

Sl. No.	Nature of powers	Financial powers delegated to Heads of Departments	Financial powers delegated to Heads of Offices	Remarks
9	Purchase of all office equipments, including Typewriter, Electronic typewriter, dedicated word processors, Intercom equipments, Calculators, Electronic Stencil Cutters, Dictaphones, Tape Recorders, Photocopiers, Copying machine, Franking machines addressographs, filings and indexing systems etc. excluding computers of all kind.	Full powers subject to monetary limit prescribed at Sl. No. 2	Rs. 10,000/- per month (recurring) Rs. 20,000/- (non recurring in each case)	
10	Purchase of Computer	Rs. 1.00 lakh. (No lap tops will be purchased by HODs without approval of Administrative Secretary and Empowered committee on IT)		
11	Repairs, maintenance and removal of machinery/office equipments (where expenditure is not of a capital nature)	Full powers subject to limit at Sl. No. 2	Full powers subject to limit at Sl. No. 2	
12	Sanction of refund of revenue	Rs. 10,000/- in each case		