



INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Renigunta Road, Settipalli Post, Chittoor District, Tirupati – 517506

No: IIT T/6th BoG/2019

March 29, 2019

Sub: Delegation of financial powers – regarding.

The undersigned is directed to convey that based on the recommendations of the Finance Committee in its meeting held on 27-02-20-19, the Board of Governors at its 6th meeting held on 27-02-2019 have approved Delegation of financial powers to various functionaries of IIT Tirupati as per the Annexure enclosed. They come into force with immediate effect.



29.3.19
(AVV Prasad)
Registrar

Encl: as above

To

All concerned

Indian Institute of Technology Tirupati
Delegation of Financial Power Rules (DFPRs), 2019

S.No.	Subject	Description		Authority
1.	Accounts	1.1	Authorise the release of Annual Audited Financial Statements	BOG: Full Powers
2.	Budgets	2.1	Approve annual Institute Budget	BOG: Full Powers
		2.2	Allocation and re-appropriation of funds	Director: Full Powers (within MHRD Object-headwise Grants and as per the guidelines of GFR.)
3.	Tender, Expenditure, and Advance Payment to vendors (against duly sanctioned expenditure)	3.1	Representation on all Tender Formulation and Evaluation Committees (TFECs).	
		3.1.1	Estimated Purchase Price Upto Rs.20.00 lakhs	Officer-in-charge (Accounts) or their nominee, Officer-in-charge (S&P) or their nominee.
		3.1.2	Estimated Purchase Price above Rs.20 lakh	Officer-in-charge (Accounts and Officer-in-charge (S&P)). (NB: No provision for nominees)
		3.2	Approve Purchase Indents and Sanction Sheets [Expenditure Sanctioning Authority (ESA)]	
		3.2.1	Consumables (including engagement of consultants / specialists but excluding auditors, tax consultants, actuaries, lawyers, and outsourcing contracts)	Director: Full Powers Deans / HODs/Registrar / Librarian / PI (for project purchases) : Upto Rs. 2.00 Lakh
		3.2.2	Limited Time Asset Stores (LTAS)	Director: Full Powers Deans / HODs/Registrar / Librarian / PI (for project purchases) : Upto Rs. 2.00 Lakh
		3.2.3	Non-consumables	Director: Full Powers Deans / HODs/Registrar / Librarian / PI (for project purchases) : Upto Rs. 5 lakh
		3.2.4	Motorized vehicles, including two-wheelers, for Institute and / or projects.	Director: Full Powers
		3.2.5	Uniforms, Badges, and related items for employees as well as others	Director: Full Powers
		3.2.6	Institute Promotion and Publicity/Advertisement	Director: Full Powers Registrar: Rs.2.00 lakhs
		3.2.7	Insurance	Director: Full Powers
		3.2.8	Demurrage and Wharfage	Officer-in-charge (S&P) : Full Powers
		3.2.9	Freight Handling	Officer-in-charge (S&P): Full Powers (in line with duly approved contract)



			terms)
3.2.10	Precious Metals	Director: Full Powers PI (for projects purchases): Upto Rs.4 lakh	
3.2.11	Gifts	Director: Full Powers Deans / Registrar / Librarian : Up to Rs. 25,000	
3.2.12	(Renting of) Land / Building	Director: Full Powers	
3.2.13	Rent, Rates and Taxes	Director: Full Powers	
3.2.14	Books / Journals / Periodicals	Chairman, LC (Library Committee) : Full Powers Librarian: Up to Rs. 50,000	
3.3	Approve and Sign Purchase / Work Orders (against duly approved Purchase Indents and Sanction Sheets)	Registrar: Full Powers	
3.4	Approve any and all variation(s) to earlier approved terms of expenditure, including but not limited to: - extension of delivery period (with or without liquidated damages); - accepting price increase against fixed-price contracts; - release of Earnest Money Deposit (EMD) / Performance Security; - relax / waive EMD / Performance Security requirement; - relax / waive compensation / loss due to failure of supplier / contractor	Expenditure Sanctioning Authority (ESA) i.e. the Purchase Indent and Sanction Sheet Approver	
3.5	Confirm satisfactory delivery / installation / commissioning of ordered goods / services	Purchase Indentor	
3.6	Pass bills	Registrar : Upto Rs.5.00 lakhs Assistant Registrar (Accounts): Up to Rs. 2.00 lakhs. Beyond Rs.5.00 lakhs jointly by Registrar & Director	
4.	Contracts	4.1 Sign Contracts (following administrative approval and / or expenditure sanction by the competent authority)	Dean (SRC): Full Powers (for all contracts / agreements pertaining to Projects, Research and Development, including recruitment of projects employees) Registrar: Full Powers Head of Engineering Unit: Full Powers (for all contracts / agreement related to construction, maintenance, fabrication or manufacturing of buildings, machines or tools related to Institute's Engineering Unit)
	4.2	Extend contracts	Director: Full Powers

