repairs for playgrounds, students amenities etc. without reference to Director of Physical Plant.	Upto Rs 5,000 at a time.	Upto Rs 2,000 at a time
25	To sanction employment of skilled and unskilled labourers on casual/monthly basis for regular maintenance of the play fields and playing facilities.	Full powers	Full powers
26	To sanction temporary advances and non-refundable advances of GPF from GPF withdrawal in respect of employees working under his administrative control subject to the rules and verification by the Comptroller.	Full powers	Nil

Sl No	Nature of powers delegated	Extend of powers	
		DSW	Deputy DSW
27	To sanction investigation of arrear claims including pay and allowances and contingent claims in respect of employees working under his administrative control, with regard to contingent claims held in abeyance upto a period of 5 years without monetary limit.	Full powers	Full powers
28	To sanction monthly telephone charges, maintenance charges and annual rental of telephone etc.	Full powers	Full powers
29	To sanction payment of electric current consumption charges and water charges.	Full powers	Full powers
30	To sanction expenditure on ordinary postage stamps including foreign postage	Rs 2,000 at a time. Annual limit Rs 20,000	Rs 1,000 at a time. Annual limit Rs 10,000
31	To sanction payment of licence fee, insurance premium, tax etc. for the University vehicles under his control.	Full powers	Full powers
32	To sanction purchase of books and periodicals on sports and games, physical education.	Upto an annual limit of Rs 10,000	Upto an annual limit of Rs 5,000

12. UNIVERSITY LIBRARIAN

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To sanction all kinds of journeys to the Library professionals, Computer scientists and Information Technologists and other employees working directly under his control, to attend conferences, seminars, workshops, refresher and orientation courses in-service training, book fares, meetings and business of the University <u>up to 10 days</u> within the state subject to availability of funds under T.A. and countersign their T.A.bills.	Full powers up to 10 days
2	To sanction journeys to adjoining districts of neighbouring states in respect of employees working under his administrative control.	Full powers Journeys to adjoining districts of neighbouring states
3	To sanction increments in respect of employees under his administrative control.	Full powers
4	To initiate disciplinary proceedings in respect of employees working under his administrative control .	Full powers
5	To sanction reimbursement of cost of medicines in respect of officers working under his administrative control	Full powers
6	To sanction all kinds of leave except study leave, special disability leave and leave without allowances exceeding 4 months through all officers and staff working under his administrative control.	Full powers
7	To sanction conveyance on hire charges on scheme purpose (In case university vehicle is not available)	Full powers
B	FINANCIAL POWERS(SUBJECT TO BUDGET PROVISION)	
1	To sanction purchase of Software/hardware items for Library & Information service systems and electronic equipments.	Rs.2 lakh at a time subject to an annual limit of Rs 10 Lakkhs
2	To sanction repairs, maintenance and up gradation of software, hardware of computers and other equipments	Rs.2.0 lakhs at a time
3	To sanction purchase in CD ROM medium special libraries/a collections/ data-bases on agriculture & Allied subjects	Rs 1,00,000 at time with an annual limit of Rs 5 lakhs.
4	To sanction subscription to national and international online databases on agricultural sciences and related areas budget provision	Rs 1,00,000 at time with an annual limit of Rs 5 lakhs.
5	To sanction purchase of books, periodicals, maps, printed materials journals, etc.(academic/scientific/research/extension/office reference)	Full powers.
6	To sanction annual subscription charges to Indian and foreign journals to the publishers/distributors subject to prior finance of clearance and approval of Vice-Chancellor	Full powers.
7	To sanction binding of books, journals and other publications	Full powers
8	To sanction free supply of university publications ,guide,diary etc to institutions that are participating or indenting to participate in publication exchange programme.	Rs. 50000 at a time
9	To sanction expenditure on demonstration of tools and techniques of information technology.	Full powers

Sl No	Nature of powers delegated	Extend of powers
10	To sanction of university/library publications subject to instructions issued from time to time.	Full powers.
11	To sanction expenses, on printing of library guides, postures giving publicity for various information sources and services, library newsletters, booklets and conference proceedings	UptoRs.1,000 at a time with an annual limit of Rs 10,000
12	To sanction purchase and repairs of cycles, sirens, fans, water coolers, torches, etc.	UptoRs.1,000 at a time. Annual limit Rs. 10,000.
13	To sanction expenditure for payment of licence fees, etc. to local bodies, Govt. institutions and autonomous organisations	Full powers.
14	To sanction expenditure on entertainment, supply of light refreshment, lunch, etc. during meeting and visit of VIPs (press conference), Committee meetings, seminars, national libraries, and other university library functions.	Upto Rs.5,000 at a time. Annual limit Rs.25,000
15	To call tenders for supply/disposal of material for the library and to sanction advt. charges subject to the condition that the advt. should be routed through Public Relations Officer.	Full powers
16	To sanction payment of demurrage /wharfage charges, etc.	Up to Rs.5,000 at a time annual limit Rs.50,000
17	To sanction maintenance (purchase of tyres, tubes, batteries, etc) repairs and replacement charges of spares the Uty. vehicles .	Upto Rs.25,000
18	To sanction temporary advance and non-refundable withdrawal from GPF deposits in respect of employees working under his administrative control subject to rules and verification by Comptroller.	Full powers as per GPF rules
19	To sanction investigation of arrear claims including pay & allowances of employees working under the respective administrative control with regard to contingent claims held in abeyance up to a period of 5 years without monetary limit.	Full powers
20	To sanction fuel charges	Full powers
21	To sanction payment of electric current consumption charges, water charges.	Full powers
22	To sanction maintenance charges and payment of monthly telephone charges including annual rentals	Full powers
23	To countersign TA bills and sanction TA advance in respectof officers under his administrative control.	Full powers
24	To sanction purchase of stationery articles for office use/ meeting of officers under his administrative control.	UptoRs.25,000 at a time.
25	To sanction non-recurring contingent charges (unforeseen items not specifically covered under any specified item) subject to budget provision.	UptoRs.2,000 at a time.
26	To write off losses of stores print and non print medium due to unusual occurrence(damage by weevils, rats, white ants, rain, fire, cyclonic winds)	Upto 1% of the total stock subject to maximum of Rs 1,000
27	To sanction of disposal of unserviceable articles, equipment , machinery in auction.	Upto the book value of Rs 5,000.
28	To sanction expenditure for petty construction and repairs.	Upto 1 Lakh at a time.
29	To countersign TA bills and sanction TA advance to all employees working undr the administrative control for journeys within the state and to adjoining districts of neighbouring states	Full powers

