



IISER
B E R H A M P U R

Delegation of Powers
(Administrative and Financial)



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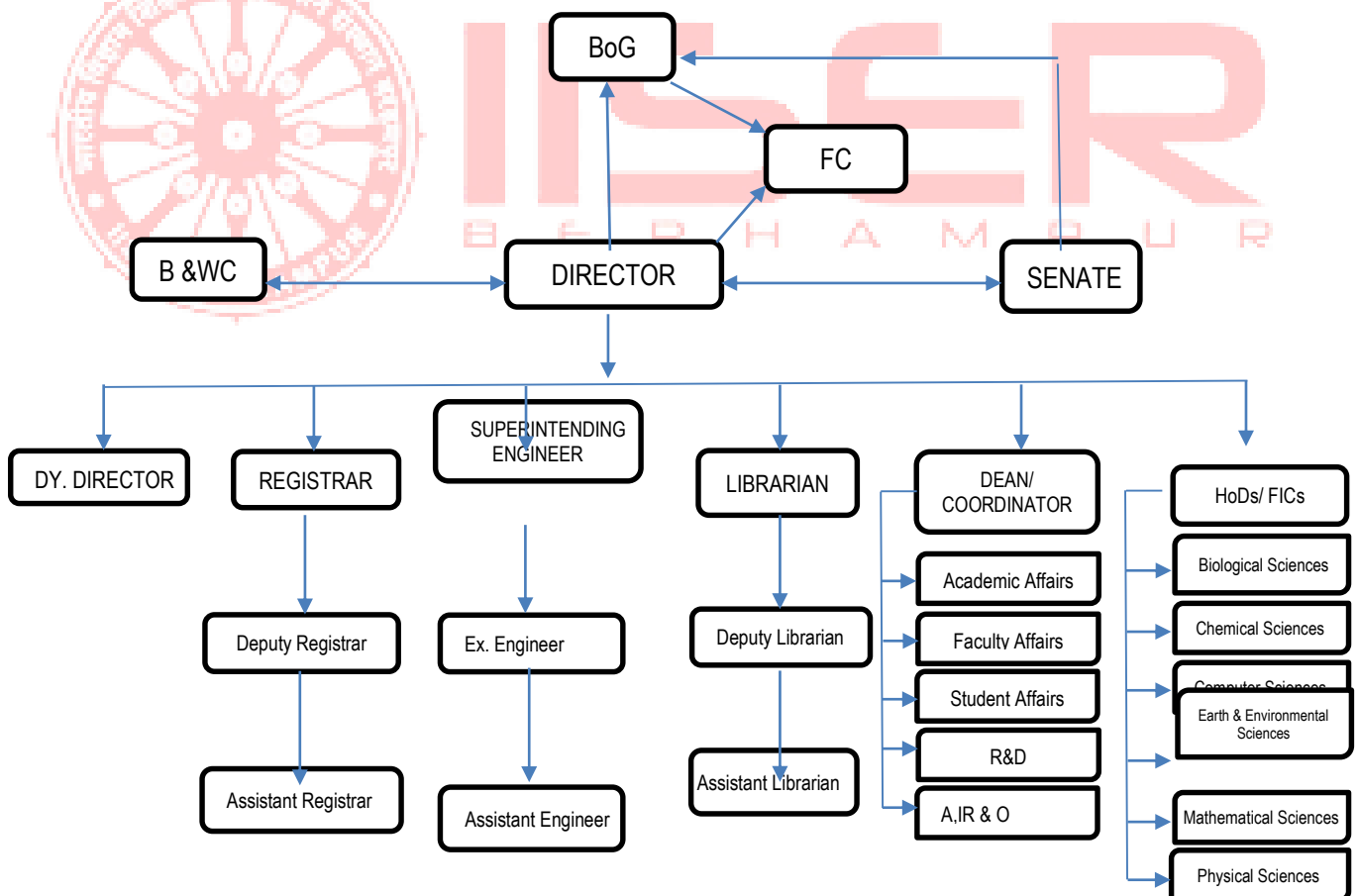
Delegation of Authority (Administrative and Financial)**I. Definitions**

