



भारतीय प्रौद्योगिकी संस्थान जोधपुर  
Indian Institute of Technology Jodhpur

No. IITJ/REG/2025-26/298

Dated: 24 March 2026

कार्यालय आदेश / OFFICE ORDER

**Subject: (i) Revised Delegation of Financial & Administrative Powers and  
(ii) Administrative & Financial Processes and Procedures**

- (i) On the recommendation of the Finance Committee made in its 36<sup>th</sup> Meeting held on 26<sup>th</sup> November 2025, the Board of Governors, in its 41<sup>st</sup> Meeting held on 27<sup>th</sup> November 2025 approved **Revised Delegation of Financial and Administrative Powers** in supersession of all existing Delegation of Financial and Administrative Powers. The Revised Delegation of Financial and Administrative Powers are enclosed as **Annexure-A**.
- (ii) Further, the Competent Authority also approved **Revised Administrative & Financial Processes and Procedures** in supersession of existing Administrative & Financial Processes and Procedures, as enclosed as **Annexure-B**.

*Ankur Gupta*  
24.03.26

(Dr. Ankur Gupta)

Offg. Registrar & Secretary, BoG

To:

1. All Deans / Associate Deans / Head of Departments/Centers/Schools/Division/PICs
2. All Faculty Members
3. All Staff Members
4. All Offices
5. Office of Accounts
6. Office of Internal Audit

Copy to for kind information:

1. Director
2. Deputy Director
3. Advisor to the Director

## Delegation of Financial and Administrative Powers w.e.f. 29.11.2025.

## Delegation of Financial Powers, IIT Jodhpur

<b>Section A: Approve Accounts and Budget</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority [ESA]/ Approving Authority</b>
<b>A1</b>	Authorize the release of annual audited financial statements.	BOG: Full Power [As defined in the Institute of Technology Act 1961 clause 13 (2) (f)]
<b>A2</b>	Approve annual Institute Budget	BOG: Full Power [As defined in the Institute of Technology Act 1961 clause 13 (2) (f)]
<b>A3</b>	Allocation and re-appropriation of funds (to Departments/Sections/Units/offices)	Director: Full Power [As defined in the First Statutes of the Institute clause 12 (2) (vii)]
<b>Section B: Approve Purchase and Works, Acceptance of lowest tender</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
B1	Purchases of Goods & Services (Consumables/ Non-Consumables)	i) BOG.: Full Power ii) Director: Full Power iii) Dy. Director: Up to ₹ 25 Lakhs iv) DORD: Up to ₹25 Lakhs for R&D funds only v) Deans /HOD/HOS/HOC: Up to ₹5 lakhs vi) Registrar: Up to ₹2 lakhs vii) PI: Up to ₹ 2,00,000 for R&D consumable funds only viii) PI: Up to ₹ 5,00,000 for R&D non-consumable funds only ix) PIC: Up to ₹ 20,000
B2	Motorized vehicles for Institute and/or projects.	Director: Full Power
B3	Uniforms, Badges, and related items for employees as well as others.	Director/Dy. Director: Full Power
B4	Institute Promotion and Publicity	Director: Full Power
B5	Insurance	Director/Dy. Director: Full Power
B6	Demurrage and Wharfage	Director: Full Power
B7	Freight Handling	Expenditure Sanctioning Authority
B8	Precious Metals	i) Director/ Dy. Director: Full Power ii) HOD/HOC/HOS: Up to ₹5 lakhs iii) DORD: Up to ₹5 Lakhs from R&D funds
B9	Gifts (Annual limit)	i) Director: Full Power ii) Dy Director: Up to ₹ 5 lakhs iii) Deans / Registrar/ HOD/HOS/HOC: Up to ₹ 25,000
B10	Renting of Land and Building	Director/Dy. Director: Full Power
B11	Renting of Commercial establishment	Director/ Dy. Director: Full Power
B12	Rent, Rates and Taxes	Director/Dy. Director: Full Power
B13	Books / Journals / Periodicals for Library	i) Director: Full Power ii) Dy. Director: Up to ₹10 Lakhs iii) Chairman, Library Committee: Up to ₹ 5 Lakhs iv) Librarian/Dy. Librarian: Up to ₹ 50,000

