

DELEGATION OF ADMINISTRATIVE AND FINANCIAL

(drawn from the power and functions of the University as per the UGC approved Memorandum of Association updated from time to time in consonance with UGC deemed to be University Regulations in force at time)

DRAWN FROM THE POWER AND FUNCTIONS OF THE UNIVERSITY AS PER THE UGC APPROVED MEMORANDUM OF ASSOCIATION (MOA) UPDATED FROM TIME TO TIME IN CONSONANCE WITH UGC (DEEMED TO BE UNIVERSITY) REGULATIONS IN FORCE AT TIME

Ref-1: Updated in line with UGC Approved MoA- Registration No: 275 of and UGC [Institutions Deemed to be Universities] Regulations, 2019

Ref-2: Approved by the 42nd Board of Management in its Meeting held on 21-01-2018 (Agenda Item No 6) and updated documents are approved in the 51st Meeting of the Board of Management (Extraordinary) Meeting held on 04-07-2020 (Agenda Item No 8)

EXTRACT FROM THE BOARD OF MANAGEMENT MINUTES

Item No.8

Considered the report submitted by the Registrar based on the recommendations of various subcommittees, Policies of the University, Service Rules, and AMET Rules and Regulations are updated and submitted for the Approval of Board of Management.

RESOLVED that above report is approved and polices of the University, Service Rules and AMET Rules and Regulations as presented in here shall be effected in force suitably by the authorities of the University.

DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS

Title. – this policy shall be called the Delegation of Administrative and Financial Powers policy in the Academy of Maritime Education and Training (Deemed to be University)

Extent and Application. – this policy contains the details to powers which have been delegated to the various authorities and officers in the Academy of Maritime Education and Training. The application of this policy shall extend to the Schools, Departments, Cells, Centres and Co-Ordinated Research Projects etc. implemented in the University and shall come into force with effect from the date of notification.

Definition. –

- (a) The term "delegation" with its cognate expression means delegation of financial and administrative powers as specified in the Schedule of these rules.
- (b) "*University*" means the Academy of Maritime Education and Training established in the year 1993 at Chennai.
- (c) "*Board*" means the Board of Management of the University.
- (d) "*Chancellor*" means the Founder of the University.
- (e) "*Pro Chancellor*" means the person appointed by the Chancellor to be the Pro Chancellor of the Academy of Maritime Education and Training.
- (f) "*Vice-Chancellor*" means the person appointed by the Chancellor to be the Vice-Chancellor of the Academy of Maritime Education and Training.

- (g) *“Pro Vice-Chancellor”* means the person appointed by the Vice-Chancellor to be the Pro Vice-Chancellor of the Academy of Maritime Education and Training.
- (h) *“Registrar”* means the person appointed by the Vice-Chancellor to be the Registrar of the Academy of Maritime Education and Training.
- (i) *“Joint Registrar”* means the person appointed by the Vice-Chancellor to be the Joint Registrar of the Academy of Maritime Education and Training
- (j) *“Deputy Registrar”* means the person appointed by the Vice-Chancellor to be the Deputy Registrar of the Academy of Maritime Education and Training
- (k) *“Assistant Registrar”* means the person appointed by the Vice-Chancellor to be the Assistant Registrar of the Section of the Academy of Maritime Education and Training
- (l) *“Finance Controller”* means the person appointed by the Vice-Chancellor to be the Finance Controller of the Examinations of the Academy of Maritime Education and Training
- (m) *“Controller of Examinations”* means the person appointed by the Vice-Chancellor to be the Controller of the Examinations of the Academy of Maritime Education and Training
- (n) *“Principal”* means the person appointed by the Vice-Chancellor to be the Principal, DGS approved Courses of the Academy of Maritime Education and Training
- (o) *“Dean”* means the person appointed by the Vice-Chancellor to be the Dean of Schools/Departments/Specialized responsibilities of the Academy of Maritime Education and Training
- (p) *“Director”* means the person appointed by the Vice-Chancellor to be the Director of Schools/Departments/Cells/Centers of the Academy of Maritime Education and Training

