



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)

No.IMU/HQ/DR(P)Del.of Fin.Power/2016

17-03-2016

CIRCULAR

Sub: Constitution of Various Committee as per the Ordinance prescribing the 'Delegation of Financial powers to the Officers of the Indian Maritime University Campuses – reg.

Ref: (1) Ordinance framed by Executive Council on Delegation of Financial Powers vide resolution no.EC-2015-32-17 dated 21.08.2015.

(2) IMU's Circular dated 09-03-2016.

Please refer to the Circular referred at (2) above. Based on the decision in the Campus Director's meeting held on 11-03-2016, it was decided to clarify the Administrative approval and Tender approval related to 'Works Committee' by inserting the sentence 'as per delegation of financial power' and to increase the financial limit from Rs.1 lakh to Rs.2 lakhs per year by the Campus Director for 'small purchases/subscription (hard copy) for purchase of books etc. for library.

The composition of the various Committees constituted by the Vice Chancellor *incorporating the above changes* shall be as follows:

1. Works Committees:

Works taken up under Plan funds are decided at the IMU/Ministry level, and in most cases, entrusted to CPWD. No 'Works Committee' is needed for Plan Works. Works Committee is needed only for works taken up under funds 'Other than Plan Funds'. But even here, Works Committee is not needed for small works costing up to Rs.2 lakhs. The Campus Director can himself grant approval for such works but the file should necessarily be routed

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through the Assistant Registrar (Finance) and the Deputy Registrar of the Campus.

For works taken up under funds 'Other than Plan Funds' and whose cost exceeds Rs.2 lakhs, the composition of the Works Committee shall be as follows:

a) Value of Works between Rs.2 lakhs and Rs.20 lakhs:

The Works Committee shall consist of the following:

1. Campus Director – Chairperson, *ex-officio*;
2. Deputy Registrar – Member, *ex-officio*;
3. Assistant Registrar (Finance) – Member, *ex-officio*;
4. Assistant Engineer (Civil)/(Electrical) of the Campus – Member, *ex-officio*;
5. One senior Faculty not below the rank of Associate Professor, nominated by the Campus Director - Member;
6. Superintendent Engineer (Civil), CPWD or his nominee not below the rank of Executive Engineer - Member.

The Deputy Registrar shall be the Convenor/Secretary of the Works Committee. The quorum for the meeting of the Works Committee shall be 3 members out of which one should necessarily be IMU's Assistant Engineer or the CPWD Engineer.

b) Value of Works above Rs.20 lakhs:

The 'Works Committee' shall consist of the following members, namely:

1. Campus Director – Chairperson, *ex-officio*;
2. Deputy Registrar – Member, *ex-officio*;
3. Assistant Registrar (Finance) – Member, *ex-officio*;
4. Assistant Engineer (Civil)/(Electrical) of the Campus – Member, *ex-officio*;
5. Two Senior Faculty not below the rank of Associate Professor, nominated by the Campus Director - Members;
6. Chief Engineer (Civil), CPWD or his nominee not below the rank of Superintendent Engineer - Member;
7. Architect, CPWD - Member;
8. One person from IMU HQ, nominated by VC – Member;
9. One person from another Campus, nominated by V.C - Member.

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The Deputy Registrar shall be Convener/Secretary of the Works Committee. The quorum for the meeting of the Works Committee shall be 5 members out of which one should necessarily be the CPWD Engineer/Architect and the other should necessarily be the Vice Chancellor's nominee (either from IMU HQ or from another Campus).

The 'Administrative Approval' as well as 'Tender Approval' for works taken up under funds 'Other than Plan Funds' and whose cost exceeds Rs.2 lakhs shall be accorded by the Campus Director/Vice Chancellor/Executive Council, as per 'Ordinance on Delegation of Financial Power' as the case may be based on the recommendations of the Works Committee.

2. Purchase Committees:

The Purchase Committee is necessary for making all purchases - both under 'Plan Funds' and under funds 'Other than Plan Funds'. However, for small purchases costing up to Rs.2 lakhs, the Purchase Committee is not necessary. The Campus Director can himself grant approval but the file should necessarily be routed through the Assistant Registrar (Finance) and the Deputy Registrar of the Campus.