Sl No	Nature of powers delegated	Extend of powers
30	To sanction purchase of furniture (wood or steel) subject to budget provision.	Upto Rs 10,000 from non-govt. institutions and upto budget provn. from Govt. instn., observing store purchase rules
31	To sanction expenses on printing technical leaflets, booklets, etc. in KAU Press.	Full powers
32	To dispose of all waste papers accumulated in the library by auction.	Full powers
33	To sanction payment of photographic charges.	Upto Rs 5,000 per annum.
34	To sanction and incur expenditure for the conduct of exhibitions of print and non-print documents, KAU publications and demonstrations of the tools and techniques of information technology at college and res. stations at KAU and other venues connected to national and international seminars organised in the country on Agrl. Sciences and related areas.	Rs 10,000
35	To sanction purchase of postage stamps including foreign postage wherever necessary.	Rs 5,000 at a time.
36	To sanction employment of skilled labourers on casual monthly basis for projects/ schemes under their control.	Full powers

13. DIRECTOR OF PHYSICAL PLANT

Sl No	Nature of powers delegated	Extend of powers
A	FINANCIAL(Subject to budget Provision) / TECHNICAL/EXECUTIVE POWERS	
1	To issue administrative sanction to original works	Rs 50 lakhs
2	To sanction technical sanction for works	Unlimited
3	To issue administrative & technical sanction for electrification works	Rs 7 lakhs
4	To sanction investigation of schemes costing	Unlimited (Budgeted works) Rs 8 lakhs (all other works)
5	To sanction excess over estimate and sanction for revised estimates	Rs 15,000 or 35 % whichever is higher
6	To accept tenders without any monetary limit	Unlimited
7	To sanction payment of bills without monetary limit	Unlimited
8	To sanction survey reports of buildings and unserviceable articles including tools and plants.	unlimited
9	To sanction purchase of tools and plants, charged to work subject to store purchase rules .	Rs 10 lakhs
10	To sanction purchase of other tools and plants subject to store purchase rules and subject to budget provision	Rs 10 lakhs
11	To sanction purchase of materials other than tools and plants subject to store purchase rules.	Unlimited
12	To sanction tools and plants estimate repairs and carriage without monetary limit.	Unlimited
13	To sanction write off of stores.	Upto a value of Rs 1,00,000 at a time (Annual limit Rs 10 lakhs)
14	To issue rent certificate without monetary limit	Unlimited
15	To sanction non-recurring contingent expenditure	Upto Rs.20,000
16	To sanction demurrage charges including wharfage	Rs .5,000 in each case
17	powers to propose lump sum provisions under maintenance and repairs.	With an annual limit of Rs 10 Lakhs
18	To enter into contract agreements with the contractors on behalf of the Kerala Agricultural University to the extent to which the administrative and technical sanction of construction works delegated to him and in all works, contracts and purchase of materials for which sanction has been accorded by competent authority.	Full powers
19	To dispense with the invitation of tenders in the case of contracts pertaining to major works provided that the total aggregate value of such contracts in respect of each major work does not exceed	UptoRs .25 lakhs.
20	To sanction purchase of stationery articles for office use/meetings	Annual limit Rs 25,000
21	To sanction purchase of books, periodicals, maps, printed matters,journals etc.(Academic/Scientific/Research/Extension/Office reference) and where foreign exchange is not involved.	Annual limit Rs 25,000

