



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-1(197)/2020/3098


Dated: July 7, 2020

M E M O

The undersigned is directed to convey that on the recommendation of the Finance Committee at its 123rd meeting held on 01.06.2020, the Board of Governors at its 197th meeting held on 01.06.2020 approved the Delegation of Financial Powers to the Institute functionaries as detailed in the **Annex**.

This is for information and necessary action please.

Encl: As stated


Registrar &
Secretary, BOG

To

All Deans
All Heads of Departments/Centres/Schools/Sections/Units

Copy to :

1. Chairman, Enterprise Resource Planning [ERP]
 2. All Joint Registrars /Deputy Registrars/Assistant Registrars
 3. Secretary to Director
 4. Secretary, Deputy Director's Office
 5. Secretary, Registrar's Office
 6. Web Notice Board
- BoG: 197-4 FC:123-5

Item No. FC: 123-5

To consider and recommend to the Board of Governors for approval of delegation of financial power to the Institute functionaries.

1) **Delegation of Financial Powers;**

In order to facilitate smooth and faster discharge of various responsibilities, it is proposed to revisit as advised by the Director the existing delegation of the Financial Powers as approved by BoG in its 185th meeting held on 20th March, 2017 on the recommendation of 112th meeting of the Finance Committee held on 20th March 2017 and the same was notified through the Office Order bearing number MS/B1(185)/2017/2835 dated 31.10.2017 (copy enclosed) to the various functionaries of the Institute for Purchase/ Procurement of Goods and Services including Works. The Delegation of Powers shall be subject to availability of budgetary allocation.



The Delegation of Powers shall cover all Departments / Centres / Schools/Units/Sections including Sponsored Research and Industrial Consultancy (SRIC); Continuing Education; Technology Guest Houses, Technology Student's Gymkhana and Hostel Management Committee, Hospital, etc. The proposed delegation of the financial powers are given below in tabular form:

a) **Financial Power of Director, Deputy Director, Deans and HODs :**

Administrative Heads	For Approval of All Expenditure including Works, Purchases, & Procurement of Good and Services (Rs.)	For Approval of Advances for all Expenditures (Rs.)
Director	Full powers in all cases	Full powers in all cases
Deputy Director	75 Lakhs	5 Lakhs
All Deans other than Dean (SRIC)	6 Lakhs	0.75 Lakhs
Dean (SRIC)	(i) 10 Lakhs for Sponsored research projects/consultancy projects of the faculty (ii) 6 lakhs for the Institute projects/Institute level projects/legal expenses/other expenses out of overhead/saving of SRIC ie IRG fund	2.5 Lakhs 0.75 Lakhs
HOD/HOC/HOS/Dean (VGSOM) & Dean (RGSOIPL)	5 Lakhs	0.5 Lakhs

Note: In absence of the Dean, the financial powers of the Dean may be delegated to the Concerned Associate Dean.

b) **Financial Power for other Administrative Heads:**

Administrative Heads	For Approval of All Expenditures including Works, Purchases, & Procurement of Good and Services (Rs.)	For Approval of advances for all Expenditures (Rs.)
Registrar#	5.0 Lakhs	0.5 Lakhs
Librarian	1.5 Lakhs	-
PMO, BCRTH	1.5 Lakhs	-
CE, IW	2.0 Lakhs	-
SE, IW	1.0 Lakhs	-
Deputy/Joint Registrar	0.25 Lakhs	-
SEE, IW	0.25 Lakhs	-

#Registrar as DDO shall have full powers with regard to all Statutory Payments i.e. Pay & Allowances; Wages of outsourced manpower; Medical Claims; Fellowships / Scholarships, in respect of approved personnel and students of the Institute besides payment on account of Office Expenses like Electricity, Water, Telephone, Postage, Fuel and other bills for running of the Institute's establishment.

The following functionaries shall have Financial Power of Rs 2.0 Lakhs:

- i) All Chairmen/Chairperson
 - ii) Head, CIC, Head, IIC and President, TSG
 - iii) All PICs.
- c) **Power of Signatories**
- i) Superintending Engineer's financial power related to issuance of work orders remains at the current level of beyond Rs 10.0 Lakhs. However, he/she will have powers to sign the work order even up to Rs10 Lakhs if required.
 - ii) Senior Executive Engineer's financial power related to issuance of work orders remains at the current level of beyond Rs 5 Lakhs to up to 10 Lakhs.
 - iii) Executive Engineer's financial power related to issuance of work orders remains at the current level of up to Rs 5 Lakhs
 - iv) Deputy Registrar (S&P)'s financial power related to issuance of purchase order for goods and services normally beyond Rs10 Lakhs. However, he/she will have powers to sign the Purchase order even up to Rs10 Lakhs if required.



- v) Assistant Registrar(S&P)'s financial power related to issuance purchase order for Good and Services shall be up to Rs. 10 Lakhs.
- vi) Depending upon the exigencies, the Director may delegate the power to issue Work Order, Purchase Order etc. to Engineers, Executive Engineers, Superintendent Engineers, Assistant Registrars, Executive Officers, Deputy Registrars or any other Officer.

Note:

- i) *Exercise of Financial Powers shall be subject to Budgetary Allocation;*
 - ii) *Works and Procurement of Goods and Services shall be executed as per approved guidelines of the Institute;*
 - iii) *All payments and adjustment of bills shall be carried out by Assistant Registrar(A/cs)/ Executive Officers/Deputy Registrar(F&A)/ Deputy Registrar(A/cs)/ (Assistant Registrar (SRIC)/Deputy/joint Registrar(SRIC)- For SRIC matters)/Registrar.*
- 2) Delegation of Powers to Drawing & Disbursing Officer (DDO), and Delegation of Powers of Authorized Signatories for signing of Cheques /Bank Advices etc. shall remain the same as approved by the BoG in its 185th meeting held on March 20, 2020 as stated above.

After detailed deliberation,

Resolved that:

The Finance Committee recommends to the Board of Governors for approval of the revised delegation of the financial power to the Institute functionaries.