For all other purchases – whether under 'Plan Funds' and under funds 'Other than Plan Funds' - the composition of the Purchase Committee shall be as follows:

a) Value of Purchases between Rs.2 lakhs and Rs.20 lakhs:

1. Campus Director – Chairperson, *ex-officio*;
2. Deputy Registrar – Member, *ex-officio*;
3. Assistant Registrar (Finance) – Member, *ex-officio*;
4. One senior Faculty not below the rank of Associate Professor, nominated by the Campus Director - Member;
5. Two experts (internal/external) in the relevant field (not below the rank of Assistant Registrar), nominated by the Campus Director - Member.

The Deputy Registrar shall be the Convenor/Secretary of the Purchase Committee. The quorum for the meeting of the Purchase Committee shall be 3 members out of which one should necessarily be the expert (internal/external) in the relevant field.

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b) Value of Purchases above Rs.20 lakhs:

The 'Purchase Committee' shall consist of the following members, namely:

1. Campus Director – Chairperson, *ex-officio*;
2. Deputy Registrar – Member, *ex-officio*;
3. Assistant Registrar (Finance) – Member, *ex-officio*;
4. Two senior Faculty not below the rank of Associate Professor, nominated by the Campus Director - Members;
5. Two experts (internal/external out of which at least one should be external) in the relevant field not below the rank of Assistant Registrar, nominated by the Campus Director – Members;
6. One person from IMU HQ, nominated by VC – Member;
7. One person from another Campus, nominated by V.C – Member.

The Deputy Registrar shall be Convener/Secretary of the Purchase Committee. The quorum for the meeting of the Purchase Committee shall be 5 members out of which one should necessarily be *the external expert in the relevant field* and the other should necessarily be the Vice Chancellor's nominee (either from IMU HQ or from another Campus).

The 'Administrative Approval' as well as 'Tender Approval' for Purchases – whether under 'Plan Funds' and under funds 'Other than Plan Funds' - whose cost exceeds Rs.2 lakhs shall be accorded by the Campus Director/Vice Chancellor/Executive Council as the case may be based on the recommendations of the Purchase Committee.

N.B. The purchases of 'Text Books and Course Materials' for distribution to the students [vide Sl.No.B(g) of the Ordinance] will also fall within the purview of the 'Purchase Committee'.

Notwithstanding the above, the Vice Chancellor reserves the right to constitute a separate 'High Power Committee' [vide Sl.No.A(i)(b) and Sl.No.B(b) of the Ordinance] to suggest specifications for high value and highly technical items (e.g. Simulators) wherever deemed fit, and the 'Purchase Committees' shall abide by the same.



3. Library Purchase Committees:

As e-books, e-journals, e-magazines, e-databases etc. have to be shared online by HQ as well as various Campuses, the subscriptions need to be centralized. So, the Campus Directors shall NOT purchase/subscribe to any e-books, e-journals, e-magazines, e-databases, etc. at the Campus level; this shall be done in a centralized manner by IMU Vishakhapatnam Campus under the direction of IMU HQ.

Subject to the above condition, the Campus Directors are empowered to purchase/subscribe to (hard copy) books, journals, magazines, etc. required for their Campus libraries up to Rs.50 lakhs per year [vide Sl.No.A(i)(c) of the Ordinance] under 'Plan Funds' based on the recommendations of the 'Library Purchase Committee'. The same financial limit and the same Committee shall also apply to purchases/subscriptions under funds 'Other than Plan Funds'.

However, small purchases/subscriptions not exceeding Rs.2 lakh per year, may be done by the Campus Director himself in consultation with the Assistant Librarian/Library-in-charge of the Campus and the concerned file should be routed through the Assistant Registrar (Finance) and Deputy Registrar.

For Purchases/subscriptions above Rs.2 lakh per year, the composition of the Library Purchase Committee shall be as follows:

1. Campus Director – Chairperson, *ex-officio*;
2. Deputy Registrar – Member, *ex-officio*;
3. Assistant Registrar (Finance) – Member, *ex-officio*;
4. Assistant Librarian/Library-in-charge of the Campus – Member, *ex-officio*;
5. Two senior Faculty not below the rank of Associate Professor, nominated by the Campus Director - Members;
6. Two external library experts (not below the rank of Assistant Librarian) nominated by the Campus Director - Members;
7. One person from IMU HQ, nominated by V.C - Member;
8. One person from another Campus, nominated by V.C - Member.