Sl No	Nature of powers delegated	Extend of powers
22	To entrust urgent printing works to private presses.	Upto Rs 25,000
23	To sanction advertisement charges subject to the condition that the advertisement should be routed through the Director of Extension.	Unlimited
24	To sanction maintenance ,repair and replacement charges of spare parts of University vehicles .	LMV - Rs.25,000, Annual limit Rs 1,00,000.
25	To accept tender excesses(As per GA/E3/71/2013 dated 17/07/2015 and subsequent orders issued by E.C. from time to time	10%
26	To arrange to purchase of materials in bulk required for constructionworks, tyres and tubes and batteries subject to budget provision.	Unlimited
27	To sanction expenditure on entertainment, supply of light refreshment, lunch etc. during meeting and visit of VIPs (Press Conference), Committee meetings, Seminars, Farmers day and other Uty. functions	Upto Rs 5,000 at a time. Annual limit Rs 50,000.
28	To sanction temporary advance and non-refundable withdrawal from the GPF deposits in respect of employees working under the administrative control subject to rules and verification by the Comptroller.	Full powers
29	To sanction investigation of arrear claims including pay & allowances and contingent claims in respect of employees working under the respective administrative control. With regard to contingent claimsheld in abeyance upto a period of 5 years without monetary limit.	Full powers
30	To countersign T.A. bills and sanction T.A. advances to all employeesworking under the administrative control for journeys within the State and to adjoining states	Full powers
31	To sanction renewal of supply of uniforms and clothing to the mechanical employees.	Full powers
32	To sanction payment of photographic charges including photograph materials for photos of works under construction and sites	Unlimited
33	To sanction non-recurring contingent charges (unforeseen items not specially covered under any specific items).	Upto Rs25,000 at a time
34	To sanction rain coats, gumboots, chappals, blankets, aprons, gloves, etc. to labourers.	UptoRs. 500 at a time.
35	To sanction work advance	Full powers
36	To sanction employment of skilled and unskilled labourers on casual or monthly basis in respect of the works in execution.	Full powers
37	To write off value of losses due to petty thefts, weighment and in transit.	Upto 2 % of the stock
38	To sanction purchase of Engineering stationery for use in the Engg. Wing.	Unlimited
39	Special repairs of buildings	Rs. 3 lakhs
40	Maintenance estimate sanction	Unlimited
41	To sanction expenditure for payment of license fee etc. to local bodies in respect of buildings under their control.	Rs 5,000 at a time at annual limit of Rs 20000/
42	To fix rent of the building for university purposes or to rent out KAU building to other agencies .	Full powers
43	To maintain up-to-date record of all immovable properties of university including land and records in co-operation with head of Department.	Full powers

Sl No	Nature of powers delegated	Extend of powers
44	Purchase of vehicles for university purpose	Full powers

14. EXECUTIVE ENGINEER

Administrative powers (Equal to all powers delegated to the heads of offices of KAU (officers in charge of Research stations)

Sl No	Nature of powers delegated	Extend of powers
	FINANCIAL AND EXECUTIVE POWERS	
1	Original works : Administrative sanction	Rs 15 lakhs
2	Original works : Technical sanction	Rs 50 lakhs (B), Rs 25 lakhs (R)
3	Original works : Maintenance estimate sanction	Rs 50 lakhs
4	Special repairs of building	Rs 3 lakh
5	Electrification works : Administrative sanction	
6	Electrification works : Technical sanction	Rs 7.5 lakhs
7	Tender acceptance - Percentage excess	Nil
8	Waiving of tender calls	Rs 3 lakhs
9	Renting of private building	Rs 15,000 p.m
10	Payment of bills	All bills without monetary limit.
11	Purchase of furniture at a time	Rs 25,000 at a time. Annual limit Rs 1.5 lakhs.
12	Purchase of books.	Rs 15,000
13	To sanction advertisement charges subject to the condition that advertisement should be routed through the Director of Extension	Unlimited
14	Photographic charges	Rs 25,000
15	Purchase of tools and plants charged to work subject to store purchase rules and budget provision	Upto Rs 5 lakhs
16	Purchase of materials other than tools and plants subject to store purchase rules	Upto Rs 5 lakhs
17	To conduct auction on sanctioned survey reports and to confirm it on the spot if the bid amount is not less than 75% of the value	Unlimited
18	To sanction survey report on unserviceable articles and buildings, tools and plants and improvements in acquired lands and trees (both living and dead) based on book value or value in land acquisition award wherever available and if not, on value assessed by the Executive Engineer concerned.	Unserviceable Articles Rs 7 lakhs, Stores Rs 2 lakhs, Buildings Rs 25 lakhs,
19	To sanction tools and plants estimates and repairs and carriage	Rs 5 lakhs
20	To sanction valuation of buildings costing	Upto Rs 25 lakhs
21	To sanction non-recurring contingent charges expenditure	Rs 2500 /-each case.
22	To sanction demurrage charges including wharfage.	Rs 5,000.