B14	For Works executed through OIE using Ministry Grants/HEFA funding a) Administrative Approval b) Expenditure Sanction based on preliminary and detailed estimate c) Acceptance of lowest tender d) Additional expenditure sanction e) Local purchase of store items	For all items a) to e) i) BOG: Full Power ii) Director: Up to ₹20 Crores iii) Dy. Director: Up to ₹1 Crore iv) DOIP: Up to ₹10 Lakhs v) SE: Up to ₹1 Lakh vi) EE: Up to ₹ 50,000
B15	Rate contract of goods/services	Director: Full Power
B16	Empanelment of vendors'	Director: Full Power
B17	Advance payment to vendors (exceptional cases)	Director: Full Power
B18	Deviation in procedures for Purchases (Import or Indigenous) / Services etc., due to various exigencies	Director: Full Power
<b>Section C: Approve any and all variations to earlier approved terms of expenditure, including but not limited to</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
C1	Extension of delivery period (with or without liquidated damage)	Expenditure Sanctioning Authority
C2	Accepting price increases against fixed price contracts.	(i) Director; Full Power  (ii) Dy. Director: Up to 10% increase in prices (Total cost should be within financial delegated powers of Dy. Director)
C3	Relax/waive EMD	Director/Dy. Director: Full Power
C4	Waiver LD / Penalty for delayed supplies/services	Director/Dy. Director: Full Power
C5	Release of Earnest Money Deposit (EMD)	OIC (S&P)
C6	Release of Performance Security	OIC (S&P) on the recommendation of the Indenter
<b>Section D: Approve any and all variations in works executed through OIE</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
D1	a) All deviations of contracts, including grant of extension of time b) Extra Items, substituted Items within the allowable limit of tender values c) Relax/waive EMD, Performance Security, Bank Guarantee, etc. d) Waiver LD / Penalty for delayed supplies/services	For all items a) to d)  Director: Full power  Dy. Director: For works up to ₹1 Crore (Including Extra items)
D2	Release of Earnest Money Deposit (EMD)/ Performance Guarantee/Security	DOIP: Full Power
<b>Section E: Pass bills / Voucher Signing/Approve in ERP</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
E1	To pass bills/Sign Vouchers/Approve in ERP	i) ESA: up to the limit of financial delegation ii) PA/PS to Director: in ERP system with due approval of the Director
E2	To pass bills/Sign Vouchers for Works executed through OIE	i) Verification of bills: SE/EE ii) Passing of bills: a) Director: Full Power b) Deputy Director: ₹10,00,001 to ₹1,00,00,000/- c) DOIP: Up to ₹10,00,000/-