- (q) *"Chair Persons"* means the person appointed by the Vice-Chancellor to be the Chairperson Schools/Departments of the Academy of Maritime Education and Training
- (r) *"Head of the Department"* means the person appointed by the Vice-Chancellor to be the Head of the Departments of the Academy of Maritime Education and Training
- (s) *"Proctor"* means the person appointed by the Vice-Chancellor to be the Proctor of the Academy of Maritime Education and Training Campus and Hostel.
- (t) *"Financial Year"* means, unless otherwise specified by the Board of Management the financial year of the Academy of Maritime Education and Training i.e., the year beginning with 1st day of April and ending with 31st March.
- (u) *"Appropriation"* means the assignment to meet specified expenditure of Fund included in a primary unit of appropriation i.e. Major Heads of expenditure.
- (v) *"Non-recurring expenditure"* means expenditure other than recurring expenditure.
- (w) *"Major Head of expenditure"* includes:
- i. General Administration,
 - ii. Engineering Education
 - iii. Marine Education,
 - iv. Business Education
 - v. Basic Science & Humanities,
 - vi. Research Activities,
 - vii. Library
 - viii. Laboratory equipment's

- ix. Infrastructure
- x. Maintenance works.

(x) "*Minor Heads of Expenditure*" means heads subordinate to a Minor Head and are the following:

- (i) Salaries,
- (ii) Allowances and Honoraria,
- (iii) Contingency Recurring,
- (iv) Contingency Non-recurring,
- (v) Leave Salary and Pension Contribution,
- (vi) Pension,
- (vii) Fellowship,
- (viii) Repairs,
- (ix) Hostels,
- (x) Transportation.

(y) "*Re-appropriation*" means the transfer of funds from one head to another under head of expenditure.

(z) "*Recurring expenditure*" means the expenditure of regular nature which is incurred at periodical intervals.

Source of Power. - The Academy of Maritime Education and Training has full authority to perform all acts and issue such directions as may be considered necessary to the attainment of the Board of Management. The Board of Management constituted shall pursue and carry out the object and in doing so shall set forth the policy directions and guidelines. The affairs and funds of the

University are managed administered, directed and controlled, subject to the rules, by-laws and orders of the Board, by the University officers.

Authority of the University means. - (1) Board of Management, (2) The Academic Council, (3) Planning and Monitoring Committee (4) Finance Committee (5) The Board of Studies of each Department, (6) Such other bodies of the University as may be declared by the statutes to be authorities of the University.

Powers of the Chancellor. - The Chancellor shall exercise powers, an ultimate decision making authority. He shall have power to issue any directions to carry out the purpose of the growth of the University.

Powers of the Vice-Chancellor. - The Vice-Chancellor, shall exercise powers delegated by the Chancellor. In turn he will delegate the power to any authority or committee. He shall also exercise powers as delegated to him under these Rules. In the exercise of any financial powers the Vice-Chancellor shall consult the Chancellor.

Power of the Board of Management (BOM). - The B.O.M. shall exercise powers as consultative decision making. It delegates the power to the Vice-Chancellor with the approval of the Chancellor.

Powers of the University Officer I.E. Registrar/ Principal/ Deans/ Directors/ Proctor/ Finance Controller/ Controller of Examinations/ Librarian. - Each Officer of the concerned Section/ School/ Department/ Library shall exercise all the powers delegated to them under the rules. They shall also exercise the powers conferred on them by the Vice Chancellor and Board of Management.

Powers of the Principal, /Deputy Director/Dy. Registrars/ Medical Officer/ Executive Engineers/ Transport Managers/ Duty Officers. - The Deputy Directors and other officers as mentioned above shall exercise such powers as delegated to them under these rules.

Powers of the Heads of Department of the various Department. - The Heads of the Departments of the various Departments shall exercise such powers as delegated to them under these rules.

Delegation of Power and Participative Management

The University groom the Leadership at various levels. The University promotes the culture of **Delegation** and **Participative Management** at all activities like Administration, Admission, Student Activities, Curriculum Development, Research, and Sports etc. The University has given equal representation in various Committees at all levels of Professors, Associate Professor and Assistant Professors from various departments/Schools.

Structure of Delegation and Participatory Management



Delegation of Power

The Institution defines the Decentralization in working through **Delegation of Power Personnel** at different level to implement the decisions. The **Delegation of Authority** can be organised in the form of a Pyramid.

