



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
मोहनपुर / Mohanpur- 741246

सं. सं. आई आई एस ई आर के/का आ/कुस/2018-19/052

दिनांक : 12.04.2018

कार्यालय आदेश

24 मार्च 2018 को आयोजित 33 वीं वित्त समिति/40 वीं शासी मंडल द्वारा अनुमोदित प्राधिकरण के प्रत्यायोजन (प्रशासनिक एवं वित्तीय) का संशोधित रूप सूचना एवं अनुपालन हेतु संलग्न है।
यह पिछले कार्यालय आदेश सं. आई आई एस ई आर के/कुस/का आ/ 2015-16/628, दिनांक 20.08.2015 के अधिक्रमण में जारी किया जा रहा है।

जयदीप शील

कुलसचिव

Ref. No. IISERK/OO/REG/2018-19/052

Date: 12.04.2018

OFFICE ORDER

The revised Delegation of Authority (Administrative and Financial) as approved by the 33rd FC/40th BoG dated 24 March 2018 is attached herewith for information and compliance.

This is issued in supersession of previous Office Order No. IISER/REG/OO/2015-16/628 dated 20/08/2015.


Registrar



**Delegation of Authority
(Administrative and Financial)**

of

IISER Kolkata

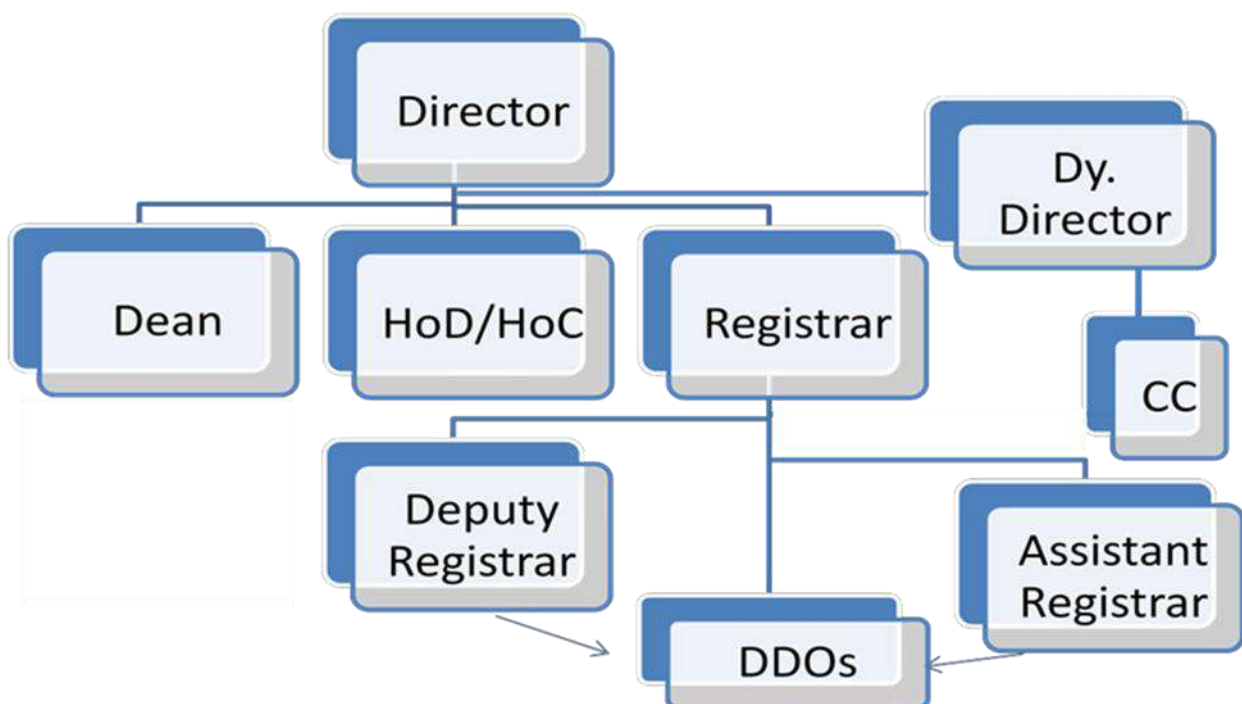
Delegation of Authority (Administrative and Financial)
(Approved by 33rd FC/40th BoG dated 24 March 2018)

