



**Dr. Moopen's
Medical College**

Policy for Delegation of Financial Powers

Policy No	DMMC/FIN/POL/001
Issue Date	01/04/2024
Revision No &date	Rev 01
Page No	0



Dr. Moopen's Medical College

Delegated Financial Powers Policy Finance Department

 Dr. Moopen's Medical College	Policy for Delegation of Financial Powers		Policy No	DMMC/FIN/POL/001
			Issue Date	01/04/2024
			Revision No &date	Rev 01
			Page No	1

1.0 PURPOSE:

To facilitate agile financial decision-making, the Delegated Financial Powers Policy allow greater autonomy to various levels of authority, and reduce bottlenecks. They aim to empower departments and individuals, fostering a sense of ownership and responsibility for financial decisions in a timely manner and to improve and reform financial administration in the organization.

2.0 SCOPE:

The Scope of this policy lies on authorized signatories for bank and online payments, and all other staff, students and contract employees of Dr.Moopen's Medical College Wayanad for cash payments (Petty cash requirements).

3.0 RESPONSIBILITY:

Responsibilities of delegated financial powers policy ensure that financial powers are exercised effectively, efficiently and in accordance with hospital policies and regulations.

Delegators: Hospital Board / CEO

- Define financial powers and responsibilities.
- Establish clear guidelines and limits.
- Ensure compliance with regulations and policies.
- Monitor and review financial performance.
- Hold delegates accountable.

Delegates: Department Heads/Managers

- Exercise financial powers within delegated limits.
- Ensure transparency and accountability.
- Seek approval for exceptions or deviations.

Delegates: Finance Department

- Provide financial guidance and support.
- Ensure accurate financial reporting and recording.
- Monitor compliance with financial regulations.

 Dr. Moopen's Medical College	Policy for Delegation of Financial Powers		Policy No	DMMC/FIN/POL/001
			Issue Date	01/04/2024
			Revision No &date	Rev 01
			Page No	2

Delegates: All staff/Employees

- Understand and adhere to financial policies and procedures.
- Report any concerns to responsible persons.
- Support financial accountability and transparency.

4.0 POLICY OBJECTIVES:

- To maintain financial transparency for payments and receipts within the organization.
- To ensure proper records of expenditures, nature, purpose and financial aspects of the expenditures.
- To maintain proper documents of the income and expenditures for the purpose of audit and management reports.
- To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
- To adhere the guidelines under this policy prepared for payment approvals.
- To ensure proper fund utilization that money spent in an efficient manner and to avoid or detect fraudulent activities.
- To ensure compliance with financial regulations, laws and hospital policies.
- Enable timely decision making by delegating financial powers to appropriate authorities.
- Establish a system for monitoring and reviewing financial performance and delegated powers.
- Provide training and development opportunities to enhance financial management skills.
- Ensure segregation of duties to prevent fraud and errors.

5.0 POLICY ON BANK/CHEQUE PAYMENTS AND APPROVAL PROCESS:

Purpose: Establish clear guidelines for bank payment through cheque/NEFT/RTGS by defining roles and responsibilities for initiating, approving, and processing payments to ensure that payments are made in a secure, efficient and controlled manner.

Scope: This applies to all bank payment transactions and specific payment types such as payroll, accounts payable, and limits certain payment amounts or thresholds to some of the designated personnel or roles. This defines the boundaries and applicability of the policy, ensuring clarity and consistency in its application.

 Dr. Moopen's Medical College	<h2>Policy for Delegation of Financial Powers</h2>	Policy No	DMMC/FIN/POL/001
		Issue Date	01/04/2024
		Revision No &date	Rev 01
		Page No	3

The authorization matrix for bank payments are given below:

MODE OF OPERATION			
Name of Signatories	Mode	Bands	Limit
BAND A Dr Azad Moopen Mandayappurath	Jointly with	Band B	Rs 25 Lakhs
		Band A	Rs 25 Crores
Mr. Anoop Moopen	Jointly with	Band B	Rs 25 Lakhs
		Band A	Rs 25 Crores
Mr. Thadathil Joseph Wilson	Jointly with	Band B	Rs 25 Lakhs
		Band A	Rs 25 Crores
Ms Zeba Moopen	Jointly with	Band B	Rs 25 Lakhs
		Band A	Rs 25 Crores
Mr. U Basheer	Jointly with	Band B	Rs 25 Lakhs
		Band A	Rs 25 Crores
BAND B Dr Gopakumaran Kartha K N	Jointly with	Mr. Usman K	Rs 10 Lakhs
		Band A	Rs 25 Lakhs
BAND C Mr. Usman K	Jointly with	Mr. Gopakumaran Kartha K N	Rs 10 Lakhs
		Band A	Rs 25 Lakhs
Mr. Nithin George	Jointly with	Band A or Band B	Rs 1Lakh

Each payment made must be supported by invoice, receipt or other appropriate documentation and the authorizations must be attached to this documentation prior to payment.

6.0 POLICY ON PETTY CASH PAYMENTS AND APPROVAL PROCESS:

Purpose: To serve as a practical solution for managing small financial transactions, ensuring that business operations run smoothly and efficiently and to make sure emergency funds are available for unexpected needs or requirements.

Scope: This is applicable to all hospital departments or units and employees to ensure clarity and consistency in the application of petty cash fund for certain type of expenses or transactions and emergency funding requirements.

For petty cash payments, there must be prior approval from Finance Head or authorized persons, and reimbursement should be made according to the guidelines as follows:

 Dr. Moopen's Medical College	Policy for Delegation of Financial Powers		Policy No	DMMC/FIN/POL/001
			Issue Date	01/04/2024
			Revision No &date	Rev 01
			Page No	4

Amount of Petty Cash	Authorized Person- Hospital	Authorized Person – Medical College
Up to Rs.2,000	Assistant Manager – F&A	Manager
Above Rs.2,000 to Rs.10,000	Approval from Head –Finance	Approval from Dean
Above Rs.10,000	Not Allowed	Not Allowed

- Amount of payments up to Rs.2,000 does not require any prior approval, but should be streamlined with Head-Finance further for recording the transactions in to the accounts.
- KOT (Kitchen Order Ticket) should be clarified with finance team responsible persons.
- Amount spent in case of emergency can be reimbursed, but should be verified with Head-Finance for approval as according to the above guidelines presented in the table.
- Advance amount should not exceed Rs.10,000 per day for any of the purpose.
- Advance voucher and expense sheet for reimbursement should be signed by the employee and verified from the finance department.
- Reimbursement requests must be submitted no later than 30 days from the date of the expense was incurred.
- Amount of petty cash and accounting entry for the same should be handled by different employees in the Accounts department, and reconciled periodically to ensure proper fund utilization.

7.0 POLICY ON IMPREST CASH:

Purpose: To establish a controlled amount of cash for anticipated expenses or emergencies within each departments to ensure a convenient way to pay for minor expenses and emergencies in patient care and hospital operations.

Scope: This is applicable to all hospital departments or units and employees to ensure clarity and consistency in the application of imprest cash fund for certain type of expenses or emergency requirements by providing a fixed amount of advance to each departments which is replenished when expenses are accounted.

 Dr. Moopen's Medical College	Policy for Delegation of Financial Powers	Policy No	DMMC/FIN/POL/001
		Issue Date	01/04/2024
		Revision No &date	Rev 01
		Page No	5

- The fixed amount of imprest cash advanced to each holder /Head of Department will be Rs.10,000.
- Holders must Account for all expenses using designated vouchers and should be submitted within 10 days.
- Expenses must be properly authorized and documented for future references.
- Holders should reconcile imprest cash transactions periodically and submit report to the Finance department for verification.
- Adhere to hospital financial policies and procedures and comply with relevant laws and regulations.

APPROPRIATE APPROVAL:

	NAME	DESIGNATION
PREPARED BY:	Muhammed Shibin K	Assistant Manager-F&A
REVIEWED BY:	Nithin George	Assistant Manager-F&A
APPROVED BY:	Usman K	Head-Finance