



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University established by Parliament by Act No. 3 of 1997)

कादर नवाज खान
कुलसचिव (कार्यवाहक)
Kadar Nawaz Khan
Registrar (Acting)

दूरभाष/Phone : + 91 - 7152 - 230902
ई-मेल/E-mail : registrar@mgahv.in

No.: 006/Est/2010/8/1811
Date : 26.12.2025

NOTIFICATION

Consequent upon the decision No. 17 of the 40th meeting of Executive Council held on 24.10.2010 and decision No. 7 of 70th meeting held on 12.08.2021 in supersession of the Office Order (i) No. 006/Estt./3054/2014/MGAHV, dated 28.05.2014 and (ii) Order No. 006/Estt./2010/8/239 dated 02/03/2020 and Circulars issued there under, vide dated 04.06.2014 & 03.06.2015, the Competent Authority has been pleased to delegate the powers mentioned against the Officers with immediate effect, as detailed in the table below :

DELEGATION OF FINANCIAL POWERS:

Sl. No.	Particulars	Limit up to which payment can be authorized	Designation of officer(s) who can exercise powers in column (3)
(1)	(2)	(3)	(4)
1.	GENERAL		
	Payment of Electricity, Water, Telephone Bill, Postages, Rent of the Buildings approved by competent authorities	Full Powers	Registrar/Finance Officer
2.	FELLOWSHIPS, RESEARCH GRANTS ETC.		
	Disbursement of grants / funds for projects and research	Full Powers	Vice Chancellor
	Payment of fellowships, Scholarships, Contingencies, HRA	Full Powers	Registrar/Finance Officer
3.	PURCHASE, SERVICES ETC.		
	Proposal and Payment of Bills in respect of purchases, services, construction, repairs, legal charges, examination expenses. (per occasion)	Up to Rs. 30,000/- Above Rs. 30,000/-	Registrar/Finance Officer Vice Chancellor
4.	TA/DA BILLS		
	STAFF	Full Powers	Registrar
	OTHER TA/DA Bills of others subject to administrative approval/prior sanction of Vice-Chancellor. Payment of Honorarium Remuneration as per rules.	Full Powers	Registrar/Finance Officer
5.	STAFF CLAIMS/PAYMENTS		
	Medical reimbursement to staff, Reimbursement of Educational expenses, Fees payable for staff for Training, Seminars, Conferences etc.	Up to Rs. 20,000/- (per person) Above Rs. 20,000/- up to Rs.5,00,000/- (Per person)	Registrar Vice Chancellor

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Post Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra), INDIA

वेबसाइट/Website : www.hindivishwa.org.

कादर नवाज
26/12/25



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6.	MONTHLY SALARY AND RELATED DEDUCTIONS THEREOF Monthly salary of teaching and non-teaching staff and deductions thereof from Salary / Remuneration and Payments/Deposits with Provident Fund, Income-Tax, or any Statutory Authority or with LIC, Post-Office or any other organization or body.	Full Powers	Finance Officer (DDO)
7.	ADVANCE TO STAFF		
	Advance against PF	Full Powers	Registrar
	Withdrawal from GPF/NPS- Non Refundable Advance (NRA)	Full Powers	Vice Chancellor
	Personal Computer Advance Rs. 50,000/- (per person)	Full Powers	Vice Chancellor
	House Building Advance	Full Powers	Vice Chancellor
8.	IMPREST MONEY	Full Powers within the sanctioned limit	Registrar/ Finance Officer

2. DELEGATION OF NON-FINANCIAL POWERS:

S.No.	Particulars	Designation of Officer(s) who can exercise powers in column (2)
(1)	(2)	(3)
1.	Grant of Leave	
	All leaves LTC of Pro Vice Chancellor, Professor, Librarian, Registrar, Finance Officer, Controller of Examination and equivalent Officers	Vice Chancellor
	All leaves (except CL & RH)/LTC of Associate Professor, Assistant Professor and equivalent level of Teaching & Other Academic Staff	Vice Chancellor
	CL, RH, Duty Leave & Special Casual Leave of Associate Professor & Assistant Professor	Dean of concerned School on the recommendation of Head of the Department/Director of the Centre
	All leaves (except CL & RH)/ LTC of Deputy Registrar, Regional Director, Deputy Controller of Examinations, Deputy Finance Officer, Assistant Registrar and equivalent Officers	Vice Chancellor

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	CL & RH of Section officers to Deputy Registrar and equivalent Officers	Registrar/Finance Officer/CoE
	All leaves (except CL & RH)/ LTC up to Section Officers	Registrar
	CL & RH up to Assistant	Head/ In-charge of respective Department/Section
2.	Forwarding APPLICATION FOR EMPLOYMENT	
	All Teaching Staff, Registrar, Finance Officer, Controller of Examinations, Deputy Registrar, Assistant Registrar or equivalent Officers	Vice Chancellor
	Up to Section Officer	Registrar

NOTES

1. Applicant should ensure to enclose a photo copy of CL, approved by the Competent Authority along with application for LTC.
2. The powers being delegated are required to be exercised most judiciously and in accordance with the canon of Financial Propriety guided by the Govt. of India. The Officer/Authority exercising power shall always be guided by the principle of accountability in expenditure of public money.
3. No Officer/Authority will permit/sanction any expenditure unless fully satisfied that the procedural/Technical requirements are fulfilled and the interest of the University is fully protected.
4. Depending on the urgency of payment, the higher authority can exercise powers of lower authority at his/her discretion, if the lower authority is unable to discharge duty for whatsoever reason.
5. During the period an officer transfers charge to another officer temporarily, such officer holding temporary charge can exercise the powers only if he/she is expressly authorized by the Competent Authority to exercise financial powers.
6. Every purchase/service will require prior authorization (Administrative approval) by Competent Authority. The Competent Authority will be the officer in whose powers the amount of payment falls. For example, for purchase up to Rs. 30,000/- Registrar/Finance Officer will be the Officer competent to grant administrative approval. For purchase above Rs. 30,000/- (Rupees Thirty Thousand only) Vice-Chancellor will be the Officer competent to grant administrative approval.
7. Powers to grant the advance for any purpose will be same as those for expenditure.
8. In case of doubt or difference of opinion in the interpretation of any of the provisions of the scheme of this delegation, the decision of Hon'ble Vice-Chancellor shall be final and binding.
9. The Competent Authority can withdraw the delegated powers, if required.

This issues with the approval of Competent Authority.

कादर नवाज़
(Kadar Nawaz Khan)

Copy for information & necessary action to:

1. Office of the Vice Chancellor
2. Office of the Registrar
3. Office of the Finance Officer
4. Office of the Controller of Examinations
5. All Schools/Departments /Centers /Regional Centers of the MGAHV
6. In-Charge, LILA for uploading on website
7. Guard File.

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