



भारतीय प्रौद्योगिकी संस्थान जोधपुर
Indian Institute of Technology Jodhpur

IITJ/REG/2023-24/212
1st December, 2023

OFFICE ORDER

Subject: Delegation of Financial and Administrative Powers to various functionaries of the Institute as per the provisions of the Act & Statutes

The Board of Governors in its 34th Meeting held on 31st October, 2023 approved the Delegation of Financial and Administrative Powers to various functionaries of the Institute w.e.f. 1st September, 2023 as per the provisions of the Act & Statutes.

The Delegation of Financial and Administrative Powers is enclosed as **Annexure**.


(Dr. Somnath Ghosh)

Offg. Registrar & Secretary, BoG
✓ 01/12/23

To:

1. All Faculty Members
2. All Staff Members
3. Office of Accounts
4. Office of Internal Audit
5. All Offices

Copy to for kind information:

1. The Director
2. The Deputy Director
3. All Deans / Associate Deans / Head of Deptts. / Schools/ Centers/ Division

Annexure

DELEGATION OF FINANCIAL AND ADMINISTRATIVE POWERS

A: Financial Powers to various Designatories for approving expenditure from the budget sanctioned to their Department/Office

S.No.	Designatories	Financial Limit (in Rupees) upto which any single approval can be given subject to budget availability		
		Non-Recurring	Recurring	Temporary Advance
1.	Director	Full Power		
2.	Deputy Director	25,000,00	25,000,00	1,00,000
3.	Dean (IR, AR and CR) Dean (Digital Transformation) Dean (Academics) Dean (Planning & Resource Generation, IITJ Connect & Executive Education) Dean (Students Affairs)	5,00,000	5,00,000	50,000
4.	Professor-In-Charge (Faculty) Head of Department/ Centers/Schools/ Division	5,00,000	5,00,000	50,000
5.	Chairperson (Library)	2,50,000	2,50,000	25,000
6.	Faculty-in-charge (Guest House and Visiting Faculty Accommodation) Faculty-in-charge (Animal House)	2,50,000	2,50,000	25,000
7.	Faculty-in-charge (Security & Transport)			
	a. Security Monthly Bill b. Transport c. Other expenditure i.r.o. Security and Transport Office	a. As per Contract b. As per Contract		
		Non-Recurring	Recurring	Temporary Advance
8.	Advisor Admin Joint Registrar Deputy Registrar Deputy Librarian Chairperson (CCCD) Nodal Officer (Unnat Bharat Abhiyan) Assistant Registrar (SPS)	50,000	50,000	10,000
9.	Assistant Registrar	10,000	10,000	-
10.	Chairman (JEE) (out of JEE Funds)	2,50,000	2,50,000	25,000
11.	Chairperson (MSUC)			
	a. Contract Services: Monthly Bills i.r.o Health Center	As per Contract		
	b. Other expenditure i.r.o. Health Center	Non-Recurring	Recurring	Temporary Advance
		2,50,000	2,50,000	25,000
	Medical Officer (Regular)	Admit bills for Medical Reimbursement / Payments		

12.	Dean (Infrastructure)			
	Contract & Monthly bills of Services (Electricity, Water, Housekeeping etc.)	As per Contract/ Monthly bills		
	Office of Infrastructure Engineering / Horticulture / Other facilities	Non-Recurring	Recurring	Temporary Advance
		5,00,000	5,00,000	50,000
13.	Registrar			
	a. Outsourcing Manpower b. Other Contracts c. Expenditure i.r.o. Office of Registrar / E-II/Accounts / S&P / Recruitment (Non-Teaching) / Internal Audit/Hindi Cell/ RTI/Legal Cell/Estate Office and any other Institutional expenditure d. Honorarium to Institute Employees (Admin and Technical Staff)	1. As per Contract 2. As per Contract		
		Non-Recurring	Recurring	Temporary Advance
		5,00,000	5,00,000	50,000

B. Power to various Designatories for releasing/disbursing payments from Institute Fund (Grant-in-aid/IRG)

S No.	Particulars	Designatory
1.	Payment related to Monthly Salary Bills, Pension/NPS Contributions, and related allowances such as Children Education Allowance, Telephone reimbursement etc. (To pass as per Office Order and entitlement).	JR/DR/ AR (Accounts)
2.	Releasing of payments for Bills as per Administrative/Financial approval of Competent Authority for Recurring and Non-Recurring Expenses	JR/DR/ AR (Accounts)
3.	Payment related to Statuary Liabilities such as TDS on Salary, TDS on other than Salary, GST, TDS on GST, Labour Cess etc.	JR/DR/ AR (Accounts)
4.	Settlement of Advances	JR/DR/ AR (Accounts)

C. Power to approve Expenditure related to Student Activity as per Institute norms

S.No.	Particulars	Designatories
1.	a. Approving and verifying Monthly Regular Assistantship of M.Tech & Ph.D. Students and PMRF, ASEAN, etc. b. Refund of Caution Money c. Any other expenditure from external scholarships/ funds for students d. Expenditure related to Student functions e. Prize Money to Students f. Students' TA (Student Activities) g. Expenditure for Student Activity Council (SAC)	Dean (Student Affairs)

2.	a. Expenditure for Academics and Co-Curricular Activity Council (ACAC) b. Refund of Semester / Tuition Fee to Students (Extra Fees/ Withdrawal Cases) c. Students' TA (Academic Activities) d. Thesis Honorarium e. Refund of Transcript Fee	Dean (Academic)
3.	a. Engagement of UG Students for Additional T.A. duties. b. Stipend for Internship c. Students' TA (Department Activities)	Head of Department
4.	a. Hostel and Dining related expenses from Mess Account b. Refund of Dining Fee to Students (Extra Fees/ Withdrawal Cases)	Associate Dean (Hostel Affairs)

