

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD.  
(FINANCE & ACCOUNTS SECTION)**

<b>1.</b>	<b>Prof. S.A. Bansode</b> Finance & Accounts Officer	1] Act as Principal Officer of Finance, Accounts & Audit 2] Sanctioning of all kinds of bills as per delegation of powers 3] Signing of cheques as per delegation of powers
<b>2.</b>	<b>Shri P.S. Jadhav</b> Accounts Officer	1] Maintenance of Receipts & Payments Accounts 2] Supervision of Accounts 3] Sanctioning of all kinds of bills as per delegation of powers 4] Signing of cheques as per delegation of powers
<b>3.</b>	<b>Shri B.B. Dhage</b> Assistant Registrar ( Audit )	1] Auditing of all kinds of bills 2] Audit of Receipts / Payments 3] Checking of supply orders & Approvals 4] Presentation of records to Statutory Auditor & Government Auditors 5] Checking of Annual Accounts 6] Physical Stock verification
<b>4.</b>	<b>Shri S.S. Kawade</b> Superintendent ( Cash Section Head )	1] To Supervise all sectional activities 2] Passing of Bills upto Rs. 5,000/- 3] Signing of cheques upto Rs. 5,000/-
<b>5.</b>	<b>Shri R.V. Deshmukhe</b> Superintendent ( Cash Book Section Head )	1] To Supervise all sectional activities 2] Related work of Annual Accounts 3] Audit, Budget & Correspondence 4] Maintenance of books of accounts.
<b>6.</b>	<b>Shri D.W. Giri</b> Superintendent ( Salary Section Head )	1] To Supervise all sectional activities 2] To forward the various claims & Grants to Government.
<b>7.</b>	<b>Shri S.B. Joshi</b> Assistant Superintendent ( Grants Section Head)	1] To Supervise all sectional activities 2] To forward - Grant Utilizations - GOI Claim & other Scholarship Claim - Prizes & Medals. 3] Investments related work
<b>8</b>	<b>Shri Shelke B.S.</b> Assistant Superintendent ( Bills / Advances Section Head )	1] To Supervise all sectional activities 1] Exam Advances 2] Passing of Exam Bills & Related Correspondence
<b>9</b>	<b>Shri V.B. Zopade</b> Assistant Superintendent	1] Deposits work 2] IT,PT, Sales Tax work & Correspondence 3] F.D.R. Custodians letter & Maintenance of Register 4] T.D.S. Certificate 5] G.O.I. Deposit / Withdrawal from Treasury 6] Salary of Rashtramata Indira Gandhi College

10	<b>Mrs. Mudliyar</b> Assistant Supdt	1. GOI Work related correspondence & its Utilization 2. Maintenance of Receipt Book
11	<b>Smt. Rayalwar</b> Assistant Supdt	1] Other Scholarship, related correspondence & Utilization 2] Endowment Prizes, Gold Medal 3] Forwarding Letters / Bills etc to the Registrar / V.C.
12	<b>Shri N.C. Modi</b> Senior Assistant	1] Writing of Cheques 2] Maintaining of Cheque issue Register
13.	<b>Shri K.L Kakade</b> Senior Assistant	1] Feeding of all Voucher ( other than cash voucher checking & corrections of vouchers
14	<b>Shri C.B. Mote</b> Senior Assistant	1] Passing of all Departments of bills 2] Refund of Deposits
15	<b>Shri M.G. Wagatkar</b> Sr. Assistant	Cashier
16	<b>Shri G.H. Yepurwar</b> Sr. Asstt.	All type of Grants Works Correspondence utilization, & forwarding Bills of Grants for passing.
17	<b>Shri J.K. Gawali</b> Sr. Asstt.	1] Rate Contract, Placement Orders 2] Meeting Work Purchase / Finance Committee 3] General Administration, Leave Record etc.
18	<b>Shri S.B. Sathe</b> Jr. Assistant	1] Salary work of Teaching Departments 2] Arrears of Teaching & Non-Teaching Staff of Department.
19	<b>Shri S.Y. Tungenwar</b> Jr. Assistant	1] Salary work of Non-Teaching Staff of Administrative Section 2] Draw the arrears of Non-Teaching Staff 3] Monthly Abstracts
20	<b>Shri S. B.Mudgire</b> Jr. Assistant	1] Checking of various subsidiaries with vouchers 2] Work related Right to Information Act
21	<b>Mrs. S.R. Sarwade</b> Jr. Assistant	1] Hon. Remuneration bills 2] C.H.B. Bills 3] Consolidated Salary
22	<b>Shri G.K. Arne</b> Jr. Assistant	Passing of all types of bills (Other than Exam & Teaching Departments)
23.	<b>Shri S.D. Kale</b> Jr. Assistant	Employees advance & related work
24.	<b>Shri P.D. Varshil</b> Jr. Assistant	Receipt Counter
25.	<b>Shri A.D. Khendke</b> Jr. Assistant	Outward of Accounts Section Dispatch of Cheques
26.	<b>Smt. S.R. Thakre</b> Jr. Assistant	Inward of Accounts Section
27.	<b>Shri P.B. Salampure</b> Jr. Assistant	Publication Unit In-charge
28.	<b>Shri N.M. Patil</b> Jr. Assistant	Preparation of Budget & their correspondence
29.	<b>Smt. L. A. Jahagirdar</b> Jr. Assistant	Provident fund