15. ASSISTANT EXECUTIVE ENGINEER (in the fields)/PA to DPP

Administrative powers (Equal to all powers delegated to the heads of offices of KAU (officers in charge of Research stations))

Sl No	Nature of powers delegated	Extend of powers
	FINANCIAL AND EXECUTIVE POWERS	
1	Original works : Administrative sanction	Rs 3 lakhs
2	Original works : Technical sanction	Rs 6 lakhs(B), Rs 5 Lakhs (R)
3	Electrification works : Administrative sanction	Rs. 50,000
4	Electrification works : Technical sanction	Rs 2 Lakhs
5	To pass excess over estimates and sanction revised sanction	Nil
6	Tender acceptance (a) Monetary limit	Rs 6 lakhs (B), Rs 5 lakhs (R)
	(b) Percentage excess	Nil
7	Waiving of tender calls	Rs 50,000
8	Rent certificate	Rs 10,000 p.m.
9	Payment of bills (every alternate bills even if falling within Rs 20,000 should be submitted to EE/DPP as the case may be)	Rs 20,000
10	a) Purchase of furniture at a time	Rs 50,000
	b) Subject to annual limit	Rs 1,50,000
11	a) Purchase of books at a time	Rs 2,000
	b) Subject to annual limit	Rs 4,000
12	To sanction advertisement charges at the rates approved by the DPP subject to the condition that advertisement should be routed through the PRO	Unlimited
13	Photographic charges	Rs. 5,000
14	Purchase of tools and plants charged to work	Rs 1,00,000
15	Purchase of materials other than T & P	Rs 1,00,000
16	Purchase of other T & P (not charged work)	Rs 1,00,000
17	To conduct auction on sanctioned survey reports and to confirm it on the spot if the bid amount is not less than 75% of the value	Upto Rs 2,00,000
18	To sanction survey reports of unserviceable articles and building	Unserviceable Articles Rs 50,000, Buildings Rs 5 lakhs,
19	To sanction T & P estimates and repairs and carriage	Rs 25,000
20	To sanction valuation of building	Rs 6 Lakhs
21	To conduct mileage test of vehicles and issue certificates and estimation of repairs	Full powers to AEE mechanical only
22	Inspection , supervision and issue of certificates related to repair of vehicles	
23	Sanctioning repair work exceeding Rs 25000 for university vehicles	

16. ADMINISTRATIVE OFFICERS OF THE CONSTITUENT COLLEGES/STATIONS/ FINANCIAL ASSISTANT to DPP

(Subject to overall supervision/control of the Dean/Head of Office)

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To grant all kinds of leave except study leave, special disability leave and leave without allowances not exceeding four months to all labourers , ministerial and Class IV employees below the level of Section Officer.	Full powers
2	To grant periodical increments to all labourers and employees under their control who are not authorised to draw their own bills.	Full powers
3	To dispose of all papers which may be specifically ordered by the Dean/Head of Office	Full powers
4	To enforce procedure and maintain discipline among the subordinate staff in the office	Full powers
5	To approve draft letters, draft proceedings based on orders passed by the Dean/Head of Office on all matters except technical matters.	Full powers
6	To open the daily tapals addressed to Dean/Head of office by designation, if so specifically authorised by the Dean/Head of Office.	Full powers
7	To attest entries in the Service Books of all labourers and employees who are not authorised to draw their own bills.	Full powers
8	To authenticate and communicate fair copies of all sanctions accorded by the Dean/Head of Office.	Full powers
B	FINANCIAL POWERS	
1	To sanction non-recurring items of expenditure subject to budget provision and rules.	Rs. 5,000 at a time.
2	To sanction purchase of stationery locally for the use of the Colleges/ Stations.	Upto Rs. 1,000 at a time.
3	To draw establishment pay bills of all employees and wages of labourers who are not authorised to draw their own bills.	Full powers
4	To draw and disburse contingent bills.	Full powers
5	To draw and disburse all T.A. claims of all employees and T.A. remuneration of Examiners who are not authorised to draw their own bills on tour diary approved by the Dean/Head of Office.	Full powers
6	To sanction temporary withdrawals by all employees who are not authorised to draw their own bills from P.F. deposit in each case in normal cases, subject to the rules regulating the fund.	Full powers
7	To check, verify and to sign Cash books (General Cash Book and P.D. Account Cash Book) and all subsidiary registers, acquittance rolls, contingent registers, vouchers etc. and records of the College/ Institution including physical verification of cash.	Full powers
8	To sign application of all Class III and Class IV employees for admission to the GPF.	Full powers
9	To draw scholarship bills subject to rules relating to scholarships.	Full powers
10	To sanction payment of telephone charges and electricity charges.	Full powers

Sl No	Nature of powers delegated	Extend of powers
11	To pass invoices/bills/vouchers for payment covered by sanction from competent authority.	Full powers
12	To pass the sheet rolls engaging Casual labourers in each month under various schemes/projects under the control of the Office provided the same are in accordance with the forecast sanction.	Full powers
C	DISCIPLINARY POWERS	
1	To call explanation from labourers , Class III and IV employees of the College/Institution for dereliction of duty, misconduct and recommend to the Dean/Head of Office to initiate disciplinary proceedings against delinquent employees.	Full powers