Top-Level Management is responsible for controlling and overseeing the entire University, it includes the Board of Management. The Board of Management assists the Management with regard to Broad guidelines, policies and framework for the improvement of **Quality of Education** in the Institution. The Management through the **Vice Chancellor** involves the Faculty members in

various activities related to the development of the University. The Principal Heads of the Academic and Administrative activities of the University forms the various committees and appoints Faculty members.

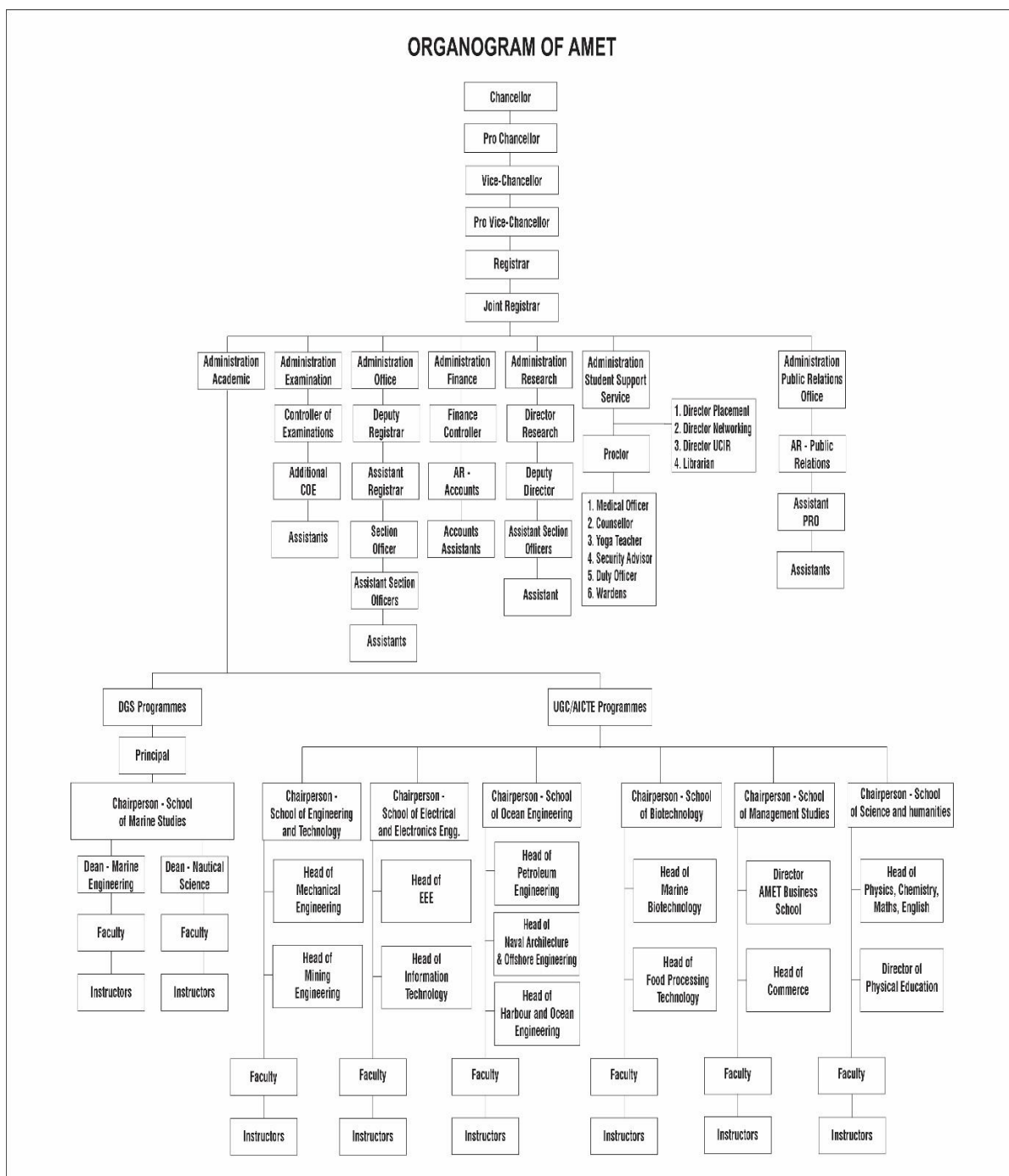
Middle-Level Management act as an intermediary between Top-Level Management and Low-Level Management. It includes Deans, School Chair Persons, Head of the Departments (HOD), Librarian, Physical Education Director. They help in the execution of institutional plans. **Low-Level** Management includes Faculty, Non-Teaching Staff and others. They help the Middle Level Management by coordinating the activities delegated to them.