**Finance and Accounts Section in Dr. Babasaheb Ambedkar Marathwada University, Aurangabad works under the full control and headship of Finance and Accounts Officer. The delegations of powers as per Accounts Code 1980 (with amendments) as follows:**

<b>Sr. No.</b>	<b>Nature of Powers</b>	<b>Authority empowered</b>	<b>Powers delegated</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4</b>
1.	Disposal of absolute surplus or unserviceable stores including publications	Registrar Vice Chancellor Management Council	Up to Rs.15,000/- Up to Rs.50,000/- Above Rs.50,000/-
2.	Shortage of Stores write-off	Vice Chancellor Management Council	Up to Rs.1,00,000/- Above Rs.1,00,000/-
3.	Irrecoverable over payments write-off	Vice Chancellor Management Council	Up to Rs.10,000/- In each case full powers
4.	Write-off irrecoverable balance of losses due to embezzlement, theft etc.	Vice Chancellor Management Council	Up to Rs.50,000/- Full powers
5.	Remission of Revenue	Vice Chancellor  Management Council	Up to Rs.10,000/- in each case Above Rs.1,00,000/-
6.	Repairs to Bi-cycle	Office In-charge, stores	Full Powers
7.	Purchase of current newspapers excluding periodicals and journals	Librarian/Head of the Departments/Sections	Full Powers
8.	Expenses on new telephone and telephone facilities	Vice Chancellor	Full Powers
9.	Purchase and sale of live stock	Registrar Vice Chancellor Management Council	Up to Rs.15,000/- Full Powers
10.	Hire of tent furniture, fans, coolers, generators and electrical lighting	Registrar	Full Powers
11.	Printing at local presses ( excluding University Press )	Registrar Vice Chancellor Management Council	Up to Rs.15,000/- Up to Rs.1,00,000/- Full Powers
12.	Grant of temporary advances	Accounts Officer Finance and Accounts Officer Registrar Vice Chancellor	Up to Rs.10,000/- Up to Rs.1,00,000/- Up to Rs.2,00,000/- Full Powers
13.	Sanction for leasing out buildings, shops etc. other than residential quarters	Management Council	Full Powers
14.	Sale of fruits, grass	Registrar	Full Powers
15.	To approve schedule of rates to sanction payments for items most, included in the schedule of rates	Registrar Vice Chancellor Management Council  ( Through Building and Works Committee )	Up to Rs.50,000/- Up to Rs.1,00,000/- Above Rs.1,00,000/-

16.	To extend date of completion of works	Vice Chancellor	Full Powers
17.	To sanction repayment of security and other deposits	Accounts Officer Finance and Accounts Officer Registrar Vice Chancellor	Up to Rs.25,000/- Up to Rs.2,50,000/- Up to Rs.5,00,000/- Full Powers
18.	To Sanction write-off of lost receipt books	Vice Chancellor	Full Powers
19.	Repairs to typewriters, reprographic, cyclostyling machine, Xerox, fax, laminating, computer and other office equipments, Scientific equipments, apparatus and appliances	Registrar Vice Chancellor	Up to Rs.25,000/- Above Rs.25,000/-
20	a. Passing of all kinds of bills/claims  b. Signing of cheques	Superintendent ( Cash ) Accounts Officer Finance and Accounts Officer Registrar Vice Chancellor  Superintendent ( Cash ) Accounts Officer Finance and Accounts Officer Registrar	Up to Rs.5,000/- Up to Rs.25,000/- Up to Rs.2,50,000/- Up to Rs.5,00,000/- Full Powers  Up to Rs.5,000/- Up to Rs.25,000/- Up to Rs.1,00,000/- All Cheques exceeding Rs. 1,00,000/- are to be issued under the joint signature of Finance and Accounts Officer and Registrar
21.	Petty and emergent purchases without inviting quotations	Registrar/Heads of Department/ Section Head	Up to Rs.2,500/-
22.	Power of Re-appropriation within one sub head or detailed head to another within the same head	Vice Chancellor	1. Such Re-appropriation should not be from recurring Budget Head to Non recurring Budget Head or vice versa. 2. Such Re-appropriation should not be utilized the amount by creating new item in the budget.
23.	a. Inviting of quotations/tenders  Opening of quotations/tenders	Registrar, Heads of Departments  Registrar, Finance and Accounts Officer as well as Accounts Officer jointly  Heads of Departments and Departmental Committee	In respect of sections In respect of Departments  In respect of section Heads of the concerned sections shall also be associated along with the three officers  In respect of Departments