I. Definitions

1. Institute: Institute means the IISER Kolkata
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. BWC: BWC means Building and Works Committee of the Institute
6. Dy. Director : Dy. Director means the Deputy Director of the Institute
7. DoAA: DoAA means Dean of Academic Affairs of the Institute
8. DoFA: DoFA means Dean of Faculty 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. ADoRD: ADoRD means Associate Dean of Research and Development of the Institute
13. Faculty: Faculty means the Faculty members of the Institute
14. Registrar: Registrar means the Registrar of the Institute
15. Librarian: Librarian means the Librarian of the Library of the Institute
16. HOD/ HOC: HOD/HOC means the Head of the Academic Departments/ Centres
17. DR : DR means the Deputy Registrar of the Institute
18. AR : AR means the Assistant Registrar of the Institute
19. PI : PI means the Project Investigator of R & D Project
20. CC: Committee Convenor/Faculty In-Charge of respective Facility, Wing, Section
21. IAO : IAO means Internal Audit Officer of the Institute
22. CVO: CVO means Central Vigilance Officer of the Institute
23. CMO: CMO means Chief Medical Officer of the Institute
24. PC: PC means Purchase Committee of the Institute duly constituted by the Director
25. BWCM: BoG nominated member in the BWC

II. Administrative Hierarchy

1. **Head of Institute (Department):** The Director of the Institute shall be the Administrative and Academic Head of the Institute (Department) for all purposes.
2. **Head of Office:**
 - a. The DoAA shall be the Head of Office for all academic matters of the Institute
 - b. The DoFA shall be the Head of Office for all faculty related matters of the Institute
 - c. The DoSA shall be the Head of Office for all students related matters of the Institute
 - d. The DoIRO shall be the Head of Office for all alumni, international relations and outreach related matters of the Institute
 - e. The DoRD shall be the Head of Office for all Research and Development related administrative, establishment and financial matters of the Institute.
 - f. The Registrar of the Institute shall be the Head of Office for all General Administrative, General Financial and non faculty establishment matters of the Institute.
3. **DDO/DDOs:** 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. Registrar, Dy. Registrar (F&A) and Assistant Registrar (F&A) will be DDO by default.



III. Delegation of Authority (Administrative)

1. Reporting Hierarchy

Sr. No.	Office/Department/Section/Wing/Unit	Office-in-charge	Reporting Head	Reviewing Authority
1	Directorate	AR/ Secretary to Director	Director	Director
2	General Administration/ Non-Teaching Admin. Section	AR /DR (Admin)	Registrar	Director
3	Scientific and Laboratory Staff	-	HoD	Dy. Director
4	Academic affairs Office	AR/DR (Academic)	DoAA	Dy. Director
5	Faculty affairs Office	AR/DR (Faculty Affairs)	DoFA	Dy. Director
6	Research & Development Office	AR/DR (R & D)	DoRD	Dy.Director
7	Students' Affairs Office	AR/DR (SA)	DoSA	Dy.Director
8	Alumni, International Relations and Outreach Office	AR/DR (IRO)	DOIRO	Dy.Director
9	JAC/JEE/GATE Office	-	Chairperson, JAC/JEE/GATE	Director
10	Finance & Accounts Section	AR/DR (F & A)	Registrar	Director
11	Internal Audit	IAO or AR/DR (Int. Audit)	Dy. Director	Director
12	Stores & Purchase Section	AR/DR (S & P)/DR (F&A)	Dy. Director	Director
13	Academic Departments	-	HoD	Director
14	Centres	-	HoC	Director
15	Central Library	-	Librarian/FIC	Director
16	Central Computer Centre	System Administrator	CC, CCC	Dy. Director
17	Centralized Surveillance-Communications-Access Control -Networking (SCAN), Telephone, Networking & Automation Cell	System Administrator	CC, CCC	Dy. Director
18	Health Centre	CMO	CC	Dy. Director
19	Vigilance Wing	-	CVO	Director
20	Central Labs./Instrumentation Labs./Core Labs/CIF	Scientific officer	DORD	Director
21	Students Placement and Career Guidance Cell	AR/DR (SA)	CC	DOSA
22	Physical Activity Section	Sports Officer	DOSA	Director
23	Students' Activity Council (Gymkhana)	-	DOSA	Director
24	Guest House	AR/DR (Estb.)	CC	Dy. Director
25	Halls of Residence/Hostel	Warden	Chief Warden	DOSA
26	IPR and Incubation cell	OIC	DoRD	Director
27	Interdisciplinary Programmes	OIC	HoD or HoC	Director