17. HEADMASTER/HEADMISTRESS - K.A.U. SCHOOL

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To sanction all kinds of leave other than study leave special disability leave and leave without allowances not exceeding 120 days to all staff working in the school.	Full powers
2	To authorise increments to all employees working under his administrative control.	Full powers
3	To organise the work in the Crèche& School by framing time tables, distributing work among teachers, conducting tests and examinations and encouraging extracurricular activities.	Full powers
4	To maintain discipline in the K.A.U.School and to supervise the work of teachers.	Full powers
5	To effect promotion of student from standard to standard in accordance with the prescribed rules issued by the Government.	Full powers
6	To ensure proper use of library books and other teaching aids	Full powers
7	To issue extract of Admission Register in School on stamped paper as per rules and to issue extract of mark list of annual examination of standards up to IX on requisition from the guardian as per instructions issued from time to time.	Full powers
8	To attest the entries in the Service Books and to make service verification entries in the Service Books of employees in the School	Full powers
9	To initiate disciplinary proceedings in respect of the employees working under his administrative control.	Full powers
B	FINANCIAL POWERS(Subject to Budget Provision)	
1	To be drawing and disbursing officer in respect of Establishment pay bills, T.A. bills, P.F.Bills, contingent bills, stipend and subsistence allowance bills, Scholarship bill etc. in respect of the KAU School.	Full powers
2	To sanction temporary withdrawals from G.P.F. in respect of members of staff in the School subject to verification of credit balance.	Full powers
3	To check, verify and to sign Cash Books and all subsidiary registers, acquittance roll, contingent registers, vouchers etc. and records including physical verification of cash.	Full powers
4	To incur non-recurring contingent expenditure subject to budget provision and observance of rules.	Rs 15,000
5	To sanction purchase of books, laboratory equipment, educational appliances and other stores (This will not include expenditure from special fee collection).	Rs 5,000
6	To purchase office furniture according to the approved specifications and standard subject to budget provision at a time. and Store Purchase Rules.	Up to Rs. 15,000/-
7	To sanction repairs of furniture according to rules and subject to budget provision.	Up to Rs. 15,000/-
8	To carry out maintenance and repair works of an urgent and unforeseen nature with permission from the university.	Up to Rs. 15,000/-

Sl No	Nature of powers delegated	Extend of powers
9	To sanction write off of the stores book value up to Rs.100 which are purchased out of special fee account of the school subject to special fee rules.	Full powers
10	To sanction write off of the value of damaged class text books	Upto 1,000/-
11	To sanction disposal of unserviceable articles	Upto book value of Rs 1,000 at a time with an annual limit of Rs 2,000
12	To execute agreement towards purchase of stores within the financial powers.	Full powers
13	To collect admission fee/tuition fee from the students at the rates prescribed by the University.	Full powers
14	To sanction payment of electricity / water charges	Full powers
15	To sanction expenditure on ordinary postage stamps,	Upto Rs 500 at a time with an annual limit of Rs 5,000
16	To sanction local purchase of stationery articles if the items are not available in the Central store at Headquarters.	Upto Rs 3,000 at an annual limit of Rs 25,000
17	To Sanction reimbursement /Advance for the purpose of Maths /Science fair/Exhibitions , youth festival , Scout/Guides and sports.	Upto Rs 10000

18. CHIEF SECURITY OFFICER

Sl No	Nature of powers delegated	Extend of powers
	ADMINISTRATIVE POWERS	
1	To maintain duty Registers of Security Personnel and Security observing standing orders/instructions as applicable from time to time.	Full powers
2	Maintain general and personal discipline of Security System	Full powers
3	Conduct surprise inspections and checks of duty guards at KAU Hqrs.Main Campus, Offices, Colleges, Estate and adjacent stations.	Full powers
4	Carry out periodical inspections of all outstations at least once in a year with the approval of Registrar/Vice-Chancellor.	Full powers
5	To verify the Attendance Register of the security staff working in the Security Wing daily.	Full powers
6	To assign holiday duty and day to day duties of guards.	Full powers
7	To chalk out and organise training programmes for the newly inducted Security personnel and refresher training, fire drill practices etc. for the whole security personnel with the approval of the Vice-Chancellor/Registrar as the case may be.	Full powers
8	To conduct enquiries and investigation of thefts, pilferages, misappropriation etc. as and when ordered and submit the report to the concerned with proper direction from higher authority.	Full powers
9	To liaise with law enforcing machinery in the State.	Full powers
10	To sanction petty contingent expenses arising in day to day discharging duties.	Upto Rs 500/- at a time of but not exceeding Rs 3,000/- per annum
11	To sanction replacement/repairs of Security materials like torches, replacement of battery & cycle etc	Up to Rs 250/- at a time.

