

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN
Poojappura, Thiruvananthapuram - 695012
(A Government of Kerala undertaking)

OFFICE ORDER

E/1206/Office order /2021 Vol 3

Date: 01/07/2025

In order to ensure timely execution of academic and departmental activities and to facilitate decentralized administration, the competent authority hereby delegates limited financial powers to the following Heads of Departments for the academic year 2025-26 :

1. Dr. Sumithra M D , Head of Department, Computer Science and Engineering (CSE)
2. Dr. Deepambika V A, Head of Department, Electronics and Communication Engineering (ECE)
3. Dr. . Sajan K Jose, Head of Department, Civil Engineering (CE)
4. Dr. Smitha Vas P, Head of Department ,Information Technology (IT)

Financial Powers Delegated for the following activities:

❖ **Incurring Expenditure:**

Each HoD is authorized to incur expenditure up to the maximum of to Rs. 50,000/- per transaction

Procurement of Consumables and Minor Equipment:

The HoDs may initiate procurement of essential consumables, lab materials, and minor equipment, following standard procedures and procurement norms.

❖ **Departmental Maintenance and Minor Repairs:**

HoDs are permitted to authorize minor repairs and maintenance works essential for smooth functioning of the department, within the financial limit permitted

❖ **Seminars, Workshops, and Departmental Events:**

Expenditure towards organizing department-level seminars, workshops, student development activities, and academic events may be approved by the HoDs under delegated powers.

Compliance and Record Keeping:

- All expenditure shall be routed through proper channels and documented as per institutional financial guidelines.
- Bills and vouchers shall be settled within **3 months** of incurring the expenditure.
- Utilization certificates shall be submitted at the end of each semester.

This delegation is effective from the date of issue and shall remain valid until further orders or revision of financial powers.

All concerned are hereby directed to note and comply accordingly.