Sr. No.	Office/Department/Section/Wing/Unit	Office-in-charge	Reporting Head	Reviewing Authority
28	Public Relations Cell	AR/DR (Public Relations)	Registrar	Director
29	Legal Cell	AR/DR (Admin.)	Registrar	Director
30	Recruitment Cell	AR/DR (Faculty Affairs) and AR/DR (Admin.) for staff	DoFA and Registrar	Director
31	Rajbhasha Prakoshtha	AR/DR (Admin.)	CC	Director
32	Staff Training Unit	AR/DR (Admin.)	Registrar	Director
33	RTI Cell	CPIO	Appellate Authority	Director
34	Transport Wing	AR /DR (Estb.)	CC	Dy. Director
35	Security Unit	Chief Security Officer	CC	Dy. Director
36	Estate Office/Establishment Section	Estate Officer/AR/DR (Estb.)	SE /CC	Dy. Director
36	Institute Works Department	Project Engineer	SE/CC	Dy. Director
37	Sanitation and Housekeeping Wing	AR/DR (Estb.)	CC	Dy. Director

Note:

1. In the absence of the Dy. Director, unless otherwise mentioned, the Director will assume the roles of Dy. Director.
2. Wherever the Officer-in-charge is not indicated, or the post is not filled, the section/Unit will be directly under the Reporting Head.
3. Wherever the Reporting Head is not indicated, or the post is not filled, the superior officer will exercise the delegated Powers of the Reporting Head.
4. Wherever “/” is used, it indicates the routing channel. For example, Registrar/Dy. Director means the routing is through the Registrar to Dy. Director.

1. Administrative Matters

Sr. 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		Director
3	Appointment / Extension of Institute PDFs and RAs		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 Recruitment Fee		Director
7	Extension of time for Joining		Director
8	Approval of Up-gradation orders for Group ‘A’ ‘B’ and ‘C’ Staff as per approved Assessment Rules (MACP)		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 and all types of retirements other than superannuation		Director

11	Waiver of notice period for Resignation / Technical Resignation	Director
12	To allow deputation of Academic and Non-Academic Staff in other Institutions / PSUs / Government Undertaking / Government Departments etc. as per rules	Director
13	Grant of lien on permanent post held in IISER Kolkata by employee upon temporary appointment in other Govt. Organization	Director
14	To approve the Structure of Pay and Allowances for Contractual/Outsourced Employees/ R&D Project Employees	Director
15	Permission for Foreign Travel	Director
16	Issue of Appointment Letters	
	1. All Group 'A' Staff	Director
	2. All Academic Staff on Consolidated Salary	Dean of Faculty Affairs
	3. All Group 'B' and 'C' Staff	Registrar
17	Deputation of staff for training and courses	
	1. India	Dy. Director
	2. Abroad	Director
18	Sanction of Overtime payment	Dy. Director
19	Sanction of Employment of Daily Wage / Outsourced Workmen	Director
20	Forwarding of Applications for outside employment as per rules.	
	1. All Academic Staff	Dean of Faculty Affairs
	2. All other Group 'A' Staff	Registrar
	3. Group 'B' & 'C' Staff	AR (Admin.)/ Registrar
21	Issue of Non Objection Certificates for Passport	
	1. All Academic Staff	Dean of Faculty Affairs
	2. All Others/Students	Registrar / DoSA
22	Issue of Service Certificate	
	1. All Academic Staff	AR (DoFA)
	2. All Other Staff	AR (Admin.)
23	Signing of Contracts for Contractual Appointment	
	1. All Academic Staff	Dean of Faculty Affairs
	2. All other Staff	Registrar
24	Signing of other Contracts	
	1. Mortgage against House-Building Advance	Registrar/Dy. Director
	2. Motor Vehicle Advance	Registrar/Dy. Director
	3. Allotment of Institute premises for Commercial use.	Dy. Director
	4. Outsourcing of services	SE/Registrar
25	Permission to be a day Scholar	Dean of Students' Affairs
26	Waiver of Late Registration Fine and Readmission fee	Dean of Students' Affairs
27	Waiver of Library Fine	Librarian/CC
28	Retention of Residential Quarter on payment of licence 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	
	1. Deputy Director, Deans, Registrar and Heads of Department	Director
	2. Heads of Sections	Registrar or Dy. Director
	3. Faculty and Staff in Departments	Head of Department
	4. Staff working in section not further subdivided into Units	Head of Section