Participative Management

AMET promotes a culture of **Participative Management**. In all Academic and Non-Academic activities. University follows Committee system for implementation of all its decisions.

According to the guidelines of the UGC, the Institution has a well-established organizational structure. The organizational structure of the Institution is shown in the Figure below.

ADMINISTRATIVE SET-UP OF AMET



The power delegation to various Academic and Administrative Committees as per **MoA** signed between the **UGC** and the Institution is shown in the power delegation table given below

Governing bodies of AMET

| S.No | Name of Committee | Powers of Committee |
|------|--|---|
| 1 | Board of Management (four times in a year) | <ul style="list-style-type: none"> i) Apex Executive body of the University ii) Powers to make Rules and Regulations iii) Make decisions on Academic, Administrative, Personnel, Financial and Developmental matters. iv) Delegate its powers to the Vice-Chancellor or any other Officer/Faculty or to a Committee of Officers/Faculty Members of the University. |
| 2 | Academic Council (minimum three times in a year) | <ul style="list-style-type: none"> i) Exercise general Supervision over all Academic work of the University ii) Give direction regarding methods of Instruction, Evaluation, and improvements in Academic Standards iii) Apex body for the matters concerned to Research, Degree programmes, Examinations, providing equivalence to Courses/Degrees, appoint examiners etc. iv) Pass recommendations to the Board of Management on aspects such as measures for improvement of standards of teaching, |

| | | |
|----------|--|--|
| | | <p>research and training, institution of Fellowships/ Awards/ Medals, starting of new programmes/ Departments/ Centers etc.</p> <p>v) Approval of updation/modification of changes in the curriculum and syllabus.</p> <p>vi) Frame rules covering the Academic functioning of the University, Admissions, Examinations, Award of Fellowships and Studentships, Scholarships, Concessions, Attendance, Discipline, Residence etc.</p> <p>vii) Has powers to appoint sub-committees to advice on such specific matters as may be referred to it by the Board of Management and consider the recommendations of the sub-committees and to take appropriate action.</p> <p>viii) Review the activities of the Departments / Centers and to take appropriate action with a view to maintaining and improving standards of education.</p> |
| 3 | <p>Finance Committee (minimum two times in a year)</p> | <p>i) Review and report the annual accounts and financial estimates of the University and submit them to the Board of the Management for its approval</p> |

| | | |
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| | | <ul style="list-style-type: none"> ii) Review the budget proposals submitted by each Department based on the merit and requirement. iii) Release/ allocation of funds by recommendation of Board of Management iv) Fix limits of the total Recurring expenditure and the total Non-Recurring expenditure of the year based on the income and resources of the University |
| 4 | Planning and Monitoring Board (minimum three times in a year) | <ul style="list-style-type: none"> i) Responsible for the monitoring of the developmental programmes of the University. ii) Have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objectives of the developmental plans of the University. iii) Recommendations of the Planning & Monitoring Board will be placed before the Board of Management for consideration and approval |
| 5 | Board of Studies (once in a year) | <ul style="list-style-type: none"> I. Separate Board of Studies for each Department of the University II. Design the Curriculum and Syllabus of |

| | | |
|--|--|---|
| | | <p>concerned programmes.</p> <p>III. Review, Revise and Develop the Syllabus of the programme.</p> <p>IV. Consist both Internal and External members with a representation of all stakeholders.</p> |
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Residuary Financial and Administrative Powers. - The Financial and administrative powers which have not been delegated to any offices/Authority under these rules without the knowledge of the B.O.M. of the University.

General Limitations on Powers to Sanction Expenditure.

- a. No expenditure from the funds of the University shall be incurred without the sanction of the authority competent under rules and by-laws of the University.
- b. A sanction of expenditure will not become operative unless funds are made available to meet the expenditure by valid appropriation or re-appropriation.
- c. The powers regarding sanction of expenditure shall be exercised after strictly following the guidelines or restrictions which have been or which may be imposed by the Board of Management from time to time.
- d. The B.O.M. shall have powers to sanction expenditure on any service upto any amount included in the sanctioned Budget.

