

**ATME**
College of Engineering

**NBA**
ACCREDITED

Affiliated to VTU, Belagavi; Approved by AICTE, New Delhi and Recognised by Government of Karnataka
Programs accredited by NBA, New Delhi - CV, EC, EE & ME (Validity: 2019-20 to 2021-22)

Ref: ATME(T)ATMECE/3027/21-22
25th April 2022

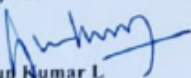
To,
The Principal
ATME College of Engineering
Mysore.

Subject: Delegation of Financial Powers to Principal, Deans and Heads of Department.

Dear Prof,

Management is pleased to inform you that delegation of financial powers to Principal, Deans and Heads of Departments have been fixed as per the enclosed statement for smooth conduction of day-to-day activities of the Institution.

1. Suitable instruction may be issued to all HODs under your charge to exercise this power with utmost care and discretion.
2. All relevant rules, regulation, procedures and instructions given time to time by the Management shall be followed to ensure transparent and cost-effective procurement.
3. All procurement should be within the annual approved budgetary grants. Delegated powers including 'Full Powers' are to be exercised subject to that limit.
4. It will be the responsibility of the officer exercising the delegated powers to ensure that the items of procurement are essential and that the process being followed is as per the guidelines given by the Management so as to make quality procurement at competitive prices.
5. No authority can sub-delegate any of the financial powers delegated by this order to any other authority wholly or partly.
6. These orders shall come into force with immediate effect.

Regards

Arun Kumar L
Chairman
ATME College of Engineering

ATME COLLEGE OF ENGINEERING
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Delegation of Financial Powers to Principal and Heads of Departments.						
Sl. No	Description of power	Principal	Heads of Department	Placement & Training Officer	Librarian	Physical Education Director
1	Books and periodicals: To sanction purchase of reference books and journals for facilitating official work	Full powers	Rs.2,000/- each time and Rs.10,000 p.a.		Rs.2,000/- each time and Rs.10,000 p.a.	
2	Printing & Stationery	Full powers	Rs.1,000/- each time and Rs.10,000 p.a.	Rs.1,000/- each time and Rs.10,000 p.a.	Rs.1,000/- each time and Rs.10,000 p.a.	Rs.1,000/- each time and Rs.10,000 p.a.
3	Office and Laboratory equipment	Rs.1.00 lakh per annum	Rs.10,000/- per annum			
4	Hire Charges, travelling & Local Conveyance	Full powers				
5	Computers and peripherals (subject to the Government Orders from e-Governance(DPAR))	Rs.1.00 lakh per annum			-	-
6	Furniture	Rs.1.00 lakh per annum				
7	Laboratory / Sports consumables	Full powers	Rs.25,000/- per annum			Rs.1,000/- each time and Rs.15,000 p.a.
8	Repair & AMC of computer and related items	Full powers	Rs.10,000/- per annum			
9	Repair and AMC of office/Lab equipment and furniture	Full powers	Rs.25,000/- per annum			

10	Repair of vehicles	Rs.5000/- each time and Rs.50,000/- P.A.				
11	Telephone & Internet	Rs.1000/- each time and Rs.12,000/- P.A.				
12	Postage & Courier	Rs.1000/- each time and Rs.12,000/- P.A.				
13	Guest/Visitor expenses	Rs.1000/- each time and Rs.12,000/- P.A.				
14	TA & DA	Rs.5000/- each time and Rs.30,000/- P.A.				
15	Writing off goods To sanction writing off or disposal of the following					
	(i) Unusable books and periodicals.	Full powers	Full powers			
	(ii) Obsolete or unserviceable equipment	Full powers	Rs.1,000 in one case subject to Rs.5,000 per annum.			
16	Advertisement	Rs.1,000 in one case, subject to Rs.10,000 per annum				
17	Training, Seminars, Workshops, etc: To incur expenditure on Registration fee, honorarium, transport, training material, contingency, etc.	Full powers	Rs.10,000 at a time, subject to Rs.1.00 lakh per annum	Rs.10,000 at a time, subject to Rs.1.00 lakh per annum		
18	Sports/Cultural Events: To incur expenditure on Registration fee, honorarium, transport, training material, contingency, etc.	Full powers				Rs.10,000 at a time, subject to Rs.1.00 lakh per annum