

Indian Institute of Technology Palakkad
Delegation of Financial Power Rules (DFPRs), 2021

In the absence of a regular Registrar the Director will be the signatory in the place of Registrar.

S.No.	Subject	Description		Approving 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 BOG approved Institute budget)
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 between Rs. 2.5 and Rs.50 lakh	Officer-in-charge (Accounts) or their nominee, Officer-in-charge (S&P) or their nominee.
		3.1.2	Estimated Purchase Price above Rs. 50 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	Director: Full Powers Deans / HoDs / Registrar / Librarian / PI (for project purchases) : Upto Rs. 1 Lakh Officer-in-charge (Section-wise) : Upto Rs. 10,000/-
		3.2.2	Limited Time Asset Stores (LTAS)	Director: Full Powers Deans / HoDs / Registrar / Librarian / PI (for project purchases) : Upto Rs. 2 Lakh Officer-in-charge (Section-wise): Upto Rs. 50,000/-
		3.2.3	Non-consumables	Director: Full Powers Deans / HoDs / Registrar / Librarian / PI (for project purchases) : Upto Rs. 5 lakh Officer-in-charge (Section-wise): Upto Rs. 25,000
		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	Director: Full Powers
		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	(Renting of) Land / Building	Director: Full Powers
		3.2.12	Rent, Rates and Taxes	Director: Full Powers
		3.2.13	Books / Journals / Periodicals	Chairman, LC (Library Committee) : Full Powers Librarian: Up to Rs. 50,000
		3.3	Approve and Sign Purchase / Work Orders (against dully approved Purchase Indents and Sanction Sheets)	Registrar: Full Powers Expenditure Sanctioning Authority (ESA) (i.e. the Purchase Indent and Sanction Sheet Approver): Up to Rs. 50,000
		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 : Full Powers Officer-in-charge (Accounts): Up to Rs. 5 lakh Assistant Registrar (F&A): Up to Rs. 50,000

4	Contracts	4.1	Sign Contracts (following administrative approval and / or expenditure sanction by the competent authority)	<p>Dean (ICSR): Full Powers (for all contracts / agreements pertaining to Projects, Research and Development, including recruitment of projects employees)</p> <p>Registrar: Full Powers (for all contracts / agreement related to General Administration .</p> <p>Head of EWD: Full Powers (for all contracts / agreement related to construction, maintenance, fabrication or manufacturing of buildings, machines or tools related to Institute's Engineering Work Department)</p>
		4.2	Extend contracts (Monetary limit of + 25%)	<p>Director: Full Powers</p> <p>Dean, ICSR (for project purchases): Up to 3 years within their relevant delegated financial authority.</p>
5	Travel	5.1	Approve travel within India for:	
			Director	Chairman, BOG: Full Powers
			Deans	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	Dean, Administration
			All travel in connection with QIP and PhD Thesis evaluation including student cases for attending conferences and others special cases	Dean (R&D): Full Powers
			All other Officers and Non-Academic Employees	Dean, Administration
			From Project Funds	Dean (ICSR): Full Powers
			Candidates for advertised M.S / PhD Positions	Dean (R&D): Full Powers
		All others cases not covered above	Director: Full Powers	
		5.2	Approve travel outside India	<p>Director: Full Powers (except his own travel which requires Chairman, BOG's approval)</p> <p>Dean (Admin): For faculty under CPDA and academic staff.</p>

		5.3	Sanction travel advance (where travel has been pre-authorized by the competent authority as above)	Dean (ICSR): Full Powers (from project funds) All other cases: Officer-in-charge (Accounts): Full Powers Assistant Registrar (F&A): Up to Rs. 50,000
		5.4	Pass travel claims	Assistant Registrar (F&A): Full Powers
6	Leave Travel Concession (LTC)	6.1	Sanction LTC / LTC Advance (subject to leave having been pre-approved by the competent authority)	Dean (Admin): Full Powers (for all faculty and academic staff) Registrar: Full Powers (for all other non-academic (Staff))
		6.2	Pass LTC claims	Assistant Registrar (F&A): Full Powers
7	Imprest	7.1	Sanction Imprest	Permanent Imprest - Director: Full Powers Deans / HoDs / Registrar / Finance Officer /Librarian upto Rs.10,000/-
		7.2	Adjustment, Recoupment and Payment of Imprest	Officer-in-charge (Accounts): Full Powers Assistant Registrar (F&A): Up to Rs. 10,000/-
8	Advances	8.1	Sanction Temporary Advance	
		8.1.1	For equipment (LTAS / Non-consumables)	Director: Full Powers Dean, ICSR (for project purchases): Up to Rs. 1 lakh Deans / HoDs / Registrar / Finance Officer / Librarian / PI (for project purchases): Up to Rs. 25,000 Officer-in-charge (Section-wise): Up to Rs. 20,000
		8.1.2	For Consumables	Director: Full Powers Dean, ICSR (for project purchases): Up to Rs. 2 lakh Deans / HoDs / Registrar / Finance Officer / Librarian / PI (for project purchases): Up to Rs. 50,000 Officer-in-charge (Section-wise): Up to Rs. 5,000/-
		8.2	Adjustment of Temporary Advance	Officer-in-charge (Accounts): Full Powers Assistant Registrar (F&A): Up to Rs. 20,000 (for equipment) Assistant Registrar (F&A): Up to Rs. 5,000 (for consumables)
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, ICSR (for projects): Full Powers

		9.3	Inter-bank account transfers (for cash management purposes)	Authorize transfer - Registrar: Full Powers Sign Cheques - Officer-in-charge (Accounts): Full Powers
10	Signing of Cheques (cases other than those mentioned elsewhere in this document)	10.1	Other than EWD	Registrar : Full Powers Officer-in-charge (Accounts): Up to Rs. 5 lakh Assistant Registrar (F&A): Up to Rs. 50,000
		10.2	EWD	Registrar: < 30 lakh Officer-in-charge (Accounts): Up to Rs. 2 lakhs Assistant Registrar (F&A): Up to Rs. 50,000
11	Write-offs	Write-off materials / items for disposal, losses due to theft, fraud, negligence etc.		BOG: Full Powers Director: Up to Rs. 1 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 C and D positions) Dean (ICSR): Full Powers (for projects positions)
		13.3	Approve pay fixation (in line with principles approved by competent authority)	Dean, Administration: Full Powers (for faculty and academic staff) Dean, ICSR: Full Powers (for project employees) Registrar: Full Powers (for others)
		13.4	Pass monthly salary bills and sign cheques	Officer-in-charge (Accounts): Full Powers
		13.5	Outsource whole / part of service and / or hiring of labour	Director: Full Powers Dean, ICSR (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	Officer-in-charge (Accounts): Full Powers
15	Medical Benefits to employees	15.1	Sanction outpatient medical expenses	Medical Officers: Full Powers
		15.1.1	Pass claims	Registrar : Full Powers Officer-in-charge (Accounts): Up to Rs. 2,000 Assistant Registrar (F&A): Up to Rs. 1,000 Superintendent (Accounts): Up to Rs. 200 (including cash payment)
		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	Director: Full Powers Dean (Admin): Full Powers (for domestic travel)
		16.2	Pass claims	Officer-in-charge (Accounts): Full Powers
17	Scholarships	17.1	PhD thesis evaluation and viva voce	Dean (R&D): Full Powers
		17.2	Thesis, books and contingency grants (for students)	Dean (R&D): Full Powers
		17.3	Extension of M.S. / PhD scholarships	Dean (R&D): 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	ESA: Full Powers
		18.2	Approve refund of student caution money	Dean (Academic): Full Powers
19	Compensation	19.1	Authorize compensation under Workmen's Compensation Act	Director: Full Powers
20	Interest Bearing Advances	20.1	Sanction Interest bearing advances	Director: Full Powers Dean (ICSR): Full Powers (for quasi- permanent employees in the R&D cadre)
		20.2	Sign bills and cheques	Officer-in-charge (Accounts): Full Powers
		20.3	Approve and sign individual annual statements of account	Officer-in-charge (Accounts): Full Powers
21	Pre-Audit	21.1	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); EWD bills as laid down in EWD'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	22.1	Engagement of auditors, tax consultant, actuaries, and lawyers	Director: Full Powers Dean (ICSR): Full Powers (for projects)
23	Student Affairs Related	23.1	Approve expenditure / Purchase order / advance payment to vendors	Director: Full Powers Dean (Students) and Chairman, COW (jointly): Up to Rs. 5 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	Registrar: Full Powers Officer-in-charge(SA): Upto Rs. 5lakh Assistant Registrar (SA): Up to Rs. 50,000
24	Endowment Fund	24.1	Other than donations (interest earnings only)	Endowment Advisory Board: 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	Registrar: Full Powers
		24.2	Designated / Undesignated donations	Endowment Advisory Board: Full Powers
		24.2.1	Approve Expenditure/Investments	Director: Full Powers for designated donations
		24.2.2	Pass claims	Registrar: Full Powers
		24.2.3	Sign cheques	Registrar : Full Powers

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

Note: "The Director shall be empowered to take action in all matters not covered in the above lists"