Appropriation and Re-Appropriation General Restrictions. –

- a. The Vice-Chancellor shall have powers to appropriate a sums provided in the sanctions estimated during the financial year to meet expenditure on each item upto the amount provided for in the sanctioned estimates.

- b. No-re-appropriation shall be done from plan to Non-plan and general areas to VIth Schedule areas and *Vice-versa*.
- c. No-re-appropriation shall be done from one Major Head to another major head. However, the Vice-Chancellor shall be competent to re-appropriate from the Major Head to another on the specific recommendation of the Finance Controller.
- d. No re-appropriation shall be done from one Major Head to another Minor Head under the same Major Head without approval of Vice-Chancellor.
- e. The re-appropriation between heads within the same minor head can be done by the Deans and Directors/Registrar/Controller/HODs. In case of T.A. approval of the Finance Controller shall be necessary for re-appropriation.

Head of the Office and Department. - The Vice-Chancellor shall have the power to declare a teacher as Head of the department as per provision of the rules of Academy of Maritime Education and Training.

Any Financial Powers shall be Exercised Subject to the Following. - These are provision of fund in the approved budget of the AMET for the particular purpose of scheme.

General Principles of Financial Management and Control of University

a. General Principles:

- (i) All transactions involving in taking and giving of cash, stores and other properties, rights, privileges and concessions which have monetary value, shall be brought to account as early as possible under proper heads. Every University employee is personally responsible for the money which passes through him and for the proper record of receipts and payments in the accounts as well as for the correctness of the accounts in every respect.

(ii) Financial records and accounts of the University shall be maintained separately for each accounting year in the prescribed Forms and Registers as approved by the Finance Committee. The Finance Branch will circulate a Proforma approved by the Executive Council to all the controlling officers. In case of any dispute relating to the proper nature of records, the opinion of the Finance Committee as approved by the Executive Council shall be taken to be final.

(iii) All financial record books, accounts and registers shall be properly bound and preserved.

(iv) The Finance Officer and Heads of Departments empowered to collect money shall ensure that the dues of the University are correctly and promptly assessed, collected and deposited into the University account under the proper head.

(v) The Finance Branch shall ensure that the grant receivable by the University and the income accruing to the investments are received in due time. The F.B. shall maintain a Register of Grants with date of receipt of grants and their specific purposes. All amounts so received shall be reported to the Finance Committee preferably once in six months. The Finance Committee shall also be kept informed of the financial inflows to the outflows from the University.

(vi) A claim to revenue shall not be remitted or abandoned save with specific sanction of the Finance Committee.

(vii) There shall be no diversion of fund unless approved by the Vice-Chancellor.

(viii) Subject to the general direction by the Finance Committee, the Finance Officer may, in consultation with the Vice-Chancellor, make

investments as and when funds are available for investment and shall promptly report the same to the Finance Committee.

(ix) All surplus balances of the various funds which are available for investment for a short period shall be invested in call and short term deposits with the approved Bank. All sums received by the way of bequests, endowments, etc. and the surplus balances standing to the credit of various University funds which are not generally required at short notice, shall be invested on long term deposits with the approved Bank or in Govt. securities.

(x) Records of all investments of the University shall be maintained in a Register of Investments.

(xi) The Finance Controller shall submit periodic reports to the Finance Committee regarding the position of University Revenues and seek directions for the management of the resources of the University.

b. General Rules of expenditure:

(i) A Controlling Officer shall not incur expenditure or enter into any liability involving expenditure, transfer of money or investment or deposit from the University account unless such expenditure or transfer has been sanctioned by the general or special orders of the Finance Committee and the Executive Council.

(ii) There should be provision of funds authorized by the competent authority fixing the limits within which expenditure can be incurred.

(iii) The expenditure incurred should conform to the relevant provision of the Rules, Statutes, Ordinances, Regulations and Rules framed by the University.

(iv) There should exist sanction, either general or special, accorded by the competent authority, authorising particular item of expenditure.