19. DIRECTOR (ACADEMIC & PG STUDIES)

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To sanction increments in respect of employees under their administrative control	Full powers
2	To sanction all kinds of journeys including the journeys to adjoining district of neighbouring states to the Research, Extension and teaching staff and other employees working under their administrative control to attend conferences, seminars, meeting and business of the university within the State and to countersign their TA bills.	Full powers
3	To initiate disciplinary proceedings in respect of employees working under their administrative control	Full Powers
4	To sanction reimbursement of cost of medicines in respect of employees under their administrative control.	Full powers
5	To sanction all kinds of leave except study leave, special disability leave and leave without allowances not exceeding four months to all officers and staff working under their administrative control.	Full Powers
6	To approve notifications for admissions and admit students.	Full powers
7	To sanction payments required in connection with admissions.	Full powers
8	To approve semester calendar of different courses .	Full powers
9	To issue orders on academic matters based on the decisions of the Academic Council.	Full powers
10	To sign and issue notification of final results, provisional certificates degree Certificates and transcripts on approval by the Vice-Chancellor	Full powers
11	To engage fully qualified hands on daily wages against the positions in externally aided scheme.	Full powers
B	FINANCIAL POWERS (Subject to budget provision)	
1	To sanction purchase of Laboratory apparatus, equipment, electric instruments, glassware, farm machinery and other stores.	Up to Rs 20 Lakhs
2	To sanction repairs of equipment, machinery etc.	Up to Rs 5 Lakhs
3	To sanction purchase of books, periodicals, maps, printed matters, journals etc (academic/scientific/research/extension/office reference) and where foreign exchange is not involved	Full powers
4	To entrust urgent printing works to Private presses	Up to Rs 1 Lakhs
5	To sanction purchase of bags and containers subject to ann. Limit of Rs.10000/-	Full powers
6	To sanction expenditure on entertainment, supply of light refreshment, lunch etc. during meeting and visit of VIPs (Press Conference) Committee meetings, seminars, Students functions and other University functions.	Up to Rs 25,000/- at a time
7	To sanction advertisement charges subject to condition that the advertisement should be routed through the PRO.	Full powers
8	To sanction payment of demurrage, wharfage charges etc.	Full powers
9	To sanction maintenance (Purchase of tyres, tubes, batteries etc.), repairs and replacement charges of spares of the University vehicles subject to the conditions laid down by the Uty	Full powers

Sl No	Nature of powers delegated	Extend of powers
10	To sanction temporary advance and non-refundable withdrawal from GPF deposits in respect of employees working under their administrative control, subject to rules and verifications by the Comptroller.	Full powers
11	To sanction investigation of arrear claims including pay and allowances and contingent claims in respect of employees working under their administrative control. With regard to contingent claims held in abeyance upto a period of 5 years without monetary limit.	Full powers
12	To sanction fuel charges	Full Powers
13	To sanction payment of electric current consumption charges, water charges etc.	Full powers
14	To sanction payment of photographic charges including photograph materials (cameras, films, apparatus etc.)	Up to Rs 10,000/-
15	To sanction maintenance charges and payment of monthly telephone charges including annual rentals.	Full powers
16	To sanction purchase of stationery articles for office use/meetings	Up to Rs 1,00,000/-
17	To sanction non-recurring contingent charges (unforeseen items not specifically covered under any specified item) subject to budget provision	Full powers
18	To sanction advances related to Academic matters	Upto Rs 50,000.
19	To sanction disposal of unserviceable articles in auction	Upto Rs 50,000
20	To write off losses of stores due to unusual occurrence.	Up to 10% of total value
21	To sanction free issue of priced publications or guide/diary	Full powers
22	To sanction expenditure for petty construction and repairs without consulting the Director of Physical Plant.	Up to 2 Lakhs at a time
23	To sanction TA advances to all employees working under the administrative control for journeys within the state and to adjoining districts of neighbouring states. To sanction all TA advances to employees in connection with examinations.	Full powers
24	To sanction AMC of equipments and machineries	Full powers

20. PRIVATE SECRETARY to VICE-CHANCELLOR

Sl No	Nature of powers delegated	Extend of powers
	ADMINISTRATIVE POWERS	
1	To grant casual leave to all subordinate staff working at the Vice-Chancellor's Secretariat.	Full powers
2	To exercise general supervision and control over the subordinate staff of the Vice- Chancellor's Secretariat	Full powers
3	To open daily tappals addressed to the Hon. Vice-Chancellor by designation.	Full powers
4	Scrutiny and submission of files to the Hon,ble Vice Chancellor	Full Powers
5	To convene meetings /Conference of officers as directed by the Hon'ble Vice Chancellor	Full Powers
	FINANCIAL POWERS	Full powers
1	To maintain section account at SBT, Vellanikkara for the payment related to the Train fare/Air fare, hospitality charges of the Hon. Vice-Chancellor.	Full powers
2	To sign cheques on section account maintained for the payment of the Train fare/Air fare, hospitality charges of the Hon. Vice-Chancellor.	Full powers
3	To pass invoices/bills/vouchers for payment related to the Air/Train fare, hospitality charges, light refreshment charges of the Hon. Vice-Chancellor.	Full powers

21. ADMINISTRATIVE ASSISTANTS OF RESEARCH STATIONS

Sl No	Nature of powers delegated	Extend of powers
A	ADMINISTRATIVE POWERS	
1	To grant all kinds of leave except study leave, special disability leave and leave without allowances not exceeding four months to all labourers and employees except for self drawing officers.	Full powers
2	To grant periodical increments to employees and labourers except self drawing officers.	Full powers
3	To dispose off all routine papers including petitions except those containing specific complaints.	Full powers
4	To review the notes of inspection on the personal registers of subordinates working in the station and to issue office orders for proper working of office and maintenance of discipline in the office.	Full powers
5	To approve draft letter, draft proceedings based on orders passed by the Head of Office /Station on all matters except technical matters.	Full powers
6	To open the daily tapals addressed to the Officer in charge of Research stations with the approval of Head of Research Stations.	Full powers
7	To maintain and attest entries in the service books of employees and labourers except self drawing officers .	Full powers
8	To authorise and communicate all fair copies of all communications and proceedings sanctioned by the Head of Office.	Full powers
B	FINANCIAL POWERS	
1	To verify and account for the entire stock of furniture, stationery, stock and stores of the farm/Station.	Full powers
2	To draw establishment pay bills of all employees, labourers and who are not authorised to draw their own bills.	Full powers
3	To draw and disburse contingent bills of the Station.	Full powers
4	To draw and disburse all TA claims of all labourers and employees in the station who are not authorised to draw their own bills.	Full powers