Sr. No.	Particulars	Authority
	5. In-charge of Units	Head of Section
	6. Staff working in Units	In-charge of Unit
	B) Special Casual Leave	
	1. Deputy Director, Deans, Registrar and Heads of Department	Director
	2. Heads of Section	Registrar or Dy. Director
	3. Academic Staff	DoFA
	4. 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	
	1. Deputy Director, Deans, Registrar and Heads of Departments	Director
	2. Heads of Section	Registrar or Dy. Director
	3. All Other Academic Staff	DoFA
	4. All Other Group 'A' Staff	Registrar
	5. Group 'B' and 'C' Staff	Dy. Registrar (Admin.)
	D) Maternity Leave , Hospital/Commuted Leave-Not exceeding 180 days	
	1. Deputy Director, Deans, Registrar and Heads of Departments	Director
	2. Heads of Section	Registrar or Dy. Director
	3. All Other Academic Staff	DoFA
	4. All Other Group 'A' Staff	Registrar
	5. All other Non-Academic Staff	Dy. Registrar (Admin.)
	E) Extra Ordinary Leave Exceeding 180 days / Sabbatical Leave / Leave for Foreign Travel / Foreign Services	
	1. For All Academic Staff as per rules	Director on the Recommendation of HOD, DOFA and Dy. Director
	2. For All Non-Academic Staff as per rules	Director on the Recommendation of HOD/HOS, Registrar and Dy. Director

IV. Financial Matters:

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.

Delegation of Financial Authority:

1. Re-appropriation of Funds

Re-appropriation of funds under Plan and Non-Plan heads within the budget	Director
---	----------

2. Writing-off of Materials for Disposal

All materials/items below Rs.5,00,000/-	Director
All materials/items above Rs.5,00,000/-	Board of Governors

3. Sanction of Purchase Indents (Administrative and Financial Approval), Expenditure Sanction, Acceptance and Award of Tenders for Procurement of Goods and Services, and Payment Orders

Purchase Indents within allocated budget of the Dept. (except departmental furniture)	Head of Department
Purchase Indents within allocated budget of Hostels and Students upto Rs.2,50,000/-	DoSA
Purchase Indents for Academic Cell upto Rs.2,50,000/-	DoAA
Purchase Indents within allocated budget of Hostels and Students above Rs.2,50,000/-	Director
Purchase Indents for Furniture, Office Equipment & CCC upto Rs.2,50,000/-	Dy. Director
Purchase Indents for Furniture, Office Equipment & CCC above Rs.2,50,000/-	Director
Purchase Indents for Institute Level Facilities	Director
All other cases not covered above	Director
Issue of Purchase Orders	AR (S&P)/Dy. Registrar (F&A)
Passing & Payment of Purchase bills sanctioned by the Competent Authority on recommendation of the Purchase Committee	AR (F&A)/Dy. Registrar (F&A)

4. Recommending Authority of Purchase Indents

Purchase Indents within allocated budget of the Dept./Section	Head of Department/Section
Purchase Indent for Hostel related Purchase	Chief Warden
Indents for Students- related purchase (other than hostel)	DoSA (or nominee)
Purchase Indents for Central Computer Centre	CC
Purchase Indents for Dept. Computer Centre	Head of Department
Purchase Indent for Departmental Furniture	Head of Department
Purchase Indents for Furniture of Sections	Head of Section
Purchase Indents for Institute Level Facilities	DoRD
Start-up Grant/Matching Grant/Support Grant	DoRD through Head of Department