Explanation: Mere budget provision does not automatically carry with it the authority to incur the expenditure, for which prior sanction of the competent authority must invariably be obtained before incurring it save as otherwise provided in these Rules. The budget provision indicates the maximum limit upto which expenditure may be permissible under any head of account.

(v) Every University employee shall exercise the same vigilance in respect of expenditure incurred from the University fund as person of ordinary prudence would exercise in spending his own money.

(vi) The expenditure should not be prima-facie more than what the occasion demands.

(vii) No University employee should exercise his powers of sanctioning expenditure to pass an order which will directly or indirectly add to his own advantage.

(viii) No University employee shall pass bills of his own expenditure. In such cases the bills shall be countersigned by the person higher in rank than the concerned employee.

(ix) Each Head of the Department/Head of Office shall be responsible for enforcing financial order and strict economy at every step.

(x) A Head of the Department shall ensure not only that the total expenditure is kept within the limits of the authorised budget appropriation but also that the fund allotted are spent in the interest of the University and only upon the objects for which the money was provided. In order to exercise proper control over expenditure, he shall ensure maintenance of detailed upto date accounts not only of what has actually been spent from an appropriation but also what commitments and liabilities have been incurred against it. He must be in a position to assume before Finance Committee/Executive Council

complete responsibility for expenditure and to explain or justify any instance of excess or financial lapse that may be brought to notice.

(xi) Every claim received in the University office shall be duly checked before payment.

(xii) All bills presented for payment shall be examined in accordance with the relevant provisions in these Rules to ensure that the claims for payment are admissible, the authority is proper and the signature is true and in order and the receipt has legal acquaintance. All bills shall be countersigned by the Disbursing Officer.

(xiii) No claim against the University which is not presented within the prescribed time limit will be entertained without a special sanction of the competent authority.

(xiv) No cheque shall be signed unless required for immediate delivery to the payee or drawn in favour of a person other than actual payee.

(xv) No erasures or overwriting shall be made in bills, vouchers, cheques, registers, statements or accounts of any description.

c. Contracts:

Contract or agreement shall be made by the person or empowered to do so. The following general principles should be observed by all persons empowered to enter into contracts or agreements involving expenditure from the University funds:

(i) The terms of contract should be precise and definite and there should be no room for ambiguity or misconstruction therein.

(ii) No relaxation of specification agreed upon in contract and relaxation of the terms of agreement entered into by the University be made

before examination of the financial effect involved in such relaxation. The interest of the University should be taken due care of before agreeing to any relaxation of agreement or contract. The Finance Officer shall invariably be consulted in such cases.

(iii) In selecting the tender to be accepted, the financial status of the individual and firms tendering must be taken into consideration in addition to all other relevant factors.

(iv) Save in exceptional circumstances, no University work of any kind should commence without prior execution of contract documents. Even in case where a formal written contract is not made, no order for supplies etc. should be placed without at least a written agreement as to the price.

(v) Provision must be made in contract for safeguarding University property entrusted to a contractor and for recovery of hire charges, if any, thereof.

(vi) When a contract is likely to endure for a period more than 3 years or where contract provides for a clear schedule for the fulfillment of various stages of contract, it should include provision for unconditional power of revocation or cancellation at the discretion of the University at any time on the expiry of reasonable notice to that effect. The period of notice should not normally be longer than 3 months.

(vii) All contract should have a provision for recovery of liquidated damages for defaults on the part of the contractor, unless any special instruction is issued by the competent authority.

(viii) The terms of contract for the purchase of perishable stores should invariably include a "warranty clause".

d. Budget and Control over Expenditure

- i. The budget estimates shall be prepared under the provisions of the rules and the Statutes in the form as may be prescribed. The budget should be broadly divided into four parts viz.

Part-I. Non-plan receipts and expenditures dealing with receipts and expenditure connected with the normal functioning of the University including general and auxiliary services.

Part-II. Earmarked Special Funds: dealing with receipts and expenditure against funds earmarked for specified purposes.

Part-III. Plan Receipts and Expenditures: dealing with receipts and expenditure relating to development activities in the University out of plan provisions.

Part-IV. Debts, Deposits, Advances etc.: dealing with receipt and expenditure relating to debts, deposits, advances etc.

