



राजीव गाँधी राष्ट्रीय विमानन विश्वविद्यालय

RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

नागर विमानन मंत्रालय, भारत सरकार के तहत एक केंद्रीय विश्वविद्यालय
(A Central University under Ministry of Civil Aviation, Govt. of India)

2013 में संसद के एक अधिनियम द्वारा स्थापित

Established by an Act of Parliament in 2013

शक्तियों का प्रत्यायोजन Delegation of Powers

दिसंबर, 2018

December, 2018

PREAMBLE

Rajiv Gandhi National Aviation University (RGNAU) has been set up by the virtue of RGNAU Act, 2013. The University has been set up for the objective of providing world class facilities in the country in order to train the manpower so as to excel in the field of aviation. The Executive Council (EC), as per the RGNAU Act, 2013, shall be the principal executive body of the University. As per the RGNAU first statute, EC shall have the power of management and administration of revenue and property of the University and the conduct of all administrative affairs of the University. Also, it has got the power to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University. Vice Chancellor, as per the RGNAU Act, 2013, shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University.

2. Broadly, the University has got four main decision making powers viz. Executive Council, Vice Chancellor, Registrar and Head of the School / Dean. At this instance, since EC, RGNAU being the principal executive body of the University has to delegate its powers to the various decision making bodies / officers of RGNAU. The schedule indicating the Delegation of Powers to the officers of the University is sub-divided as under:

- Schedule of administrative and financial powers delegated to Vice Chancellor, Registrar and Head of the Divisions/ Director of Schools / Deans
- Schedule of HR and personnel powers delegated to Vice Chancellor, Registrar and Head of the Divisions / Director of Schools / Deans

3. The Powers delegated shall be exercised only by the authorities indicated and to the extent specified. Delegation of Powers specified has been made with due regard to the need of decentralisation and expeditious disposal of business at all levels. The powers mentioned herein should be viewed in their correct perspective and

exercised judiciously by the officers concerned. The exercise of the powers delegated is subject to observance of provisions of extant code rules and other orders. Due regard must be paid to the standards of Financial propriety, guidelines issued by Department of Expenditure, GFR, Manual of Procurement of Goods and Services, CVC guidelines and other relevant Government orders.

4. Except where otherwise indicated, financial sanctions, as distinguished from administrative, should be accorded only after obtaining prior concurrence of the Finance Division.

5. In the case of purchase of Stores/Materials, the powers delegated are only for administrative sanction and procurement is to be made only in the normal channel through Stores Department except purchases through imprest wherever authorised.

6. Powers of sanction in all cases are subject to availability of funds. The certification of availability of funds should, be brought out in each proposal for the information of the Finance Officer and the sanctioning authority.

7. In exercising the powers, the officers concerned should keep in view various instructions issued for observance of utmost economy in Government expenditure.

8. The detailed document indicating the Delegation of Powers to the officers of the University along with the references from RGNAU's Act and Statute is as appended.



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शक्तियों का प्रत्यायोजन/Delegation of Powers

S.No.	Subject matter	Vice Chancellor	Registrar	Head of the Division / Director of Schools / Deans	Reference in RGNAU Act and Statute
ADMINISTRATIVE AND FINANCIAL POWERS					
1	i) To receive financial contributions / Grant from Central Govt. / State Govt. / Aviation Companies / Industries within the country and abroad	Full Powers	-	-	RGNAU Act Section 5 (1)(xxxvii) to receive benefactions, donations and gifts from persons and to name after them such chairs, institutions, buildings and the like, the University may determine, whose gift or donation to the University is worth such amount as the University may decide; First Statute Section 14(vi), Powers of Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
	ii) a) To accept projects/sponsored projects and receive Grants	Full Powers	-	Full powers where value is upto Rs. 25.00 lakhs	Section 14(vi) of First Statute, Powers of Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
2	To execute all agreements, contracts etc. on behalf of the University except those between himself/herself and the University including legal documents.	Full Powers	Full Powers	-	Statute 14(xi), Powers of Executive Council: to enter into, vary, carry out and cancel contracts on behalf of the University
3	Approving the most suitable offer and award contracts towards hiring of services for Pantry / Canteen / Security Services /House Keeping/ Clearing Services / Transport / Manpower / Conduct of Online Common Entrance Tests/ Common Recruitment Tests / Online Counselling etc. as part of outsourced activities and any services required for the University.	Full powers upto Rs. 2 crore per annum in each case. Above Rs. 2 Crore, approval to be sought from EC.	Full power upto Rs. 50 lakh in each case	-	Statute 14(xi): to enter into, vary, carry out and cancel contracts on behalf of the University
4	Approve lowest technically suitable offer where valid tender / quotes have been received and award of contract for procurement of goods / equipments / machinery for the University.	Full powers upto Rs. 2 crore in each case. Above Rs. 2 Crore, approval to be sought from EC.	Full power upto Rs. 50 lakh in each case	-	Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University