22. LABOUR OFFICER

Sl No	Nature of Powers delegated	Extend of delegation
	ADMINISTRATIVE POWERS	
1	To sanction casual leave to all the subordinate staff working under him.	Full powers
2	To correspond with all officers of the University on matters connected with labour utilisation, management and labour welfare.	Full powers
3	To dispose all routine papers including petition, except those containing specific complaints against the conduct of the University.	Full powers
4	To approve all draft letters based on orders passed by the Vice-Chancellor/Registrar/ Director of Research.	Full powers
5	To sanction the closing of files.	Full powers
6	To inspect records, registers and files relating to the employment of labour, the grant of service benefits, etc. to the labours of all offices under the Kerala Agricultural University.	Full powers
7	To represent the University in the meetings to discuss problems connected with labour management, allocation of work.	Full powers
8	To sign fair copies of draft approved by the Vice-Chancellor/Registrar and such other higher officers.	Full powers
9	To suggest ways and means for improving labour efficiency and labour welfare.	Full powers
10	To convene meetings of officers and labour unions to discuss labour problems and put up proposals for the smooth functioning of labour management.	Full powers

23. PRESS MANAGER

Sl No	Nature of Delegation	Extend of Power
A	ADMINISTRATIVE POWERS	
1	To exercise general supervision and control over the employees of the University Press.	Full powers
2	To sanction all kinds of leave except study leave including leave without allowances upto 4 months to the employees working under his administrative control	Full powers
3	To sanction periodical increments to the employees working under his administrative control	Full powers
4	To arrange prompt execution of the work entrusted to be undertaken	Full powers
5	To initiate disciplinary proceedings against the non-gazetted employees working under him.	Full powers
6	To sanction journeys of employees working under him within the District	Full powers
B	FINANCIAL POWERS	
1	To sanction reimbursement of cost of medicines in respect of employees whose TA bills are to be countersigned by him.	Full powers
2	To render immediate financial assistance to the employees in Kerala Agricultural University Press, who may happens to be victims of injuries while on duty.	Up to Rs 5,000/-
3	To sanction advertisement charges in each case subject to budget provision after verification by Public Relations Officer.	Up toRs5,000/-
4	To sanction local purchase of stationery articles in unforeseen circumstances at a time observing store rules.	Up toRs.500/-
5	To sanction repairs of equipment, machinery etc. subject to budget provision observing store rules	Up toRs.25,000/- at a time
6	To sanction purchase of paper, types, equipment, machinery and other stores subject to budget provision, observing store rules.	Up to Rs.25,000/- at a time
7	To sanction temporary withdrawals from GPF deposits subject to verification of credit balance.	Full powers
8	To sanction electricity charges, water charges etc.	Full powers
9	To sanction renewal of supply of uniforms, clothing soap, milk etc. to the employees who are entitled to the same as per rules.	Full powers
10	To sanction washing allowance to the employees who are supplied with uniforms as per rules.	Full powers
11	To sanction payment of film making charges, lamination charges etc subject to budget provision, observing store rules.	Up to Rs.5,000/- at a time
12	To sanction expenditure in ordinary postage stamps including foreign postage subject to budget provision	Up to Rs.1,000/- at a time
13	To sanction maintenance charges of monthly telephone charges including periodical rent.	Full powers
14	To sanction TA advance to the employees under his/her control	Full powers
15	To sanction non-recurring contingent charges against unforeseen items subject to budget provision.	UptoRs.1,000/- at a time

Sl No	Nature of Delegation	Extend of Power
16	To sanction disposal of unserviceable articles or surplus stores including tools and plants, office furniture, dismantled materials and other unserviceable stores and confirmation of sale in auction	Up to the book value of Rs.2,500/- at a time subject to an annual limit of Rs.20,000/-.
17	To sanction overtime work according to necessity, subject to a monthly ceiling of 25% of the emoluments.	Full powers
18	To sanction transport charges of articles subject to budget provision.	up to Rs.1,000/- at a time
19	To get executed agreements/contracts as per rules subject to acceptance of Director of Extension Education, or Registrar in respect of the Press.	Full powers
20	To sanction work advance	Up toRs .5,000/-
21	To fix the value and charges of the printing works executed in the Press as per provisions in Government Press Manual.	Full powers
22	To draw and disburse the pay and allowances of the establishment of the Kerala Agricultural University Press and wages of employees including casuals.	Full powers
23	To value the out turn sheets of the employees.	Full powers
24	To value the bills presented by the private presses for the works executed by the Kerala Agricultural University.	Full powers
25	To sanction purchase of furniture subject to budget provision observing store rules.	Up to a maximum limit of Rs 10,000/- in each
26	To write off irrecoverable value of stationary articles damaged	Up to Rs 2,000/- per annum.
27	To sanction purchase of books for the use of the Press.	Up to Rs 5,000/- at a time
28	To sign invoices and bills for works done or supply made.	Full powers
29	To sanction repairs of bicycles in the Press	up to Rs.500/- at a time subject to an annual limit of Rs.2,000/-