				Dean, SRC (for project purchases): Up to 3 years within their relevant delegated financial authority.
5.	Travel	5.1	Approve travel within India for:	
			Director	Self-Controlling Officer
			Deans/HODs/Registrar	Director: Full Powers
			Faculty, Guest Speakers (including honoraria), students (including students' tours), M.S. / PhD admissions, employees of Departments from Department travel funds as per rules	Deans/HODs: Full powers
			All travel in connection with admissions, Thesis evaluation, students attending conferences in India.	Dean (Academic Affairs): Full Powers.
			All other Officers and Non-Academic Employees	Registrar
			From Project Funds	Dean (SRC): Full Powers
			Candidates for advertised M.S / PhD Positions	Deans/HODs: Full Powers
			All others cases not covered above	Director: Full Powers
		5.2	Approve travel outside India	Director: Full Powers (except his own travel which requires Chairman, BOG's approval)
		5.3	Sanction travel advance (where travel has been pre-authorized by the competent authority as above)	Dean (SRC): Full Powers (from project funds) All other cases: Registrar: Full powers
		5.4	Pass travel claims	Assistant Registrar (Accounts.): Full Powers
		6.1.	Sanction LTC / LTC Advance (subject to leave having been pre-approved by the competent authority)	Registrar: Full Powers
6.	Leave Travel Concession (LTC)	6.2	Pass LTC claims	Assistant Registrar (F&A): Full Powers
		7.1	Sanction of Permanent Advance	Director: Full Powers
7.	Imprest			
		8.1	Sanction Temporary Advance	
8.	Advances	8.1.1	For equipment (LTAS / Non-consumables)	Director: Full Powers Dean, SRC (for project purchases): Up to Rs. 1 lakh Deans /HODs/ Registrar / PI (for project purchases): Up to Rs.1.00 lakh



		8.1.2	For Consumables	Director: Full Powers Dean, SRC (for project purchases): Up to Rs. 2 lakh Deans / HODs/Registrar / PI (for project purchases): Up to Rs. 50,000
9.	Banking and Investments	9.1	Open / close Institute bank accounts	Director: Full Powers
		9.2	Open / close bank accounts for professional activities e.g. conferences, projects etc.	Dean, SRC (for projects): Full Powers
		9.3	Inter-bank account transfers (for cash management purposes)	Authorize transfer - Registrar: Full Powers Sign Cheques - Upto Rs.5.00 lakhs – Registrar Beyond Rs.5.00 lakhs – Jointly by Registrar and Director.
10.	Signing of Cheques			Upto Rs.5.00 lakhs – Registrar Beyond Rs.5.00 lakhs – Jointly by Registrar and Director.
11.	Write-offs		Write-off materials / items for disposal, losses due to theft, fraud, negligence etc.	BOG: Full Powers Director: Up to Rs. 5.00 Lakh
12.	Budget / Account Heads		Open / close budget / account heads	Registrar: Full Powers
13.	Payroll / Project / Non-payroll Positions	13.1	Create positions	BOG: Full Powers Director: Full Powers (for project positions)
		13.2	Make appointment against approved payroll / project positions	BOG: Full Powers Director: Full Powers (for Group B and C positions) Dean (SRC): Full Powers (for projects positions)
		13.3	Approve pay fixation (in line with principles approved by competent authority)	Registrar : Full Powers (for faculty and academic staff) Dean, SRC: Full Powers (for project employees)
		13.4	Pass monthly salary bills	Officer-in-charge (Accounts): Full Powers
		13.5	Outsource whole / part of service and / or hiring of labour	Director: Full Powers Dean, SRC (for project purchases): Up to 90 days
14.	New Pension System (NPS)	14.1	Sign bills and payment order	Registrar : Full Powers
		14.2	Sign Cheques	Upto Rs.5.00 lakhs – Registrar Beyond Rs.5.00 lakhs – Jointly by Registrar and Director.
15.	Medical Benefits to employees	15.1	Sanction outpatient medical expenses	Registrar: Full Powers
		15.1.1	Pass claims	Registrar :Full Powers
		15.2	Sanction inpatient medical expenses	Director: Full Powers Registrar: Full Powers (for local hospitalization)