1. **Institute:** Institute means the IISER Berhampur.
2. **BoG:** BoG means Board of Governors of the Institute
3. **FC:** FC means Finance Committee of the Institute
4. **Director:** Director means Director of the Institute
5. **B&WC:** B&WC means Building and Works Committee of the Institute
6. **Dy. Director:** Dy. Director means the Deputy Director of the Institute
7. **DoFA:** DoFA means Dean of Faculty Affairs of the Institute
8. **DoAA:** DoAA means Dean of Academic Affairs of the Institute
9. **DoSA:** DoSA means Dean of Students' Affairs of the Institute
10. **DoIRO:** DoIRO means the Dean of International Relations and Outreach of the Institute
11. **DoRD:** DoRD means Dean of Research and Development of the Institute
12. **Registrar:** Registrar means the Registrar of the Institute
13. **HOD/ HOC:** HOD/HOC means the Head of the Academic Departments/ Centres
14. **Librarian:** Librarian means the Librarian of the Library of the Institute
15. **ADoRD:** ADoRD means Associate Dean of Research and Development of the Institute
16. **Faculty:** Faculty means the Faculty members of the Institute
17. **CoAA:** CoAA means Coordinator of Academic Affairs of the Institute
18. **CoFA:** CoFA means Coordinator of Faculty Affairs of the Institute
19. **CoSA:** CoSA means Coordinator of Students' Affairs of the Institute
20. **CoAIR:** CoAIR means the Coordinator of Alumni and International Relations and Outreach of the Institute
21. **CoRD:** CoRD means Coordinator of Research and Development of the Institute
22. **SE:** SE means Superintending Engineer
23. **EE:** EE means Executive Engineer
24. **DR:** DR means the Deputy Registrar of the Institute
25. **AR:** AR means the Assistant Registrar of the Institute
26. **PI:** PI means the Project Investigator of R & D Project
27. **FIC:** FIC means Faculty-in-Charge of respective Facility, Wing, Section
28. **IAO:** IAO means Internal Audit Officer of the Institute
29. **CVO:** CVO means Central Vigilance Officer of the Institute
30. **IMO:** IMO means Institute Medical Officer of the Institute
31. **PC:** PC means Purchase Committee of the Institute duly constituted by the Director
32. **ASO-cum-TM:** Asst. Security Officer cum Transport Manager
33. Any other functionaries as declared by the Competent Authority

II. Administrative Hierarchy

1. **Head of Institute:** The Director of the Institute shall be the administrative and Academic Head of the Institute for all purposes. He will exercise all powers of the Head of the Department as per the applicable SR and other instructions.
 2. **Head of Office:**
 - a) The **DoFA** shall be the Office Head for all faculty related matters of the Institute
 - b) The **DoAA** shall be the Office Head for all academic matters of the Institute
 - c) The **DoSA** shall be the Office Head for all students related matters of the Institute
 - d) The **DoIRO** shall be the Office Head for all international relations and outreach related matters of the Institute
 - e) The **DoRD** shall be the Office Head for all administrative, establishment and financial matters pertaining to Research and Development activities of the Institute.
 - f) The **Registrar** of the Institute shall be the Office Head for all General Administrative, Stores and Procurement, General Financial and Non-faculty establishment matters of the Institute.
- Note:** The Director or any other faculty/Officer as authorized by the Director will be the Office Head of the Office of the respective areas, wherever the post(s) of Dean(s) is/are not filled.
3. **Drawing and Distribution Officer (DDO):** Any Officer(s) of the Institute appointed and so designated by the Director as Drawing and Disbursing Officer (DDO) shall also act as a DDO of the Institute and shall receive all money, disburse all payments and sign all cheques of the Institute as per rules.

ORGANIZATIONAL HIERARCHY – IISER BERHAMPUR



III. Delegation of Authority (Administrative)

1. Reporting Hierarchy

S. No.	Office/Department/Section/ Wing/Unit	Officer- in-charge	Reporting Head	Reviewing Authority
1.	Directorate	Secretary to Director/ AR	Director	Director
2.	General Administration/ Non-Teaching Admin. Section including Establishment Section/Finance & Accounts /Stores & Procurement	AR /DR (Admin)	Registrar	Director
3.	Scientific and Laboratory Staff	-	HoD	Director
4.	Faculty Affairs Office	AR/DR (Faculty Affairs)	DoFA	Director
5.	Academic Affairs Office	AR/DR (Academic)	DoAA	Director
6.	Research & Development Office	AR/DR (R & D)	DoRD	Director
7.	Students' Affairs Office	AR/DR (SA)	DoSA	Director
8.	International Relations and Outreach Office	AR/DR (AIRO)	DoIRO	Director
9.	JAC/JEE/GATE Office	-	Chairperson, JAC/JEE/GATE	Director
10.	Finance & Accounts Section	AR (F&A) / DR	Registrar	Director
11.	Internal Audit	IAO or AR/DR (Int. Audit)	Registrar	Director
12.	Stores & Purchase, Imports Section	AR (S&P) / DR	Registrar	Director
13.	Academic Departments	-	HoD	Director
14.	Centers	-	HoC	Director
15.	Central Library	DL/AL/LA	Librarian/FIC	Director
16.	Computer Centre	Technical Officer/ Senior Technical Officer/TA/Others	Head- CC	Dy. Director/Director
17.	Telephone, Networking & Automation Cell(ERPS)	Technical Officer/ Senior Technical Officer	Head- CC	Dy. Director/Director
18.	Health Centre	IMO	Registrar	Director
19.	Vigilance Wing	-	CVO	Director
20.	Central Labs./Instrumentation Labs./Core Labs/CIF	Scientific Officer/ Faculty	DoRD	Director
21.	Students Placement and Career Guidance Cell	AR/DR (SA)	DoSA	Director
22.	Physical Activity Section	Sports Officer & Others	DoSA	Director

S. No.	Office/Department/Section/Wing/Unit	Officer- in-charge	Reporting Head	Reviewing Authority
23.	Students' Activity Council (Gymkhana)	AR (Student Affairs)	DoSA	Director
24.	Guest House	AR /DR(Admin)	Registrar	Director
25.	Halls of Residence/Hostel	Warden/Chief Warden	DoSA	Director
26.	IPR and Incubation cell	OIC	DoRD	Director
27.	Interdisciplinary Programmes	OIC	HoD or HoC	Director
28.	Co-ordination Cell	A.R. (Coord.)	"Registrar/Dy. Director"	Director
29.	Public Relations Cell	AR/DR (Public Relations)/ PRO	"Registrar/Dy. Director"	Director
30.	Legal Cell	AR/DR (Admin.)	Registrar	Director
31.	Recruitment Cell (Faculty)	AR/DR (Faculty Affairs)	"Registrar/DoFA"	Director
32.	Recruitment Cell (Non-Faculty)	AR/DR (Admin.)	Registrar	Director
33.	Rajbhasha Prakoshtha	Hindi Officer/Hindi Translator(Rajbhasha)	Registrar	Director
34.	Staff Training Unit/HRM	AR/DR (Admin.)	Registrar	Director
35.	RTI Cell	APIO/CPIO	As per RTI Act	As per RTI Act
36.	Security and Transport Wing	ASO-cum-TM/Security Officer/ Chief Security Officer	"AR/DR/Registrar"	Director
37.	Institute Works Department/ Estate Office, Sanitation, Housekeeping, Horticulture, Electrical and Civil Maintenance	Estate Office/ Executive Engineer/AE	"SE/ Registrar"	Director

Note:

- (i) Wherever “/” is used, it speaks about the routing channel. For example, Registrar /Dy. Director means the routing is through the Registrar to Dy. Director.
- (ii) In the absence of the Dy. Director, unless otherwise mentioned, the Director will assume the roles of Dy. Director.
- (iii) Wherever the Officer-in-charge is not indicated or the post is not filled, the section/Unit will be directly under the Reporting Head.
- (iv) Wherever the post of DoFA/DoAA/DoSA/DoRD/DoIRO is not filled, the Director will decide the administrative hierarchy and delegation of power thereof.
- (v) Wherever the Reporting Head is not indicated or the post is not filled, then superior officer will exercise the delegated Powers of the ReportingHead as decided by the Director.

2. Administrative Matters

S. No.	Particulars	Authority
1	Appointing Authority	
	For Group A	BoG
	For Group B & C	Director
2	Appointment of Academic Staff on consolidated salary up to a period of two years on contact/Appointment of Visiting Faculty/Guest Faculty /Adjacent Faculty/Visiting Scientist etc. on contract.	Director
3	Appointment / Extension of Institute PDFs and RAs/JRF/SRF	Director
4	To release the advertisement for vacant sanctioned positions as per recruitment rules	Director
5	Relaxation in Qualification and Experience for Non-Teaching Group B & C positions as per recruitment rules	Director
6	To fix the application fees for recruitment.	Director
7	Extension of time for Joining	Director
8	Approval of Financial upgradation /MACP for Group ‘A’ ‘B’ and ‘C’ Staff as per approved rules.	Director
9	Sanction of Increment for Additional Qualification as per rules approved by the BOG for all categories of Staff	Director
10	Acceptance of Resignation of Group-A posts and all types of retirements other than superannuation including waiver of notice period for resignation/Technical Resignation	Chairperson-BoG/BoG
11	Acceptance of Resignation (Other than Group-A) and all types of retirements other than superannuation	Director
11	Waiver of notice period for Resignation / Technical Resignation (other than Group-A)	Director
12	To allow deputation of Academic and Non-Academic Staff in other Institutions / PSUs / Government Undertaking /Government Departments etc. as per the approved policy of the Institute	Director

S. No.	Particulars	Authority
13	Grant of lien on permanent post held in IISER Berhampur as per the approved policy of the Institute	Director
14	To approve the Structure of Pay and Allowances for Contractual / Outsourced Employees / R&D Project Employees	Director
15	Permission for Foreign Travel/Foreign Deputation including training, attending conference etc.	Director
16	Issue of Appointment Letters	
	i. All Group 'A' Staff on regular basis	Director
	ii. All categories appointed under contract including contractual faculty	Registrar
	iii. All Group 'B' and 'C' Staff	Registrar
17	Deputation of staff for training and courses	
	i. India	Director
	ii. Abroad	Director
18	Sanction of compensatory off in lieu of overtime	Registrar
	Engagement of third party contractor for engagement of outsourcing staffs of various categories.	Director
19	Sanction of additional deployment of outsourced manpower under existing third party contract.	Registrar
20	Forwarding of Applications for outside employment as per rules.	
	i. All Academic Staff	DoFA/ Director
	ii. All other Group 'A' Staff	Registrar
	iii. Group 'B' & 'C' Staff	DR/Registrar
21	Issue of Non-Objection Certificates for Passport	
	i. All Academic Staff	DoFA
	ii. All Others/Students	Registrar/ DoSA
22	Issue of Service Certificate	
	i. All Academic Staff	AR (DoFA)
	ii. All Other Staff	AR (Admin.)
23	Signing of Contracts for Contractual Appointment	
	i. All Academic Staff	DoFA
	ii. All other Staff	Registrar
24	Signing of other Contracts	
	i. Mortgage against House-Building Advance	Registrar
	ii. Motor Vehicle Advance	Registrar
	iii. Allotment of Institute premises for Commercial use.	Estate Officer
	iv. Outsourcing of services/all procurement contracts	Registrar
	v. Engineering Contracts/estate related contracts	SE/Estate Officer
25	Permission to be a day Scholar as per the Institute Policies	DoSA
26	Waiver of Late Registration Fine and Readmission fee as per the Institute Policies	DoAA

S. No.	Particulars	Authority	
27	Waiver of Library Fine as per the Institute Policies	Librarian	
28	Allotment of residential quarters as per the Institute Policies, Retention of Residential Quarter on payment of license fee during deputation	Director	
29	Approval of Medical Consultants, Empanelment of Hospitals and Diagnostic Labs and approval of rates as per Medical Rules of the Institute	Director	
30	Sanction of Leave		
	A) Casual Leave		
	i. Deputy Director, Deans, Registrar and Heads of Departments	Director	
	ii. Heads of Sections	Registrar / Dy. Director/DoFA/Director	
	iii. Faculty and Staff in Departments	Head of Department	
	iv. Staff working in section not further subdivided into Units	Head of Section	
	v. In-charge of Units	Head of Section	
	vi. Staff working in Units	In-charge of Unit	
	B) Special Casual Leave		
	i. Deputy Director, Deans, Registrar and Heads of Department	Director	
	ii. Heads of Section	Registrar / Dy. Director/DoFA/Director	
	iii. Academic Staff	DoFA/Director	
	iv. Non Academic Staff	Registrar	
	<i>Note: Notwithstanding the delegation of powers for the sanction of CL and SCL of all employees irrespective of the administrative position held, the record will be maintained in the respective Department/Section. This is in addition to the Institute's main record kept in the Faculty Affairs Office/Administration.</i>		
	C) Vacation Leave, Earned Leave/Half Pay Leave, Extra Ordinary Leave – Not exceeding 180 days as per CCS (Leave) Rules		
	i. Deputy Director, Deans, Registrar and Heads of Departments	Director	
	ii. Heads of Section	Registrar/Dy. Director/DoFA/Director	
	iii. All Other Academic Staff	DoFA/Director	
	iv. All Other Group 'A' Staff	Registrar	
	v. Group 'B' and 'C' Staff	Dy. Registrar/Registrar	
	D) Maternity Leave , Hospital/Commuted Leave etc.as per CCS(Leave) Rules		
	i. Deputy Director, Deans, Registrar and Heads of Departments	Director	
	ii. Heads of Section	Registrar / Dy. Director/DoFA	
iii. All Other Academic Staff	DoFA		
iv. All Other Group 'A' Staff	Registrar		
v. All other Non-Academic Staff	Dy. Registrar/Registrar		

S. No.	Particulars	Authority
	E) Extra Ordinary Leave Exceeding 180 days / Sabbatical Leave / Leave for Foreign Travel / Foreign Services	
	i. For All Academic Staff as per rules	Director, on the Recommendation of HOD, DOFA and Dy. Director
	ii. For All Non-Academic Staff as per rules	Director on the Recommendation of HOD/HOS, Registrar and Dy. Director/DoFA

3. Financial Matters:

(i) General Principles:

- Expenditure from Institute Fund: No Institute Authority may incur any expenditure or enter into any liability involving expenditure unless the same has been sanctioned by a Competent Authority.
- In cases where it becomes necessary to issue a sanction for expenditure before funds/ grants are released, the sanction should specify that such expenditure is subject to funds/ grants being disbursed.
- All the applicable provision of the GFR and Govt. of India instruction/IISER Statute will regulate all the financial matters.

(ii) Delegation of Financial Powers:

S. No.	Subject / Head	Particular & Limits	Authority
1	Annual Accounts	Approval and release of Annual Accounts of the Institute	BoG (upon recommendation of FC)
2	Annual Audit of Accounts	To consider and adopt SAR	BoG (upon recommendation of FC)
		Approval of Institute Annual Budget	BoG (upon recommendation of FC)
3	Annual Budget (BE & RE)	Department wise Budget Allocation within the total Budgetary Limit.	Director *(Annual Budget to be reported to the FC in the next meeting.)
4	Re-appropriation of funds	Re-appropriation of funds under plan and Non-plan from one budget head to other. *(Re-appropriation of funds under the same head only and the same for inter-head is not allowed.)	Director (Full Powers within approved budget as per the applicable provision of the Statute)
Note: - Re-appropriation will not be allowed from plan to non-plan and vice versa			
5	Writing-off of Materials/ Items for Disposal & Bad Debts	Up to Rs. 10,00,000/-	Director *(Writing of bad-debt should be reported to the BoG through FC.)
		Above Rs. 10,00,000/-	BoG through FC
Administrative Approval and Expenditure Sanction, (Subject to availability of Budget)			
6	i. Hiring Property on Rent	Within approved budgetary limit	Director
	ii. New Connection – Electricity	Within approved budgetary limit	Director
	iii. New Connection – Telephone & Internet	Within approved budgetary limit	Director
	iv. Electricity & Water Charges	Within approved budgetary limit	EE/SE, IWD
	v. Vehicle Running & Maintenance/insurance etc.	Within approved budgetary limit	Registrar

*inserted vide decision of the 2023-3/24th BoG meeting under agenda no. 18

	vi. Transportation, Conveyance, Freight & Carriage	Within approved budgetary limit	Registrar
	vii. Postage, Telephone and Internet	Within approved budgetary limit	Registrar
	viii. Printing & Publication	Within approved budgetary limit	Registrar
	ix. Insurance Charges	Within approved budgetary limit	DR/Registrar
	x. Wages & Labour Charges	Within approved budgetary limit	DR/Registrar
	xi. Engagement of Professionals (CA, Tax Consultants, Valuers, Legal Experts etc.), Payment of Professional Fees and Legal Expenses	Up to Rs. 1,00,000/- Fees pa	Registrar
		Above Rs. 1,00,000/- Fees pa	Director
	Approval of Purchase Indents (Administrative and Financial Approval), Expenditure Sanction, Acceptance and Award of Tenders for Procurement of Goods and Services, Outsourcing Contracts and approval for Issue of Purchase / Work Orders Subject to availability of Budget subject to financial Concurrence.		
7		Upper limit per occasion	Authority
	i. Outsourcing of Services	Rs. 25,000/-	HoD/HoC
	ii. Consumable Materials		
	iii. Non Consumable Items including capital items	Rs. 1 Lakh	Deans
	iv. Advertisement Charges		
	v. Meeting, Seminar, Conference, Workshop	Rs. 2.5 Lakh	Registrar /Dy. Director
	vi. All Other recurring Expenses	As per the available budget (No upper limit)	Director
	Salary & Establishment Exp.		
8	i. First Salary of Institute Employee	No upper limit	DoFA / Registrar
	ii. Monthly Salary Bill	No upper limit	DR/AR
	iii. Sanction of LTC and Advance	1. Deputy Director, Deans, Registrar and Head of Departments	Director
		2. Heads of Sections	Registrar/ Dy. Director/DoFA
		3. All other Academic Staff	DoFA
		4. All others	Registrar
	iv. Children Education Allowance	All Academic and Non Academic Staff	Registrar/DoFA
	v. Family Pension	1. Sanction of FP – All Academic and Non Academic Staff	Director
		2. Monthly Payment of FP	DR/AR
	vi. DCRG	1. Sanction of DCRG – All Academic and Non Academic Staff	Director
		2. Payment of DCRG	Director
	vii. Leave Encashment	1. Sanction - on Retirement / Quitting of Service	Director
		2. Sanction – At the time of availing LTC	Registrar/ DoFA
	viii. Medical Bill Reimbursement	1. Upto Rs. 2 lakh	Registrar/Dy. Director
2. Above Rs. 2 lakh		Director	
ix. Telephone Bill Reimbursement	Within admissible limits	Registrar/ DoFA	
x. Bonus or any other allowance	As per rules	Registrar	

9	Fellowship, Scholarship, Student Contingency	1. Sanction	DoAA
		2. Monthly Payment	AR/DR
10	All CPDA Expenses	As per rules	DoFA
11	Travelling Expenses & Travel Advance	1. Sanction of all travel outside India by Academic and Non Academic Staff (Including CPDA)	Director
		2. For – Deputy Director, Deans, Registrar, HODs & Associate Professor and above (travel inside India)	Director
		3. For – Head of Sections / Wings (travel inside India)	Registrar/ Dy. Director
		4. For – Faculty up to the level of Assistant Professor (travel inside India)	DoFA
		5. For – Fellows, Scholars, Students (travel inside India)	HOD / DoAA / DoSA
		6. For – All Non Academic Staff (travel inside India)	Registrar
		7. For – All Institute Guests (Academic)	Dy. Director / DoFA / DoAA
		8. For – All Institute Guests (Non Academic)	Registrar
Advances & Imprest			
	1. Festival Advance	As per rules	Registrar
	2. Leave Salary Advance & Advance Salary	As per rules	Registrar/ DoFA
	3. Advance for immediate relief on death of Institute employee	As per rules	Registrar/ DoFA
	4. Advance Salary (Pay Advance)	As per GOI Rules	Registrar/ DoFA
12	5. Advance for Medical Treatment	1. At non-empaneled Hospitals on emergency or relaxation as per CS (MA) rules.	Director
		2 At Empaneled Hospitals	Registrar/ DoFA
	6. Imprest	Full	Director
	7. Contingency Advance	Up to Rs. 15,000/- (limiting to one each Department /Section)	HOD / Deans / Registrar
Above Rs. 15,000/-		Director	
	8. Advances to Contractors, Suppliers, Agencies, Other Institutes after obtaining approval from the Director	1. To Contractors under IWD as per the terms of Work Order/ Rules/ GFR	SE
		2. To Suppliers for Procurement as per the terms of PO/ Rules/ GFR	Registrar
13	Purchase of Library Books and Journals	Upto Rs. 75,000/- per annum	Librarian
		Above Rs. 75,000/-	Director
14	Honorarium	1. Related to Academic Affairs (Including Guest Speakers, Ph.D thesis evaluation and Viva Voce)	Director
		2. Related to Administrative Affairs (Including Honorarium to Members of BoG, FC, B&WC, Other Committees & Experts / Professionals)	Director
Refunds			
15	a. Students Caution Money	No upper limit	DoAA

	b. EMD , SD & Performance Guarantee	1. To Contractors under IWD	SE IWD
		2. To Suppliers for Procurement	AR (S&P)
	c. Fees Refund (Any Fees deposited in Excess)	Full	DoAA
16	Payment of any Fine, Penalty, Demurrage	Full	Director
17	Payment of Compensation	Under Workmen's Compensation Act.	Director
18	To Impose any Fine, Penalty as per the Terms of Contract or Institute Rules or Any Other Rule Applicable	1. To Contractors under IWD	SE
		2. To Suppliers for Procurement	AR (S&P)
19	Investments of Funds	1. < 1 Year	Director
		2. > 1 Year	Director upon the recommendations of Institute Investment Committee
20	Banking	Opening / Closing Bank A/c	Director
21	Passing of Bills	All	DR/ Registrar
22	Signing of Cheques	Up to Rs. 1.00 Crore	Any two authorities signature by Director
		Above Rs. 1.00 Crore	Any one authorized signatory and Registrar
23	Provision for any Expenditure (Recurring and Non-Recurring)	Full	Director
24	Provide Depreciation on Assets	As per Guidelines of MHRD and C&AG	Director
25	Open New Budget / Account Head	All cases	Director
26	Disposal of Records	As per Record Retention Policy	Director

Research and Development Project Management

(A) R&D Financial Matters

Sanctioning powers are delegated to the **Dean of R & D** for payments out of external and internal sponsored project funds up to an extent as under subject to availability of funds strictly as per the sanctions received from Funding Agency/ Institute subject to financial concurrence:

S. No.	Particular / Head	Limit
1	Salary, Remuneration & Overtime payment	Full
2	Honorarium	Full
3	Payment of Consultancy, Lab Testing / Analysis Fees	Full
4	Travel within India including special cases	Full
5	Fellowships	Full
6	Refund of unused funds to sponsoring agencies	Full
7	Approval of Purchase Indents (Administrative and Financial Approval) , Expenditure Sanction , Acceptance and Award of Tenders for Procurement of Goods and Services, Outsourcing Contracts and Issue of Purchase / Work Orders <i>Subject to availability of Budget, pre-audit by IAO/ (AR/ DR (Int. Audit))</i>	
	1. Consumable supplies	Full
	2. Non-consumable items	Full
	3. Outsourcing of Services	Full
	4. Books and Journals	Full
	5. Transportation, Conveyance, Freight & Carriage	Full
	6. Printing & Publication	Full
	7. Advertisement Charges	Full
	8. Wages & Labour Charges	Full
	9. Engagement of Professionals (CA, Consultants, etc.)	Full
	10. Meeting, Seminar, Conference, Workshop	Full
	11. Patent Filing Charges	Full
	12. All Other Expenses & Contingency	Full
	13. Postage, Telephone and Internet bills	AR (R&D)/ DR Full
	14. Insurance Charges	AR (R&D)/DR Full
8	Advances	
	1. Fellowship Advance against sanctioned projects	Full
	2. Permanent Imprest upto (including Recoupment and Adjustment)	Full
	3. Temporary Contingent advance (including Adjustment)	Full
	4. Advance Pay & Fellowship	Full
5. Tour Advance (For travel within India as per entitle class)	Full	
9	Transfer of Assets to Funding Agency as per the terms of sanction	Full
10	Charge of Overheads to Projects and Transfer to Endowment Fund / Any Other Fund of the Institute	Full
11	Passing of Bills (Subject to Administrative and Expenditure Approval accorded by the Competent Authority)	AR (R&D) /DR
12	Approval and release of Annual Accounts of the R&D	Full
13	Issue of Utilization Certificates	Full

Note: In absence of availability of Fund, expenditure sanctions in advance or in anticipation of receipt of Fund from Sponsoring Agency be accorded only with the prior approval of the Director

(B) R & D Project Proposals/MOUs/IPRs etc.

S. No.	Particular / Head	Authority
	Acceptance of New R&D Project Proposals and Budgetary Approval	
1	1. All Sponsored Research and Consultancy Projects of GOI / State Govt./ PSUs / Autonomous Bodies	Director
	2. All Sponsored Research and Consultancy Projects of Industries / Private Agency / International Agencies.	Director
	3. Institute Supported Projects	Director
2	Sanction of Initiation Grant to new Faculty	Director
3	Transfer of IPRs	Director
4	1. Approval of MOUs and Collaboration Agreements with Indian Institutions.	Director
	2. Approval of MOUs and Collaboration Agreements with Foreign Institutions without any additional financial implication on the Govt. of India.	Director
	3. Approval of MOUs and Collaboration Agreements with Foreign Institutions having additional financial implication on the Govt. of India.	Director (Subject to prior approval of the GOI)
5	Signing of MOUs and Collaboration Agreements	DoRD
6	Extension of R&D Projects	DoRD
7	Project Completion reports and Closer	DoRD

(C) R & D Establishment and Administrative Matters

S. No.	Particular / Head	Authority
1	Creation of Short-term Contractual Positions in Institute Project for appointment through Outsourced Agency/ Project Mode/ Short-term Contract	Director
2	Approval of Educational Qualifications, Desired Experience, Terms of Service and Pay Structure of all R&D Project Positions / Contractual / Outsourced Positions.	Director
3	To approve the Structure of Pay and Allowances for R&D Employees and Revision of Salary of R&D Contractual Staff	Director
4	Permission for Foreign Travel	Director
5	Approval of Advertisement	DoRD
6	Constitution of Selection Committee	DoRD
7	Approval of Appointments upon Recommendations of Selection Committee	Director
8	Issue of Appointment Letters	DoRD
9	Extension of Term of Project Appointments	DoRD
10	Issue of Extension Letters	DoRD
11	Deputation for training and courses in India within project sanctions.	Director
12	Disciplinary actions against Project Employees	Director
13	Acceptance of Resignations	DoRD
14	Forwarding application for appointment elsewhere and issue of NOC	DoRD
15	Issue of Service / Experience Certificates	AR (R&D)
16	Sanction of Leave to Project Employees	
	1. Casual Leave	Project Coordinator
	2. All Other Leaves	DoRD

INSTITUTE WORKS DEPARTMENT
Delegation of Financial Powers in Respect of Building Works
(Civil, Electrical & Air Conditioning)

Note: The Board has full powers regarding all constructions. However, in order to facilitate speedy implementation, the Board delegates the following powers to different functionaries' subject to compliance of the provision of the first statute of IISER.

S. No.	Nature of Powers	Limits	
1	To accord Administrative approval and expenditure sanction for original works (A/A&E/S)		
	a) Director	Rs. 5 Crores	
2	To sanction minor works and additions to residential and non-residential building in respect of each case (Chargeable to plan Budget)		
	Residential		
		Upper limit per occasion	Upper limit per annum
	a) Director	Full Power	
	b) DoFA/ Dy. Director	Rs. 5 lakh	Rs. 25 lakh
	c) Registrar	Rs. 25,000/-	Rs. 1 lakh
	d) SE	Rs. 15,000/-	Rs. 50,000/-
	Non-Residential		
		Upper limit per occasion	Upper limit per annum
	a) Director	Full Power	
	b) DoFA / Dy. Director	Rs. 5 lakh	Rs. 25 lakh
	c) Registrar	Rs. 25,000/-	Rs. 1 lakh
d) SE	Rs. 15,000/-	Rs. 50,000/-	
3	To accord the sanction of the technical matters pertaining to the detailed estimates of works		
	a) Director	Full Power	
	b) Registrar	Rs. 25 lakh per annum	
	c) SE	Rs. 5 lakh per annum	
4(a)	Authority for issue of tender document / NIT		
	i) For works costing up to Rs. 5 lakh :	CE/SE/EE shall issue tenders to empanelled Contractors only	
	ii) Tenders for works costing above 5 lakh	Director	
5	Committee for opening of tenders		
	a) For works up to Rs. 2 lakh		
	i. EE/SE	- Chairperson	
	ii. Concerned AE /JE		
	iii. Accounts Representative		
	b) For works above Rs. 2 lakh		
	i. SE	- Chairperson	
	ii. EE		
iii. Consulted AE/JE			
iv. Accounts Representative			
6	Acceptance of lowest tender with or without negotiation		
	a) B&WC	Full Power	
	b) Director	Up to Rs. 2 Crore	
	c) Dy. Director/ Registrar	Up to Rs. 25 lakh	
7	Award of work on work orders without call of tenders to the detailed estimates of works		
	a) Director	Up to Rs. 25 lakh	
	b) Registrar / Deputy Director	Up to Rs. 2 lakh	
8	To pass excess over estimates		
	a) B & WC	Full Power	
	b) Director	Up to Rs. 1 Crore with excess up to 10% of sanctioned amount.	
	c) Dy. Director	Up to Rs. 25 lakh with excess up to 10% of sanctioned amount.	

S. No.	Nature of Powers	Limits
9	Administrative approval of detailed estimate in respect of maintenance & repair works in allocated budget (chargeable to non-plan budget)	
	a) Director	Full Power
	b) Dy. Director	Up to Rs. 20 lakh
10	To accord sanction to extra/substituted items	
	a) Director	Full Power
	b) Dy. Director	Up to Rs. 10 lakh in respect of both scheduled and non-scheduled items
11	Award of additional quantities against abnormally high / low rated items, variations below the schedule rate dully enhanced to the extent of cost	
	a) Director	Full Power
	b) Registrar/ Dy. Director	Rs. 10 lakh
12	Running & final bills of contractor	
	a) EE / Sr. EE	i) EE/Sr. EE to pass pay order on all bills. He shall bear full responsibility for passing the bills of the contractors.
		ii) SE to counter sign all bills which are passed by EE/Sr.EE in respect of all contracts over Rs.10 lakh
13	Pre-audit of bills etc.	
	All running bills and final bills of contract agreement amounting from Rs. 25000/- and above are to be pre-audited by IAO	
14	To approve survey reports and accept highest tenders/bids for proposal of unserviceable materials (except equipment)	
	a) Director	Full Power
	b) CE/ SE	Up to Rs. 2 lakh
15	Local Purchase of stores	
	a) Director	Up to Rs.2.50 lakh as per GFR on a single occasion. No maximum limits.
	b) Dy. Director/Registrar	Up to Rs. 1 lakh per supply order within budget allocation subject to a maximum of Rs.5 lakh per annum.
	c) SE	Up to Rs. 75,000/- per supply order within budget allocation subject to a maximum of Rs. 1.5 lakh per annum
	d) EE	Up to Rs. 50,000/- per supply order within budget allocation subject to a maximum of Rs. 1 lakh per annum
16	Powers of grant of extension of time and levy of compensation	
	a) Director	Full Powers
	b) SE	i) Full powers in respect of work orders up to Rs. 2 lakh
ii) Full powers in respect of individual contracts, amounting to more than Rs. 2 lakh and up to Rs.10 lakh provided delay is not more than 1/3rd of the stipulated period.		