24. PUBLIC RELATIONS OFFICER

Sl No	Nature of power	Extend of Power
A	ADMINISTRATIVE POWERS	
1	To approve all drafts (except cases of very important policy matters) based on the orders passed by the Registrar/Director of Extension/Vice-Chancellor/Executive Committee.	Full powers
2	To order and attend to destruction and preservation of records in his office.	Full powers
3	To arrange press conference /Press notes etc as per direction of authorities .	Full powers
4	Printing KAU brochures , calendar, diaries and such other documents	Full powers
5	Distribution of KAU reports documents etc among GC/EC member and VIP's	Full powers
6	To bring news and reports related to KAU to the attention of higher authorities and issue facts and counter statements as per the direction of the authorities.	Full powers
B	FINANCIAL POWERS (Subject Budget provision)	
1	To sanction printing of documents such as leaflets/brochures/photos, etc.	Up to Rs.2,000/- at a time, subject to a maximum of Rs.10,000/- per year.
2	To sanction purchase of stationery.	Up to Rs.1,000/- at a time.
3	To pass invoices/bills/vouchers for payment covered by sanction from Registrar/ Director of Extension/Vice-Chancellor/Executive Committee.	Full powers

25. DIRECTOR OF PLANNING

SL No	Nature of Powers delegated	Extend of Power
A	ADMINISTRATIVE POWERS	
1	To countersign T.A. bills and sanction T.A. advances in respect of officers under their administrative control to attend conference , meeting and business of the university within the state and adjoining districts of neighbouring states .	Full powers
2	To initiate disciplinary proceedings in respect of employees under their administrative control	Full powers
3	To sanction reimbursement of cost of medicines in respect of officers working under their administrative control.	Up to Rs 1000 at a time
4	To sanction all kinds of leave except study leave, special disability leave and leave without allowances not exceeding four months to all officers and staff working under their administrative control.	Full powers
5	To sanction conveyance on hire charges for scheme purpose (In case university vehicle is not available)	Full Powers
6	To engage fully qualified hands on daily wage basis against the university posts /positions in externally aided schemes subject to the conditions for filling up the positions as stipulated in University instructions issued from time to time.	Full Powers
7	Liaising for all projects	Full Powers
8	Nodal officer for all projects	Full Powers
9	Preparation and forwarding of all Plan projects approved by Hon'ble Vice Chancellor	Full Powers
10	Issue of Administrative & Technical Sanction of all ICAR Development Grant projects	Full Powers
B	FINANCIAL POWERS (Subject to budget provision)	
1	To sanction purchase of Laboratory apparatus, equipment, electric instruments, glassware, farm machinery, surgical instruments, specimens and other stores.	Upto Rs 10 Lakh
2	To sanction repairs of equipment, machinery etc.	UptoRs 1,00,000 at a time.
3	To sanction purchase of books , periodicals , maps , reprints of scientific papers , journals(academic, scientific, research/extension/office reference) where foreign exchange is not involved as per instructions in vogue.	Full powers
4	To sanction purchase of stationery articles for office use/meeting/training.	Rs . 25,000 at a time.
5	To sanction advertisement charges subject to condition that the advertisement should be routed through the Public Relations Officer.	Full powers
6	To sanction investigation of arrear claims including pay and allowances and contingent claims in respect of employees working under the respective administrative control,	Full powers
7	To sanction temporary advance and non-refundable withdrawals from GPF deposits in respect of employees working under their administrative control subject to rules and verification by the Comptroller.	Full powers
8	To execute agreements/Contracts and accept the same in respect of stores and for which he is competent to purchase	Full powers

SL No	Nature of Powers delegated	Extend of Power
9	To approve and sanction the FSMA (Full Service and Maintenance Agreement) charges of photocopier machines	Full Powers
10	To sanction advance for annual subscription charges to Indian/Foreign journals to the publishers /distributing agencies subject to existing rules.	Full Powers
11	To sanction purchase and repairs of furniture for office, library and laboratory use as per store purchase rules	Upto Rs1,00,000 at a time.
12	To sanction maintenance repairs and replacement charges of spares of the University vehicles	Upto Rs 25,000
13	To sanction expenditure on ordinary postage stamps including foreign postage subject to budget allotment	Upto Rs 10,000
14	To sanction purchase and repairs of clocks, sirens, fans, water coolers, torches, etc., subject to annual limit of Rs. 10,000	Upto Rs 1,000at a time
15	To sanction expenditure on entertainment, supply of light refreshment, lunch etc. during meeting and visit of VIPs (Press at a time subject Conference) Committee meetings, seminars, and other University functions.	Upto Rs 5,000 at a time to annual limit of Rs 25,000.
16	To sanction payment of photographic charges including photograph materials (cameras, films, apparatus etc.) at a time	Upto Rs 25,000.
17	To sanction Fuel charges	Full powers
18	To sanction maintenance charges and payment of monthly telephone charges including annual rentals.	Full powers
19	To write off losses of stores due to unusual occurrence (damage by weevils, rats, white ants, rains, fire, cyclonic winds)	upto 5% of the total stock
20	To sanction advance (other than labour charges and purchase of fertilizers).	Upto Rs 10,000 at a time.