

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

DELEGATION OF FINANCIAL POWERS TO FUNCTIONARIES

(As approved by the Board of Governors in its 21st meeting held on 17 March 2017 and
In its 28th meeting held on 02 January 2020)

The Board of Governors of the Institute in its 28th meeting held on 02 January 2020 approved the following revised delegation of financial powers to various functionaries of the Institute. This comes into force with immediate effect and henceforth requests for purchases or other expenditures should be routed for approval as per this table.

Authority	Capital Expenditure (excluding Limited Time Store) Rs (Lakh)	Revenue Expenditure and Limited Time Store Rs (Lakh)	Temp advance Rs (Lakh)	Remarks
Dean/Professor- In-Charge (GA)	10	10	10	
Dean/Professor- In-Charge (R&D)	10	10	10	For project and consultancy related expenses.
Other Deans	2.5	0.5	0.5	For expenses related to their respective domains.
Head of the Departments (HoD)	2.5	0.5	0.5	For expenditure related to their Department/ Discipline
Registrar	2.5	0.5	0.5	
Discipline Coordinators (DC) / Project Investigators (PI)	1	0.25	0.25	For expenses related to their respective disciplines/ For own externally funded project related expenses.
Director	All cases	All cases	All cases	

Notes:

1. The financial/sanctioning powers are subject to the provisions made in the Budget.
2. The financial/sanctioning powers cannot be delegated further.
3. **Exclusions:** Purchase of any furniture (including refrigerator, air conditioner and television), travel, legal matters expenditures and casual labour for urgent work. Director is authorized to delegate financial/ sanctioning powers related to these exclusions to various posts/ employees as may be deemed suitable from time to time.
4. Director may delegate financial/sanctioning powers to other posts/employees, charged with special assignment, equivalent to Deans/HoD/DC/PI as may be deemed suitable by the Director from time to time.
5. In the absence of any of the above officials, the Director may delegate their financial powers to any other faculty/ staff as may be deemed suitable.

Delegations for Exclusions:

The sanctioning authority for the exclusions has been delegated to the officials as per the table below but within their financial powers limit:

Sr. No	Head of Expenditure	Account	Officer to hold delegated authority	Remarks
1.	Travel	Institute Account	Associate Dean (FR) in his/her absence Dean (CD)	To carry out the responsibilities, all the functionaries are hereby delegated the sanctioning/ financial powers upto Rs. 2.50 lakhs for 1 & 2.
		a) Faculty		
		b) Non-teaching Staff	Registrar	
		R&D Account (including CPDA,PDA)	Dean (R&D) in his/her absence Associate Dean (EP)	
2.	Furniture	Institute Account	Dean (CD), in his/her absence Associate Dean (CM)	

Sr. No	Head of Expenditure	Account	Officer to hold delegated authority	Remarks
		R&D Account (including CPDA,PDA)	Dean (R&D) in his/her absence Associate Dean (EP)	
3.	Legal	Institute Account	PIC (GA)/Registrar	
		R&D Account	Dean (R&D)	

In the absence of any Dean/PIC, the Director may delegate their financial powers to any other post/employee as may be deemed suitable by the Director from time to time.

A summary of some other related matters is as under:

CPDA/PDA: Apart from CPDA (*ref. Advisory No. 13: Faculty Affairs*) there is a scheme of PDA (Professional Development Account). The PDA amount comprises 12.5% of the total overhead charged from a sponsored research project of the concerned faculty member and such other contributions by the faculty/ Institute. Since both CPDA and PDA are managed through R&D accounts, all cases will require approval of Dean (R&D).

Internally Funded Projects: All expenditure sanctioning will require approval of the Dean (R&D).

Domestic Travel: All travels out of station, regardless of personal or official, should be recommended by Head of the Department (Engineering, Natural Sciences, and Humanities and Social Sciences as the case may be). If expenditure is to be charged to projects/CPDA/PDA, a prior approval of Dean (R&D), and if it is to be charged to MoE grants of the Institute, approval of Associate Dean (FR)/ Registrar, as the case may be, is required.

Foreign Travel: All foreign travels (regardless of whether official or personal, and whether or not any funds are required from the Institute) must be undertaken only with prior approval of the Director. The request for permission must be sent on prescribed proforma well in advance (4 to 6 weeks) of the starting date of journey.

Leave Travel Concession (LTC): All cases need prior approval of the Associate Dean (FR)/ Registrar. The request for permission must be submitted on prescribed proforma well in advance (4 to 6 weeks) of journey.

Refunds and Waivers: All kinds of refunds (viz. deposits, EMD, etc.) will require approval of PIC (GA)/ Registrar while all kind of waivers (viz. penalty, fees, etc.) will require approval of Director, as the case may be.

Loan: Soft Advance and Short Term Loan to faculty are to be sanctioned by PIC (GA) on the recommendation of Head of Departments while that to staff are to be sanctioned by the Registrar. Any other kind of loan will require approval of Director on the recommendation of Professor-In-Charge (FA)/Registrar.

Imprest: It is self-checking account where a fixed balance is maintained by regular replenishments and used for paying small, routine expenses. The imprest for a particular section/unit will be sanctioned by the Director in the name of the concerned officer-in-charge and the imprest amount will depend upon the needs of the section/unit. Day to day contingent expenses for items up to the value of Rs. 5000/- at disciplines/section level are to be paid from Imprest only. For recoupment of the Imprest, bills/invoices of the expenditure are to be submitted to the Accounts Section. Recoupment request typically be made when the Imprest falls below 50% of the sanctioned amount.