The Assistant Librarian/Library-in-charge shall be Convener/Secretary of the Library Purchase Committee. The quorum for the meeting of the Library Purchase Committee shall be 5 members out of which one should



necessarily be *the external library expert* and the other should necessarily be the Vice Chancellor's nominee (either from IMU HQ or from another Campus).

The 'Administrative Approval' as well as 'Tender Approval' (wherever applicable) for Purchases/subscriptions – whether under 'Plan Funds' and under funds 'Other than Plan Funds' - whose cost exceeds Rs.2 lakh per year shall be accorded by the Campus Director/Vice Chancellor/Executive Council as the case may be based on the recommendations of the Library Purchase Committee.

The Vice Chancellor's nominees for each Campus for the various committees are shown in the **Annexure**. The tenure of these nominees shall be till **31.03.2017** after which the names of new nominees will be intimated.

This issues with the approval of the Competent Authority.


Registrar 12/3/16

To

All IMU's Campus Directors

Annexure

Mumbai Campus:

<i>Name of the Committee</i>	<i>Name of the V.C nominee from IMU HQ</i>	<i>Name of the V.C nominee from another Campus</i>
Works Committee	Shri G.R. Giridharan, Deputy Registrar.	Shri K. Saravanan, Deputy Registrar, Kolkata Campus.
Purchase Committee	Shri G. Venkatesh, Finance Officer (i/c).	Shri Ramesh Kumar, Visakhapatnam Campus.
Library Purchase Committee	Shri Kathirvel, Deputy Registrar.	Smt. Padmashree, Visakhapatnam Campus.

Kolkata Campus:

<i>Name of the Committee</i>	<i>Name of the V.C nominee from IMU HQ</i>	<i>Name of the V.C nominee from another Campus</i>
Works Committee	Shri M. Saravanan, Deputy Finance Officer.	Shri Harish Upadhyay, Mumbai Campus.
Purchase Committee	Shri G.R. Giridharan, Deputy Registrar.	Shri Ramesh Kumar, Visakhapatnam Campus.
Library Purchase Committee	Shri Kathirvel, Deputy Registrar.	Smt. Padmashree, Visakhapatnam Campus.

Chennai Campus:

<i>Name of the Committee</i>	<i>Name of the V.C nominee from IMU HQ</i>	<i>Name of the V.C nominee from another Campus</i>
Works Committee	Shri Parthasarathy, Assistant Engineer (Civil).	Smt K J Sreeja, Assistant Registrar, Kochi Campus.
Purchase Committee	Shri Kathirvel, Deputy Registrar.	Shri Harish Upadhyay, Mumbai Campus.
Library Purchase Committee	Shri M. Saravanan, Deputy Finance Officer.	Smt. Padmashree, Visakhapatnam Campus.

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Visakhapatnam Campus:

<i>Name of the Committee</i>	<i>Name of the V.C nominee from IMU HQ</i>	<i>Name of the V.C nominee from another Campus</i>
Works Committee	Shri Kathirvel, Deputy Registrar.	Smt. Bhuvaneshwari, Deputy Registrar, Chennai Campus.
Purchase Committee	Shri M. Saravanan, Deputy Finance Officer.	Shri K. Saravanan, Deputy Registrar, Kolkata Campus.
Library Purchase Committee	Shri Kathirvel, Deputy Registrar.	Smt. Bhuvaneshwari, Deputy Registrar, Chennai Campus.

Cochin Campus:

<i>Name of the Committee</i>	<i>Name of the V.C nominee from IMU HQ</i>	<i>Name of the V.C nominee from another Campus</i>
Works Committee	Shri Parthasarathy, Assistant Engineer (Civil).	Shri K. Saravanan, Deputy Registrar, Kolkata Campus.
Purchase Committee	Shri M. Saravanan, Deputy Finance Officer.	Smt. Bhuvaneshwari, Deputy Registrar, Chennai Campus.
Library Purchase Committee	Shri Kathirvel, Deputy Registrar.	Smt. Bhuvaneshwari, Deputy Registrar, Chennai Campus.


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