- ii. The budget Estimates shall also contain – (a) A budget note or explanatory memoranda which shall explain salient features of the items provided and the major variations. It will consist of:
- i) Review of the financial administration of the past year.
 - ii) The financial position for the current year.
 - iii) The budget estimate for the ensuring year with justifications.
 - iv) A report on the current and expected financial position of the University, including a statement of accumulated deficits, if any.

Each head of account shall be dealt with separately and the proposal for the expenditure should be explained clearly.

- iii. (1) Save as otherwise provided in the Act and the Statutes, the Head of

the Department/ Section shall submit to the Finance Controller within 31st July of the financial year, a draft of the budget statements of the Department/ Section for the following year. For teaching Departments/Centre, the draft should be approved by the Departmental Committee.

(2) Draft shall be discussed by the Vice-Chancellor with concerned head of the Department/ Section, if necessary.

(3) The draft proposal after revision, if any, shall be taken into account by the Finance Controller for inclusion in the annual budget estimates of the University. These budget estimates together with the revised estimates for the current year shall be discussed by the Finance Committee, the Executive Council and the Court under the provisions of the Act and the Statutes. After final approval by the Court, the budget estimates and revised estimates shall be forwarded to the state govt. for final approval and sanction.

(4) The Finance Committee shall make a mid-term appraisal of the financial position of the University and shall monitor the income and expenditure for the period against broad items of the budget. The Finance Committee shall evolve methods to see that grants received from the UGC, State Govt. or other funding agencies are properly and timely utilized.

e. Financial Powers and Sanction of the Authorities

1. Subject to the provisions of the Rules, Statutes, Ordinances, Regulations, financial powers shall vest with the Executive Council and the Finance Committee.

2. The powers and functions of the Departmental Committees are prescribed in the Statutes. In exercise of these powers, the Departmental Committee will supervise general financial affairs of a Department/Centre, approve the purchase or contingency expenditure and take all action deemed

necessary for the smooth running of a teaching Department/Centre.

3. The Composition, power and functions of the Building Committee are prescribed in the Rules. The Building Committee shall oversee all civil construction works in the University and initiate preparation of plan and estimates, supervise tender operations and recommend financial sanction of construction projects. The Building Committee will also review the progress of construction works and make periodic reports to the Executive Council. All proceedings of the Building Committee shall be forwarded to the Finance Committee for final approval.

4. There shall be a Vehicles Committee consisting of four or five members to be nominated by the Executive Council. The Committee will meet once in every two months and advise on detailment and maintenance of University vehicles, economy regarding fuel consumption, timing of bus services and recovery of fares/fees against the use of University buses and vehicles. All proceedings of the Vehicles Committee shall be forwarded to the Finance Committee for approval.

22. Delegation of Financial Powers

Since AMET is following the participatory governance and decentralization of administrative powers, various authorities of the University are provided with Financial Powers. Academic Departments are provided with separate bank accounts through which they can spend amounts not exceeding Rs. 50000.

AMET has permitted the Principal Investigators of the funded projects to have a separate bank account for each of the Government funded projects. They are empowered to get advance payments from the project accounts. They can make their own purchase for amounts not exceeding Rs. 50000 whereas beyond that they need to take permission of the University Authorities. They need to

provide statement of expenditure to prepare the Utilization Certificate for the purpose of reporting funding agencies.

The Faculty Members provided with seed money are empowered to utilize the full project amount at their own discretion and then to give statement of expenditure to the University

Financial Power Delegated to the Officers/HODs of AMET

| S. No. | Position | Financial Powers |
|---------------|---------------------------|---|
| 1 | Registrar | Up to Rs. 2 lakh |
| 2 | Principal | Up to Rs. 1 lakh |
| 3 | Deans | Up to Rs. 50000 |
| 4 | Heads of Departments | Up to Rs. 50000 |
| 5 | Public Relations Officer | Up to Rs. 50000 |
| 6 | Director Research | <ul style="list-style-type: none"> ○ Approve the Honorarium for PhD Related Meetings ○ Empowered to receive payments on behalf of University through formal manner |
| 7 | Controller of Examination | <ul style="list-style-type: none"> ○ Empowered to Receive Penalties and Fine amounts related to examination processes ○ Approve honorarium for Examiners and Evaluators |
| 8 | Proctor | Up to Rs. 50000 |
| 9 | Duty Officers | Up to Rs. 10000 |