D. Signing Authorities for signing the cheques/Banking instruments

S No.	Particulars	Designatory (Either two signatories will sign)
1.	a. Accounts Office and Guest House Account b. PMRF/ Any Other Scholarship/ Assistantship/Contingency c. ASEAN	1. Deputy Director 2. Registrar 3. JR/DR (Accounts) 4. Assistant Registrar (Accounts)
2.	Hostel Accounts / Other related with student activities	1. Dean (Students Affairs) 2. JR/DR/ AR (Students) 3. AD Students Affairs 4. AD Hostel Affairs
3.	Treasury Single Account (TSA)	1. JR/DR/ AR (Accounts) 2. Registrar (Activity operated by any one)

E. Powers to approve all Expenditure as per approved CPDA Guidelines

S.No.	Individual	Approving Authority
1.	National Travel & International Travel and other expenses (except for Professor-in-charge Faculty/Dean Faculty)	Prof.-in-charge (Faculty) / Dean (Faculty)
2.	National Travel & International Travel and other expenses (for Dy. Director, Professor-in-charge Faculty/Dean Faculty)	Director

F. Powers to approve Honorarium/refund of Revenue/Penalty Waiver

S.No.	Individual	Approving Authority
1.	Honorarium to Academic Staff	Director
2.	Honorarium / Sitting Fee for external member	Director
3.	Honorarium to Guest Faculty	Dean / Head of Department
4.	Refund of Revenue (EMD, Performance Security, Security Deposit, Refundable Receipt etc.)	Dean (Infrastructure) / Registrar/ Assistant Registrar (SPS)
5.	Waiver of Penalty	Competent Financial Authority who has given original approval.

G: Powers to various Designatories for approving Travel of various Employees, Students and Visitors

S.No	Particular	PGC/Dean (Faculty)	Registrar	Head	Dean (Student Affairs)	Dean (Academics)	Dean	Dean (R&D)	Chairperson (Library)	Director
1.	National Travel									
	(a) Institute Activities									
	(i) Members of Statutory Bodies, Scrutiny Committee, Selection Committee and Review Committee									✓
	(ii) Students related to <i>Student</i> activities with Administrative approval of the Director				✓					
	(iii) Staff Members		✓							
	(iv) Faculty Members	✓								
	(v) Dy. Director, Deans, Associate Deans and Heads									✓
	(vi) Experts Invited from within India									✓
	(vii) Applicant visiting for Faculty position	✓								
	(viii) Invitees from within India <i>Student Account Budget</i>				✓					
	(b) Academic Activities									
	(i) UG Students related to <i>Academic</i> activities with Administrative approval of the Director			✓		✓				
	(ii) PG Students related to <i>Academic</i> activities with Administrative approval of the Director			✓		✓				
	(iii) Staff Members: <i>Technical</i>			✓						
	(iv) Staff Members: <i>Administrative</i>		✓							
	(v) Staff Members: <i>Library</i>								✓	
	(vi) Faculty Members	✓								
	(vii) Dy. Director, Deans, Associate Deans and Heads									✓
	(viii) Faculty Members invited from within India	✓		✓			✓			
	(ix) Experts invited from Department from within India	✓		✓			✓			✓
	(x) Guest invited for Student Activity				✓	✓				
	(C) Training									
	(i) Staff Members		✓							
2.	International Travel									
	(a) Institute Activities									✓
	(b) Project Activities									✓
	(c) Student Activities									✓
3.	Travel of Research Scholar/ Students from Department Budget			✓						
4.	Travel of Guest Faculty			✓						
5.	Travel of Adjunct Faculty Members			✓						
6.	Cases not covered above									✓

H. Power to various Designatories for approving leave of employees

(A) Leave:		
S.No.	Category of Employee	Authority for approving all types of Leave including Special Casual Leave and Duty Leave
1	Faculty Members	Head of Department / Centre / School / Division
2	Deputy Director / Head of the Departments/Centres/School/Division/ Professor In-Charge/Deans/ Associate Deans/ Registrar	Director
3	(i) All Staff Members of Group A (ii) Group B and C Staff Members other than Sl. No. 4 below	Registrar
4	All Administrative and Technical Staff Members of Group B and C category posted in the Departments /Centres/Schools/ Division	Head of Department/School/ Centre/Division

(B) LTC and Leave Encashment:		
1	Faculty Members	Professor-In-charge (Faculty)/ Dean (Faculty)
2	Head of the Departments/Centres/Schools/Division/Professor In-Charge(s)/Deans/ Associate Deans	
3	Deputy Director /Professor-in-charge (Faculty)/Dean (Faculty)	Director
4	All Staff Members of Group A, B and C category	Registrar

Note:-

1. In case of leave, Financial Powers for routine matters can be exercised by in charge,
2. Sitting fees/ Honorarium as per approved rates can be sanctioned by the Head of Departments/Centers/ Schools/Division/Deans/ Professor-in-Charge(s) from the Department Budget.
3. Signing of Passing Order for Payment i.r.o. Purchase orders issued with approval of the Director is entrusted to concerned branch officer i.e. Deputy Director/ Registrar /PIC / Heads /Deans /Chairperson/ADs/ JR/DR/ AR.
4. Delegation of Financial Power i.r.o works will be regulated as per Office Order IITJ/Admin/2021-22/232 dated 11 November 2021 and amendments there on.
5. Delegation of Financial Power i.r.o R&D will be regulated as per Office Order IITJ/R&D/2022-23/10 dated 10-01-2023 and amendments there on.
6. In case of long leave, powers may be transferred with the approval of the Director and Office Order will be issued by E-I/ E-II.
7. Signing of Passing Order for Settlement of Advance will be done by as per delegation of Financial Powers.