<b>Section F: Approve travel within India for</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
F1	Director	Director: Full Power
F2	Deputy Director/ Deans / Heads/ Registrar/Advisor to Director	Director: Full Power
F3	OIC from the budget unit	Dean/Registrar/Head: Full Power
F5	Faculty, students, and employees of Departments from the unit's budget	Head of the Budget Unit: Full Power
F6	Speakers/experts for the Departmental activity	DOFA/Head: Full Power
F7	All travel in connection with QIP/CCE	DOAA: Full Power
F8	All other Officers and Non-Academic Employees	Dean/HOD/HOC/HOS: Full Power
F9	All travels of students for student activities like sports, cultural, etc.	DOSA: Full Power
F10	All travels of students for conferences	DOAA: Full Power
F11	Travel of candidates for faculty positions	DOFA: Full Power
F12	Guest Faculty	Head with administrative approval of the Dy. Director: Full Power
F13	From Project funds	DORD through Head: Full Power
<b>Section G: Approve travel outside India</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
G1	For Director	Chairman BOG: Full Power
G2	For Employees (including administrative approval for personal travel)	Director: Full Power
G3	For Students for International Conferences	Director: Full Power
G4	For students exchange programme / any other	Director: Full Power
<b>Section H: Leave Travel Concession (LTC)</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
H1	Sanction LTC (with advance)	i) Director: Full Power for DOFA ii) DOFA: Full Power for all other Faculty members iii) DOAD: Full Power for all non-teaching staff members
<b>Section I: Imprest</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
I1	Sanction of Imprest	i) Director: Full Power. ii) Dy. Director: Up to ₹25,000
I2	Adjustment, Recoupment, and Payment of Imprest	Head of Department/Office/Center that funds expenses: Full power
<b>Section J: Advances</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
J1	Sanction Temporary Advance (Non-consumables/ Consumables / Travel/Others)	i) Director: Full power ii) Dy. Director: Up to ₹2 Lakhs iii) Deans / Registrar / HOD/HOS/HOC: Up to ₹50,000 For Projects:

		i) Director: Full power ii) Dy. Director: Up to ₹5 Lakhs iii) DORD: Up to ₹2 Lakhs
J2	Adjustment/Settlement of Temporary Advance	Expenditure Sanctioning Authority: Full power
<b>Section K: Write-offs</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
K1	Write off materials/items for Disposal, Losses due to theft, fraud, negligence, etc.	i) BOG: Full Power ii) Director: Up to residual value ₹ 4 lakhs as per GFR 2017
<b>Section L: Medical Benefits to Employees/Students</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
L1	Pass OPD medical expenses/ reimbursement, Post admissibility verification by Medical Office (I/C)	i) OIC (PHC): Up to ₹5,000 ii) DOAD: Above ₹ 5,000 to ₹25,000 iii) Dy. Director Above ₹25,000
L2	Pass IPD medical expenses/ reimbursement, Post admissibility verification by Medical Office(I/C)	i) OIC(PHC): Up to ₹10,000 ii) DOAD: Above ₹ 10,000 to ₹50,000 iii) Dy. Director Above ₹50,000
<b>Section M: Cumulative Professional Development Allowance (CPDA)</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
M1	Administrative Sanction for expenses other than travel	i) Director: Full Power for DOFA ii) DOFA: Full Power for all other faculty members
M2	Pass claims	DOFA: Full Power
<b>Section N: Interest Bearing Advances</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
N1	Sanction interest bearing advances	Director: Full power
N2	Pass/sign bills	i) DOFA: for Faculty Members ii) DOAD: For staff members
N3	Approve and sign individual annual statements of account	OIC (Accounts): Full Power
<b>Section O: Student Affairs Related</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
O1	Refund of Caution Money	DOSA: Full Power
O2	Pass monthly bills (Scholarship)	DOSA: Full Power
O3	Any expenditure from external scholarships/ funds for students	DOSA: Full Power
O4	Fee Remission	DOSA: Full Power
O5	Utilization Certificate	DOSA: Full Power
O6	Passing Monthly Mess Bills	ADHA countersigned by DOSA: Full Power
O7	Awards and Prizes to students	Director: Full Power DOSA: Up to Rs. 5000 in each case (except Institute level awards)
O8	Support to students from the Benevolent Fund	Director/Dy. Director: Full Power
O9	PhD Thesis evaluation & Viva Voce (including Honorarium & Travel)	DOAA: Full Power