	<p><b>b.</b> Acceptance of quotations/tenders and accord of administrative approval to the estimates, expenditure on research schemes, expenses etc.</p> <p><b>c.</b>Acceptance of quotations/tenders</p>	<p>Finance and Accounts Officer Registrar Vice Chancellor</p> <p>Purchase Committee</p>	<p>Up to Rs.50,000/- Up to Rs.1,00,000/- Above Rs.1,00,000/- Including Annual Rate Contract for chemicals and Consumables excluding individual items costing more than Rs.1,00,000/-</p> <p>Including individual articles costing more than Rs.1,00,000/- and Annual Rate Contract, excluding Rate Contract for chemicals and Consumables</p>
24.	<p>Repairs to University Vehicles</p> <p><b>a.</b>Delay condonation of examination bills</p> <p><b>b.</b> Sanction of Conveyance and miscellaneous expenses</p> <p><b>c.</b> Deputation of employees for the office work of the concerned sections/ departments</p>	<p>Registrar Vice Chancellor</p> <p>Registrar, Director, Board of College and University Development, Controller of Examinations and Finance and Accounts Officer shall have power to condone delay of bills relating to their sections. In respect of other sections/ departments Registrar shall have powers to condone delay of late submission of bills</p> <p>Registrar, Director, Board of College and University Development, Controller of Examinations and Finance and Accounts Officer shall have powers to sanction Conveyance and miscellaneous expenses relating to their sections. In respect of rest of the sections/ departments the Registrar shall have powers to sanction Conveyance and miscellaneous expenses.</p> <p>Registrar</p> <p>Finance and Accounts Officer</p> <p>Director, Board of College and University Development</p> <p>Controller of Examinations</p>	<p>Up to Rs.10,000/-p.a./ vehicle Full Powers</p> <p>Registrar, Director, Board of College and University Development, Controller of Examinations and Finance and Accounts Officer shall have power to condone delay of bills relating to their sections. In respect of other sections/ departments Registrar shall have powers to condone delay of late submission of bills</p> <p>Registrar, Director, Board of College and University Development, Controller of Examinations and Finance and Accounts Officer shall have powers to sanction Conveyance and miscellaneous expenses relating to their sections. In respect of rest of the sections/ departments the Registrar shall have powers to sanction Conveyance and miscellaneous expenses.</p> <p>In respect of sections controlled by Registrar</p> <p>In respect of sections controlled by Finance and Accounts Officer</p> <p>In respect of sections controlled by Board of College and University Development</p> <p>In respect of sections controlled by Controller of Examinations</p>

		For deputing employees from other sections/departments the Registrar shall have the powers of deputation	For deputing employees from other sections/departments the Registrar shall have the powers of deputation
25.	Recommendation of Advance requisition of along with detailed note approved by Head of Sections or Head of Department concerned	Registrar, Director, Board of College and University Development, Controller of Examinations and Finance and Accounts Officer Head of Department	Full powers
26.	a. Disbursement of Salary of University Staff	Finance and Accounts Officer	Full powers
	b. Disbursement of Salary of Other colleges	Finance and Accounts Officer	Full powers
27.	Recommendation of a. Departments Bills b. Examination Bills	Head of Departments Deputy Registrar, (Exam) Assistant Registrar, (Exam) Superintendent, (Exam)	Full Powers Up to Rs.20,000/- Up to Rs.10,000/- Up to Rs.1,000/-
	c. All Section bills	Registrar, Director, Board of College and University Development, Controller of Examinations and Finance and Accounts Officer	Full Powers
28.	a. T.A. bills and other claims of Vice Chancellor, Registrar, Heads of Departments, Heads of Sections concerned	Vice Chancellor	Full powers being controlling officer
	b. T.A. bills and other claims of employees	Registrar	Full powers as controlling officer
		Heads of Departments	Full powers as controlling officer
		Director, Board of College and University Development	Full powers as controlling officer
		Controller of Examinations	Full powers as controlling officer
		Finance and Accounts Officer	Full powers as controlling officer
		Heads of Departments	Heads of Departments
Heads of Sections	Heads of Sections		

**Note:-**

1. The powers delegated are subject to availability of fund as sanctioned by the Finance and Accounts Committee/Management Council.
2. The delegations do not empower an authority to sanction any expenditure which involves 'NEW' expenditure.
3. The exercise of powers by an authority is subject to observance of any general or special directions which might have been issued by the competent authority in each case.
4. The rules of the:-
  - a. Dr. Babasaheb Ambedkar Marathwada University, Aurangabad Accounts Code, 1980 (amended).
  - b. Statutes regarding Provident Fund, Finance and Accounts Committee, Prizes and Gold medals,
  - c. Sections regarding Finance, entering into contracts, accepting donations, investments of funds, Policy for administering funds, prescribing fees, honorarium, remuneration, preparation of Budget and Annual Accounts, auditing etc. as laid down in the Maharashtra University Act, 1994.
  - d. Ordinances regarding Traveling Allowance, inviting and accepting quotations/tenders.
  - e. Circulars issued by the University are being implemented and financial discipline is being maintained.

**Information Officer  
Finance & Accounts Section**