



S.R.K. Institute of Technology

Approved by AICTE & Affiliated to JNT University, Kakinada
An ISO 9001:2008 Certified Institute

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Ref:

Date :

Delegation of Financial Powers for Administrative Staff

The management has approved delegation of financial powers to various administrative staff in the college for immediate meeting the expenditure whenever there is urgency in financial need for the benefit of student, staff and college as mentioned below:

Sl. No	Designation	Amount(Rs.)
1	Principal	50,000
2	HOD's	10,000
3	IQAC Coordinator	5,000
4	Administrative Officer (AO)	10,000
5	Hostel Warden	5,000

They may take advance as per the above limit and spend whenever required and submit the bills to accounts department and once again they can take the advance.


Secretary