<b>Section P: Donation (Receipt and Expenditure)</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
P1	Expenditure Sanctioning Authority (ESA)	i) Director: Full Power ii) DORA: Up to ₹5 lakhs
P2	Deciding Authority for receipt of funds	i) Director: Full Power ii) DORA: Up to ₹5 Lakhs
<b>Section Q: Honorarium</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
Q1	To Guest-Faculty as per approved rates from the departmental budget	Head of the Budget Unit with approval of DD
Q2	To Speaker/Expert as per approved rates from the departmental budget	Head of the Budget Unit
Q3	Any other case of honoraria	Director: Full Power
<b>Section R: Accounting Activities</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
R1	Releasing payment	i) OIC (Accounts): Full Power ii) OIC(R&D): Full Power for R&D matters
R2	Releasing Payment of Statutory Dues (IT/GST)	i) OIC(Accounts): Full power ii) OIC(R&D): Full power for R&D matters
R3	Pass Children Education Allowance	OIC(Accounts): Full Power
R4	Pass Travel Claims with administrative approval by Expenditure Sanctioning Authority	OIC(Accounts): Full Power
R5	Pass LTC claims (Passing of Advance & Settlement of LTC Claims)	OIC (Accounts): Full Power
R6	Pass NPS bills (including NPS Charges)	OIC (Accounts): Full Power
R7	Pass monthly salary bills / Supplementary bills	i) OIC (Accounts): Full Power ii) OIC(R&D): Full Power for R&D matters
<b>Section S: Amendments and Other Matters</b>		
<b>Clause No.</b>	<b>Particulars</b>	<b>Expenditure Sanctioning Authority[ESA]/ Approving Authority</b>
S1	Any change in delegated financial power	Director: Full power except for powers of BOG/Chairman, BOG
S2	Withdrawal of delegated powers	Director: Full Power except for powers of BOG/Chairman, BOG
S3	Any other subject not covered above	Director: Full Power except for powers of BOG/Chairman, BOG

**Note:**

1. In case of leave of any official/functionary, their financial powers can be exercised by the Official (in-charge capacity) based on explicit written/email approval of the financial functionary, which should be filed with the documents being processed.
2. The Concerned Dean shall pass monthly bills for outsourced manpower and/or services. For example, DOIP will pass monthly bills for electricity charges, water charges, and maintenance service bills. DDIA will pass monthly bills for telephone charges. DOAD will pass monthly bills for outsourced manpower, housekeeping services, horticulture services, and security services. These bills may be allowed to exceed their respective delegated financial powers as given in this document. Any other work or services may be added at the direction/approval of the Director/ Deputy Director.

3. Administrative and financial powers mentioned in this document will supersede all other earlier Orders.
4. Budget of the departments/centers/schools/offices/budget unit shall be utilized unless the expenditure from any other specific budget unit is specifically mentioned and approved by the appropriate sanctioning authority.

#### **Acronyms used**

<b>Acronym</b>	<b>Full Form</b>
ADAS	Associate Dean Awards & Scholarships
ADCI	Associate Dean, Civil Infrastructure
ADEI	Associate Dean, Electrical Infrastructure
ADHA	Associate Dean, Hostel Affairs
ADRD	Associate Dean, Research and Development
ADSA	Associate Dean, Student Affairs
AEE	Assistant Executive Engineer
AR	Assistant Registrar
BOG	Board of Governors
CCE	Center for Continuing Education
DD	Deputy Director
Dy. Director	Deputy Director
DDO	Drawing and Disbursing Officer
DOAA	Dean of Academic Affairs
DOAD	Dean of Administration
DOFA	Dean of Faculty Affairs
DOIP	Dean of Infrastructure and Planning
DORD	Dean of Research and Development
DORA	Dean of Resource and Alumni
DOSA	Dean of Student Affairs
DR	Deputy Registrar
DSC	Digital Signature Certificate
EE	Executive Engineer
EMD	Earnest Money Deposit
ERP	Enterprise Resource Planning of the Institute
ESA	Expenditure Sanction Authority
F & A	Finance and Account
FC	Finance Committee
GST	Goods and Services Tax
Head	Head of Department/School/Center/Office
HOC	Head of Center
HOD	Head of the Department
HOS	Head of the School
IPD	In Patient Department
IT	Income Tax
JR	Joint Registrar
JS	Junior Superintendent
LD	Liquidated Damages
LTAS	Limited Time Assets
LTC	Leave Travel Concession
MOE	Ministry of Education
NPS	New Pension Scheme
OIE	Office of Infrastructure Engineering
OIC	Administrative officers, in the order of seniority, OIC1, OIC2, and so on
OPD	Outpatient Department
PA	Personal Assistant
PAO	Pay and Account Officer
PFMS	Public Financial Management System
PhD	Doctor of Philosophy
PI	Project Investigator

PIC	Professor-in-Charge
PrAO	Principal Accounts Officer
PS	Personal Secretary
R & D	Research and Development
SE	Superintendent Engineer
S & P	Stores and Purchase
SD	Security Deposit
TDS	Tax Deduction at Source

## Delegation of Administrative Powers, IIT Jodhpur

<b>Section I: Purchase</b>		
A	Purchase of Land /Building	MOE / BOG: Full Power
<b>Section II: Banking and Investments</b>		
A	Open /close Institute bank accounts	Director: Full Power
B	Open/close bank accounts for professional activities e.g. conferences, projects, etc.	DORD (for projects): Full Power
C	Make / break investments	Director / Dy. Director: Full Power ( <i>with recommendations from the Institute Investments Committee.</i> )
D	Inter-bank account transfers (for cash management purposes)	i) Director/Dy. Director: Full Power ii) Registrar: Up to Rs. 1 Crore from Institute account iii) DORD: Up to Rs. 1 Crore from R&D account
<b>Section III: Signing of Cheques and Electronic Transfer including payment through DSC</b>		
A	Issuance of Cheque	Director: Full power to nominate four officials based on the proposal/ recommendations of OIC(Accounts)  Any two officials from the designated authorized signatory: Full power
B	Electronic Transfer including payment through DSC from Treasury Single Account/ Assignment Accounts	Director: Full power to nominate three officials based on the proposal/recommendations of OIC(Accounts)  Anyone official from designated authorized signatory: Full power
<b>Section IV: Payroll / Project / Non-payroll Positions and outsourcing of works/services</b>		
A	Create positions	i) BOG: Full Power (Institute Employees) ii) Director: Full Power (for project/ contractual positions)
B	Make appointments against sanctioned/contractual/term positions	i) BOG: Full Power ii) Director: Full Power (for Group B & C, project, contractual positions & Guest Faculty) iii) DOAD: Full Power for administrative projects iv) DORD: Full power for R&D project staff
C	Approve pay fixation (in line with principles approved by the competent authority)	i) DOFA: Full Power (for faculty and academic staff) ii) DOAD: Full Power (for administrative and technical staff members) iii) DOAD: For staff of administrative projects iv) DORD: For R&D Project staff
D	Outsource whole/part of service and/or hiring of labourers	i) Director: Full Power ii) Dy. Director/DOAD: Up to 180 days iii) DORD: Up to 180 days for R&D matters
E	Cancellation of candidature of provisionally selected candidates for staff positions who fail the Document Verification stage	Director / DOAD: Full Power

<b>Section V: Retirement/ Terminal Benefits</b>		
A	Sanction Pension, gratuity, leave encashment	Director: Full Power
<b>Section VI: Compensation</b>		
A	Authorize compensation under the Workmen's Compensation Act	Director: Full Power
<b>Section VII: Re-hiring Retired Employees</b>		
A	Approve re-hiring of retired employees	Director: Full Power.
<b>Section VIII: Pre-Audit</b>		
A	Pre-audit of documents and procedures	OIC (Internal Audit): Full power
B	Vetting of Bills	OIC (Internal Audit): Full power
<b>Section IX: Engagement of Professionals</b>		
A	Engagement of auditors, tax consultants, actuaries, and lawyers	Director/Dy. Director: Full Power DORD: Full power for R&D projects
<b>Section X: Contracts</b>		
A	Administrative approval	Director: Full Power
B	Sign Contracts	Dy. Director/Deans/ Registrar: Full Power in their respective domain
C	Extension of Contracts	Director/Dy. Director: Full Power
D	Issuance of Letter of Intent/ License	Deans/Registrar/Estate Officer/Head/OIC: Full Power



INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

Annexure-B

Administrative and financial processes and procedures (Date of Issue: 24 March 2026)

A) Purchase, Tender Formulation and Evaluation Committees (TFECs) [Financial approval as per the Delegation of Financial Powers is required]		
S.N.	Particulars	Process and Functionaries
1	Estimated purchase price up to ₹1 Lakh (Non-GEM)  OR Estimated purchase price up to ₹2 Lakh (Non-GEM) for items pertaining to research	Direct purchase from the market by the Indenter
2	Estimated Purchase Price above ₹1 Lakh to ₹10 Lakhs (non-GEM)  OR Estimated Purchase Price above ₹2 Lakh to ₹25 Lakhs (non-GEM) for items pertaining to research	To be done through a committee of 3 members consisting of at least one Faculty member nominated by the Expenditure Sanctioning Authority. The indenter should be part of the committee.
3	Estimated Purchase Price above ₹10 Lakhs (Non-GEM)  OR Estimated Purchase Price above ₹25 Lakhs (Non-GEM) for items pertaining to research	<b>Technical Evaluation Committee:</b> i) Indenter, ii) Head/Dean or nominee, iii) one faculty member, preferably from another department/office (who has knowledge in the respective field)  <b>Financial Evaluation Committee:</b> i) Members of the Technical Evaluation Committee ii) OIC (S&P) or nominee, iii) OIC (Internal Audit) or nominee.
4	GeM Purchases	i) Indenter through secondary buyer: Up to ₹ 50,000/- ii) Comparison by Indenter + Secondary Buyer: Above ₹ 50,000/- and up to ₹10 lakhs, iii) Same as Clause 3: Above ₹10 lakhs

**B) Sign Purchase/Work Orders (against duly approved Purchase Indents, Sanction Sheets & Accepted Lowest Tender)**

S.N.	Particulars	Process and Functionaries
1	For all Purchases, Services, etc.	i) OIC (S&P): Full Power ii) GeM Buyer with approval from ESA for GeM contract orders
2	For Works executed through OIE	DOIP: Full Power

**C) Confirmation of satisfactory delivery/installation**

1	Confirm satisfactory delivery/ installation/ commissioning of ordered goods/ Services/ Completion of Works	i) Purchase Indenter <i>with due approval of Head of Department / School / Center / Office</i> ii) For Works executed through OIE: DOIP: Full Power
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**D) LTC/ Medical, etc.**

1	Addition/ Deletion of Dependents	i) DOFA: Full Power for Faculty Members ii) DOAD: Full Power for Staff Members
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**E) Accounting Matters**

1	Open/close budget/account heads	OIC (Accounts)
2	Administrator (PFMS/Tally/ ERP)	OIC (Accounts)
3	Data Approver (PFMS/Tally/ ERP)	i) JS(Accounts)/ Supdt.(Accounts) for Institute Accounts ii) JS(R&D)/ Supdt.(R&D) for R&D Accounts
4	Data Entry Operator	i) JA(Accounts)/SA(Accounts) for Institute Account ii) JA(R&D)/SA(R&D)/ Project Staff(R&D) for R&D Account iii) JA(Students)/SA(Students)/JS(Students) for external agencies (other than MOE) for student matters
5	Filing of statutory returns (IT/GST)	i) OIC (Accounts): Full power ii) OIC (R&D): Full power for R&D matters
6	PrAO (NPS)	Registrar/ OIC (Accounts)
7	PAO/DDO (NPS)	AR (Accounts)/Supdt. (Accounts)/JS (Accounts)/SA(Accounts)

<b>F) Issuance of Invoice</b>		
1	Issuing Authority (Estate matters)	OIC (Estate)
2	Issuing Authority (All other matters)	Dean/ Associate Dean/Registrar: Full Power in Respective Matters
3	E-invoicing	i) OIC(Accounts): Full Power to issue e-invoice on receipt of a signed invoice from the respective office  ii) OIC(R&D): Full Power to issue e-invoice for R&D matters on receipt of a signed invoice from DORD/ ADRD
<b>G) Receipt of Funds/ Donations</b>		
1	Issuance of donation receipt	OIC(Resource and Alumni): Full Power
2	Communication from the Institute	i) Director: Full Power ii) Registrar/ Deans/ OIC/ Head: Respective matters

The Head of respective Budget Units and Officer-in-Charge of Budget Units determined and enclosed as **Schedule-1** and **Schedule-2**.



INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

Schedule-1  
Administrative and financial processes and procedures (Date of Issue: 24<sup>th</sup> March 2026)

Head of Budget Units

S.N.	Budget Unit	Head of Budget Unit
1	Central Research Facility (CRF)	HOC
2	Center for Emerging Technologies for Sustainable Development	HOC
3	Swachh Bharat Abhiyan	HOC (CETSD)
4	Center for Education Technology (CET)	HOC
5	Center for Technology Foresight and Policy	HOC
6	Medical Technology Center	HOC
7	AIOT Fab Facility	Head of Facility
8	School of Artificial Intelligence and Data Science (AIDE)	HOS
9	School of Liberal Arts (SoLA)	HOS
10	School of Management and Entrepreneurship (SME)	HOS
11	School of Design	HOS
12	Bioscience and Bioengineering	HOD
13	Civil and Infrastructure Engineering	HOD
14	Chemical Engineering	HOD
15	Computer Science and Engineering	HOD
16	Chemistry	HOD
17	Electrical Engineering	HOD
18	Mathematics	HOD
19	Mechanical Engineering	HOD
20	Materials Engineering	HOD
21	Physics	HOD
22	Inter-Disciplinary Research Division (IDRD)	Head
23	Office of Digital Infrastructure and Automation	DDIA
24	Office of Chief Vigilance Officer	CVO
25	Office of Academics	DOAA
26	Vocational Training and Upskilling	DOAA
27	Center for Continuing Education (CCE)	DOAA
28	Office of Faculty Affairs	DOFA
29	Office of International Relations	DOIR
30	Office of Infrastructure Engineering	DOIP
31	Office of Alumni Affairs	DORA

32	Office of IITJ Connect	DORA
33	Office of Corporate Relations	DORA
34	Office of Resources and Alumni	DORA
35	Office of Research and Development	DORD
36	Research Park	DORD
37	Company Oversight(S8)	DORD
38	Office of Student	DOSA
39	Training and Placement	DOSA
40	Office of Director	Director
41	Office of Registrar	Registrar
42	Office of Accounts	Registrar
43	RTI Cell	Registrar
44	Estate Office	Registrar
45	Internal Complaints Committee	Deputy Director
46	Legal Cell	Registrar
47	Office of Administration	DOAD
48	Office of Internal Audit	DOAD
49	Office of Establishment (Non-Faculty)	DOAD
50	Committee for Celebration of Commemorative Days (CCCD)	DOAD
51	Green Cell	DOAD
52	Health Center	DOAD
53	Office of Logistics and Facilities	DOAD
54	Staff Training Cell	DOAD
55	Office of Recruitment	DOAD
56	Security Office	DOAD
57	Transport Office	DOAD
58	Visitors Hostel and Allied Services	DOAD
59	Hindi Cell	Hindi Officer
60	Office of Stores and Purchase	DOAD
61	Library	Chairman, Library Committee
62	Office of Publications	Chairman, Publication Committee
63	Office of Executive Education	DOAA

The Head of the Division will exercise the financial powers as Head of the Department, and the Head of the Facility will exercise financial powers as Head of the Center.



INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

Schedule-2  
Administrative and financial processes and procedures (Date of Issue: 24<sup>th</sup> March 2026)

## Officer-in-Charge (OIC) of Budget Units

S.N.	Budget Unit	
<b>Departments/Offices/Centers where OIC powers are subsumed in Head of the Budget Unit</b>		
1	Central Research Facility (CRF)	
2	Center for Emerging Technologies for Sustainable Development	
3	Swachh Bharat Abhiyan	
4	Center for Education Technology (CET)	
5	Center for Technology Foresight and Policy	
6	Medical Technology Center	
7	AIOT Fab Facility	
8	School of Artificial Intelligence and Data Science (AIDE)	
9	School of Liberal Arts (SoLA)	
10	School of Management and Entrepreneurship (SME)	
11	School of Design	
12	Bioscience and Bioengineering	
13	Civil and Infrastructure Engineering	
14	Chemical Engineering	
15	Computer Science and Engineering	
16	Chemistry	
17	Electrical Engineering	
18	Mathematics	
19	Mechanical Engineering	
20	Materials Engineering	
21	Physics	
22	Inter-Disciplinary Research Division (IDRD)	
23	Office of Digital Infrastructure and Automation	
24	Office of Chief Vigilance Officer	
<b>Departments/Offices/Centers where OICs are designated separately*</b>		
S.N.	Budget Unit	OIC
25	Office of Academics	JR/DR/AR
26	Vocational Training and Upskilling	JR/DR/AR/Group A Officer
27	Center for Continuing Education (CCE)	JR/DR/AR/Group A Officer
28	Office of Faculty Affairs	JR/DR/AR/Supdt.
29	Office of International Relations	JR/DR/AR
30	Office of Infrastructure Engineering	SE/EE
31	Office of Alumni Affairs	JR/DR/AR/Group A Officer
32	Office of IITJ Connect	JR/DR/AR/Group A Officer

33	Office of Corporate Relations	JR/DR/AR/Group A Officer
34	Office of Resources and Alumni	JR/DR/AR
35	Office of Research and Development	JR/DR/AR
36	Research Park	JR/DR/AR of R&D
37	Company Oversight(S8)	JR/DR/AR of R&D
38	Office of Student	JR/DR/AR
39	Training and Placement	Training and Placement Officer
40	Office of Director	JR/DR/AR/Supdt.
41	Office of Registrar	Registrar
42	Office of Accounts	JR/DR/AR
43	RTI Cell	CPIO
44	Estate Office	JR/DR/AR
45	Internal Complaints Committee	Convener IC
46	Legal Cell	JR/DR/AR/Supdt.
47	Office of Administration	JR/DR/AR
48	Office of Internal Audit	JR/DR/AR
49	Office of Establishment (Non-Faculty)	JR/DR/AR
50	Committee for Celebration of Commemorative Days (CCCD)	Convener CCCD
51	Green Cell	JR/DR/AR/Supdt./Horticulture Manager
52	Health Center	JR/DR/AR/Supdt.
53	Office of Logistics and Facilities	JR/DR/AR/Manager Facilities
54	Staff Training Cell	JR/DR/AR/Supdt.
55	Office of Recruitment	JR/DR/AR/Supdt.
56	Security Office	Security Officer
57	Transport Office	JR/DR/AR
58	Visitors Hostel and Allied Services	JR/DR/AR/Group A Officer/Supdt.
59	Hindi Cell	Asst. Hindi Officer
60	Office of Stores and Purchase	JR/DR/AR
61	Library	Convener, Library Committee
62	Office of Publications	Convener, Publication Committee
63	Office of Executive Education	JR/DR/AR/Group A Officer

\* The senior-most official in position will be the OIC of the budget unit.