



OFFICE ORDER

REF/TEG/06 of 2016-17

January 27, 2017

From: CEO

To: Dr. Ramakumar Ambatipudi, Director-TIMSR

Sub.: Sanction of expenditure for purchases and services

In continuation of previous orders, the HOI and HODs are permitted to sanction expenditure for purchases and services, etc. upto the limits prescribed as below:

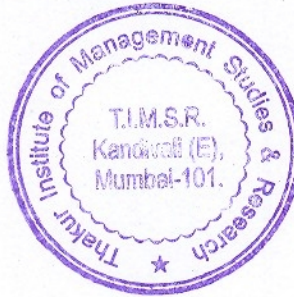
Designation	Limit of each transaction (Rs.)	Limit of monthly expenditure (Rs.)	Limit of yearly expenditure (Rs.)
HOI	10,000/-	1,00,000/-	12,00,000/-
HOD	5,000/-	20,000/-	2,40,000/-

The above permission is given to incur expenditure for purchases for institutional and departmental requirements covering Administrative, Academic and Sectional needs, e.g. Examination, Training & Placement, Institution-Industry-Interaction, R&D, Consultancy, conduct of programmes, maintenance, incidental expenses and services, etc.

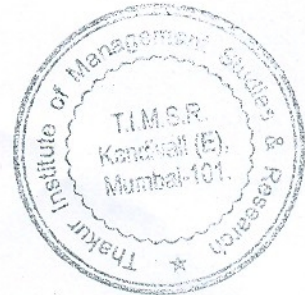
The expenses should be incurred within the approved budget provision and the procurement procedure should be followed in all the purchases including inviting quotations, etc. as applicable.

Necessary amendment may be made in the ISO Manual.

Copy to: Trustee in-charge
COO, TEG
Accountant, TIMSR



[Signature]
CEO



Approval from CEO - TIMSR/ACA/075
Approval from Director - TIMSR/ACA/120