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S.No.	Subject matter	Vice Chancellor	Registrar	Head of the Division / Director of Schools / Deans	Reference in RGNAU Act and Statute
5	Books/Journals/ Magazines etc. for Libraries	Full powers upto Rs. 5 Crore per year. Approval of EC shall be sought for purchase of more than of Rs. 5 crore per year	-	Full powers up to Rs.50 lakhs per year in respect of Division / School.	Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
6	Subscription to online e- Books/e- Magazines/e- Journals etc.	Full powers up to Rs. 10 Crore in a year. Approval of EC shall be sought for purchase of more than of Rs. 10 crore per year	-	Full powers up to Rs.1 Crore per item in respect of Division / School.	Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
7	Advertisement charges including press and publicity matters	Full powers	Full powers:- Upto Rs. 50 lakh in each case on DAVP rates	-	Statute 14(xi): to enter into, vary, carry out and cancel contracts on behalf of the University
8	Approve all procurements through GEM / DGS&D etc.	Full Powers	Full powers Upto Rs.30.00 lakhs in each case	Full Powers Upto Rs. 10.00 lakhs in each case	Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
9	Approval single Tender/Single Quotation in respect of proprietary items as per GFR	Full Powers	Full Powers upto Rs. 15.00 lakhs in each case	Full powers upto Rs. 5.00 lakhs in each case	Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
10	Hiring of furniture, fixture, PCs or any type of equipment for official purposes	Full powers upto Rs. 1 Crore. Approval of EC shall be sought for expenditure of more than Rs. 1 crore.	Upto Rs. 50 Lakhs	Upto 20 lakhs	Statute 14(vi), Powers of Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit. Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
11	To initiate, prosecute or defend the legal proceedings including signing of legal documents and incurring legal expenses	Full Powers	-	-	Statute 14(xi): to enter into, vary, carry out and cancel contracts on behalf of the University
12	Repairs and entering into AMC of furniture, Equipments, vehicles, insurance of assets etc.	Full powers	Full powers upto Rs. 50 lakh in each case	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit Statute 14(x): to provide buildings premises, furniture and apparatus and other means needed for carrying on the work of the University Statute 14(xi): to enter into, vary, carry out and cancel contracts on behalf of the University



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S.No.	Subject matter	Vice Chancellor	Registrar	Head of the Division / Director of Schools / Deans	Reference in RGNAU Act and Statute
13	Recurring/non-recurring contingent expenditure not specifically mentioned.	Full powers	Full Powers upto Rs. 50,000	-	Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
14	To admit claim on account of TA / LTC / Medical reimbursement submitted after the stipulated period as per staff rules of University.	Full Power as per rules but not later than 60 days of the close of the financial year.		-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
15	To admit reimbursement of expenditure not covered by rules incurred on tour in exceptional cases for reasons to be recorded	Full Powers. For cases related to self to be reported to Finance Committee	Full powers upto Rs. 5000 in respect of non-teaching staffs. To be reported to Vice Chancellor	Full powers upto Rs. 5000 in respect of teaching staffs. To be reported to Vice Chancellor	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
16	Approval of travel by class or accommodation higher than entitlement	Full Powers - except self, for reasons to be recorded and only upto the variation of 50% of the amount.	Full Powers except self for one step higher for reasons to be recorded in writing) in respect of non-teaching staff and ony upto the variation of 25% of the amount.	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
17	To admit i) Sanction of reimbursement of expenses such as TA/DA,(Local & Foreign) LTC, Medical reimbursement, Children Education Allowance, Newspaper, Journals, Conveyance / hire charges for official purposes, postage, telephone/ mobile etc.subject to University Rules	Full Powers	Full Powers in respect of non-teaching staffs	Full Powers in respect of teaching staffs	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
	ii)Sanction all advances including imprest to officials of the University as per Rules.	Full Powers, subject to the settlement of the previous advance.	Full Powers in respect of non-teaching staffs, subject to the settlement of the previous advance.	Full Powers in respect of teaching staffs, subject to the settlement of previous advance.	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit



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S.No.	Subject matter	Vice Chancellor	Registrar	Head of the Division / Director of Schools / Deans	Reference in RGNAU Act and Statute
18	Sanction expenditure on hospitality, refreshment charges, lunch during meetings, conference, Seminar, Workshops and Convocation etc	Full Powers upto the value of Rs. 50 Lakhs	Full Powers upto Rs. 2 Lakhs on each occasion	Full Powers upto Rs. 1 Lakhs on each occasion	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
19	Administrative approval for Civil Works sanctioned under Plan funds and entrusted to CPWD / PSU (including original work, Renovation, Repairs and Maintenance of Buildings, Roads, etc.)	Full Powers for capital works approved by SFC/EFC/PIB. Any work exceeding the amount of Rs. 50 crore shall be reported to EC in its next meeting.	-	-	Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
20	Administrative approval for Civil Works sanctioned under Plan funds and entrusted to CPWD / PSU (including original work, Renovation, Repairs and Maintenance of Buildings, Roads, etc.)	Full Powers upto Rs. 10 crore for original and upto Rs. 5 crore for renovation, repair, maintenance etc.			Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
21	Administrative approval for Civil Works including Renovation, Repairs and Maintenance of Buildings etc. Works entrusted to CPWD / PSU out of 'Other than Plan Funds':	Full powers upto Rs. 1 crore.		-	Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
22	Statutory and Mandatory Payments such as Provident Fund, Taxes, Salaries, Retirement benefits, Electricity Charges, Water Charges etc.	Full powers*	-	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
23	Payment of Demurrage charges	Full Powers. To be reported to Finance Committee	-	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
* Finance Officer will also have full power					



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S.No.	Subject matter	Vice Chancellor	Registrar	Head of the Division / Director of Schools / Deans	Reference in RGNAU Act and Statute
24	(i) Re-appropriation of University funds between Revenue and Capital budget heads	Full Powers. To be reported to FC.	-	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
	(ii) Re- appropriation of University funds within Revenue and Capital budget heads	Full Powers	-	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
25	Grant of extension of time of contracts including a change in milestones.	Full Powers only upto 10% of the variation. For accepting variation of more than 10%, recommendation of FC and approval of EC is required.	-	-	Statute 14(xi), Powers of Executive Council: to enter into, vary, carry out and cancel contracts on behalf of the University
26	Approve guidelines to enter into MoU's and such other mechanisms as to fully exploit and develop education and research in aviation studies	Full Powers	-	-	Statute 14(xi), Powers of Executive Council: to enter into, vary, carry out and cancel contracts on behalf of the University
27	i) Opening New campus of the University	Full Powers in line with the policy of UGC / AICTE and with the approval of EC.	-	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
	ii) Opening of Temporary office for three months under a project OR for relocation and shifting of an office within a city	Full power	-	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University
28	To delegate any or all the powers to any officer of the University.	Full Powers in respect of powers delegated to VC	Full powers in respect of powers delegated to Registrar	-	-



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S.No.	Subject matter	Vice Chancellor	Registrar	Head of the Division / Director of Schools / Deans	Reference in RGNAU Act and Statute
29	i) Approve nomination of employees to committees constituted by other organizations	Full Powers	Full powers in respect of non-teaching staffs. Concurrence of FO is required for nomination of staff from Finance Department	Full powers in respect of teaching staffs	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
	ii) To constitute various committees/ Sub-Committees comprising of internal/ external members for effective functioning of the University.	Full Powers	Full powers in respect of non-teaching staffs. Concurrence of FO is required for nomination of staff from Finance Department	Full powers in respect of teaching staffs	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
30	Refund / forefeature of Security Deposit / EMD and Caution Money Deposits	Full Powers	Full Powers	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
31	Fixation of fees for short term / long term academic programmes	Full Powers on the recommendations of duly constituted Internal Committee			Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
32	To open, operate upon and close Bank Account along with the declaration of authorised signatories	Full power in any scheduled commercial bank. All such cases to be reported to Finance Committee	-	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
33	To invest the funds of the University in any public financial institution, any other Government securities on short term/long term basis - with in the overall guidelines laid down by Govt./EC/FC and in line with the Section 11 (5) of IT Act.	Full powers	-	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit Statute 14(xi), Powers of Executive Council: to enter into, vary, carry out and cancel contracts on behalf of the University
34	Condemnation of vehicles OR Procurement of New Vehicles against condemnation/ New Purchases	Full Powers as per norms prescribed by Govt., to be reported to the EC.		-	Statute 14(x): to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit



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S.No.	Subject matter	Vice Chancellor	Registrar	Head of the Division / Director of Schools / Deans	Reference in RGNAU Act and Statute
35	Declare stores including office equipments as unserviceable/ obsolete stores, furniture, material, equipments etc. and to approve their mode of disposal and write off of loss on account of disposal – off.	Full powers	Full Powers upto original value of each item upto Rs. 50,000.	Full Powers up to original value of each item upto Rs. 20,000.	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
36	Write -off irrecoverable loss of stores, furniture, material, equipments etc.due to theft frauds or negligence of individuals.	Full Powers. To be reported to Finance Committee	Full Powers where original value of each items is upto Rs. 5,000. To be reported to FC.	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
37	Write-off loss of stores, furnitures, materials, equipments etc. other than theft / fraud or negligence of individuals	Full Powers. To be reported to Finance Committee	Full Powers where original value of each item is upto Rs. 50,000. To be reported to FC.	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
38	Write - off loss of revenue or irrecoverable loans and Advances.	Full powers with the recommendation of Finance Committee	-	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit



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S.No.	Subject matter	Vice Chancellor	Registrar	Head of the Division / Director of Schools / Deans	Reference in RGNAU Act and Statute
HR & PERSONNEL POWERS					
39	(i) Approval for deputation / training abroad in respect of employees	Full Powers – Except in case of self where EC shall be the approving authority	-	-	-
	(ii) Approval for deputation / training within the country in respect of employees	Full Powers – In case of self, EC shall be duly informed in its next meeting	Full Powers in respect of all Non-Teaching employees. Concurrence of FO is required for nomination of staff from Finance Department.	-	-
40	Powers to engage persons purely on contract basis on consolidated remuneration for a period of six months	Full powers	Full Powers on the recommendation of VC	-	Statute 5(7), Vice Chancellor shall have the power to make short term appointments with the approval of Executive Council for a period of 06 months as he may considered necessary for the functioning of the University
41	To make appointments against sanctioned posts, other than those mentioned in the RGNAU Act, 2013	Full powers with the recommendation of Selection Committee	-	-	Statute 14 (2) (ii)&(iii), To create administrative, academic, ministerial and other necessary posts required for the functioning of the University
42	To approve rates at which honorarium is paid to visiting professionals and members of committees who are not employees of the University.	Full Powers on the recommendation of finance committee	Full powers as per the government orders	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
43	Grant of higher pay/additional increments on appointment as per rules	Full powers on the recommendation of selection committee	-	-	-
44	Probation Clearance	Full Powers	Full Powers in respect of all non-teaching staff	-	-
45	Acceptance of resignation & Termination of Services against posts for which powers of appointments exists	Full Powers	Full Powers	-	Statute 14 (2) (ii)&(iii), To create administrative, academic, ministerial and other necessary posts required for the functioning of the University



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S.No.	Subject matter	Vice Chancellor	Registrar	Head of the Division / Director of Schools / Deans	Reference in RGNAU Act and Statute
46	Disciplinary powers (Major Penalties) can be imposed only by the appointing authority	Full Powers	Full Powers	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
	(Minor Penalties)	Full Powers	Full Powers	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
47	Fixation of Pay	Full Powers - except self	Full powers – as per rule.	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
48	i) EL & other kinds of Leave (CCS Leave Rules)	Full Powers	Full powers except self	-	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit
	ii)CL/RH	Full Powers	Full powers in case of non teaching staff (except self)	Full powers in case of teaching staff (except self)	Statute 14(vi), Powers of the Executive Council: to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit