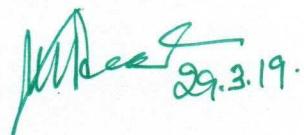
		15.2.1	Pass claims	Registrar: Full Powers Officer-in-charge (Accounts): Full Powers (for local hospitalization, in hospital where Institute has signed MoU)
16.	Cumulative Professional Development Account (CPDA)	16.1	Sanction reimbursement of expenses	Registrar: Full powers
		16.2	Pass claims	Registrar: Full Powers
17.	Scholarships	17.1	PhD thesis evaluation and viva voce - Honararium	Dean (Academic Affairs): Full Powers
		17.2	Thesis, books and contingency grants (for students)	Dean (Academic Affairs): Full Powers
		17.3	Extension of M.S. / PhD scholarships	Dean (Academic Affairs): Full Powers
		17.4	Pass monthly bills and sign cheques	Officer-in-charge (Accounts): Full Powers
18.	Refunds	18.1	Approve refund of security deposits to suppliers	Registrar: Full Powers
		18.2	Approve refund of student caution money	Asst. Registsrar: Full Powers
19.	Compensation		Authorize compensation under Workmen's Compensation Act	Director: Full Powers
20.	Interest Bearing Advances	20.1	Sanction Interest bearing advances	Registrar: Full Powers for entitled category Director: Full powers for Non-entitled category
		20.2	Signing of bills and cheques	Officer-in-charge (Accounts): Full Powers
		20.3	Approve and sign individual annual statements of account	Officer-in-charge (Account s): Full Powers
21.	Pre-Audit		Pre-audit of: -All purchase proposals (indigenous and imports) including rate contracts; - All payments and adjustment of advances above Rs. 5,000 (imports, salary, honorarium, overtime, pension, NPS, and all other personal claims excepted); EU bills as laid down in EU's DFPRs; - All pay fixation, retirement / terminal benefits, leave encashment (on resignation / retirement), transfer of services, service matters impacting the finances etc.	Officer-in-charge (Internal Audit): Full Powers
22.	Engagement of professionals		Engagement of auditors, tax consultant, actuaries, lawyers and Technical Consultants	Director: Full Powers Dean (SRC): Full Powers (for projects)



23.	Student Affairs Related	23.1	Approve expenditure / Purchase order / advance payment to vendors	Director: Full Powers Dean (Students) Up to Rs2 lakh
		23.2	Pass claims	Registrar : Full Powers Officer-in-charge(SA): Upto Rs. 5lakh Assistant Registrar (SA): Up to Rs. 50,000
		23.3	Sign Cheques	Upto Rs.5.00 lakhs – Registrar Beyond Rs.5.00 lakhs – Jointly by Registrar and Director.
24.	Endowment Fund	24.1	Other than donations (interest earnings only)	BOG: Full Powers Director: Full Powers (for development and / or to promote excellence)
		24.1.1	Approve expenditure	
		24.1.2	Pass claims	Registrar: Full Powers
		24.1.3	Sign cheques	Upto Rs.5.00 lakhs – Registrar Beyond Rs.5.00 lakhs – Jointly by Registrar and Director.
		24.2	Designated / Undesignated donations	Director: Full Powers
		24.2.1	Approve Expenditure	
		24.2.2	Pass claims	
		24.2.3	Sign cheques	Upto Rs.5.00 lakhs – Registrar Beyond Rs.5.00 lakhs – Jointly by Registrar and Director.

In all cases, unless otherwise specified, Officer-In-Charge (OIC) is a group A Officer and above.

Provisions of GFR 2017 and instructions issued from time to time by MHRD/MOF to be followed strictly in exercising the above powers.



A.V.V. Prasad
REGISTRAR
Indian Institute of Technology
Tirupati