



MITS/A&F/2025-26

11<sup>th</sup> April 2025

## Delegation of Financial Power

To facilitate smooth working of the Institute, the following financial delegations have been extended with immediate effect.

- 1) The Principal will approve all bills upto **Rs.10,000/-** as a single piece of Expenditure and there shall be no limit for the year.
- 2) The HODs are provided an imprest amount of **Rs.50,000/-** for day to day expenses and daybook shall be maintained for the expenses. Once the amount is expended, they can submit the bills and take the amount again as a running account.
- 3) All such claims shall necessarily be supported by cash memos/ receipts with proof of expenses.
- 4) The financial power will be in vogue till it is superseded by any further order.

Secretary & Correspondent

Secretary & Correspondent  
Madanapalle Institute of  
Technology & Science  
MADANAPALLE 517 325

- CC: 1. The Principal
2. Dean-Administration
  3. Vice Principals / HoDs
  4. CFO / SAO (GAD)