5. Sanction of Start-up Grant/Matching Grant/Support Grant

Start-up Grant, Matching Grant, and Other Grant to the faculty members	Director
--	----------

6. Sanction of Library Books and Journals (including e-journals)

Library Books & Journals within allocated budget	CC (upto Rs. 25,000/-)/ Librarian (25,000/- - Rs. 1,00,000/-) / DoAA (Rs. 1,00,000/- – Rs. 2,50,000/-)
--	--

Library Books & Journals within allocated budget	Director (above 2,50,000/-)
--	-----------------------------

7. IWD Work Contract and other related procurement

Accord Administrative approval and Expenditure sanction for works	SE/CC (upto Rs. 25,000/-)
Accord Administrative approval and Expenditure as well as technical sanction for works	Dy. Director (upto Rs.5,00,000/-)
Accord Administrative approval and Expenditure as well as technical sanction for works upto Rs.10,00,000/-	Director
Accord Administrative approval and Expenditure as well as technical sanction for minor works and works pertaining to maintenance & repairs upto Rs.20,00,000/-	BWC
Accord Administrative approval and Expenditure sanction for works above Rs.20,00,000/-	Board of Governors
Technical Sanction of Works above Rs.10,00,000/-	BWC
Accord sanction to extra/substituted items	Director
Accord sanction to deviation in quantities of agreement items	Director
Purchase within allocated budget	SE/CC (upto Rs. 25,000/-)
Purchase within allocated budget	BWCM (Rs. 25,000/- to Rs. 1,00,000/-)
Purchase within allocated budget	Dy. Director (Rs. 1,00,000/- to Rs.5,00,000/-)
Purchase within allocated budget	Director (above Rs.5,00,000/-)
Issue of Work Order for all cases	Project Engineer/SE

8. Annual Maintenance Contract & Repair

AMC of Teaching/ Research Equipment	DoRD (upto Rs.2,50,000/-)
AMC of Teaching/ Research Equipment	Director (above 2,50,000/-)
AMC of Computer, Printer & Office Equipment	CC (upto Rs. 25,000/-)
AMC of Computer, Printer & Office Equipment	Dy. Director (upto Rs.5,00,000/-)
AMC of Computer, Printer & Office Equipment	Director (above Rs.5,00,000/-)
Any other cases not covered above	Director

9. Sanction of Leave Travel Concession (LTC), LTC Advance and Leave Encashment

LTC of Dy. Director, Deans, Registrar and Head of Departments	Director
LTC of All Faculty Members	Dean of Faculty Affairs
LTC for Heads of Sections/Wings/Offices	Registrar & Dy. Director
LTC of All Non-teaching staff	Registrar
LTC Advance for all employees	DR (F&A) /Registrar
Leave Encashment on LTC of Faculty Members	Dean of Faculty Affairs
Leave Encashment on LTC of Non-teaching Staff	Registrar

10. Sanction of Travel and Advance for Travel (including from PDA)

Dy. Director, Deans, Registrar and Head of Departments within and outside India	Director
Travel outside India by Faculty Members, Non-Teaching Staff & Students	Director
All Faculty Members within India	Dean of Faculty
All Non-teaching staff within India	Registrar

All other cases within India	Director
------------------------------	----------

11. Outsourcing of Services :

Outsourcing of Services upto Rs.5,00,000/-	Dy. Director
Outsourcing of Services above Rs.5,00,000/-	Director

12. Approval of Medical Treatment

For Outstation Hospitalization	Medical Officer -> CC, Medical -> Director
For Local Hospitalization	Medical Officer -> CC, Medical -> Dy. Director

13. Temporary Imprest

Sanction (Full)	Director
Recoupment, Adjustment and Payment	AR (F&A) /DR (F&A)

14. Statutory Payments and Inter-Bank Transfer

All Statutory Payments like Income Tax, STDS, P.Tax, Workman's Compensation Cess, etc.	AR (F&A) /DR (F&A)
New Pension Scheme	AR (F&A) /DR (F&A)

15. Banking

Opening/Closing of New Bank Accounts	FC/ BoG
Inter-Bank Transfer	DR(F&A) /Registrar
Investment of Funds	Director

16. Bill Passing and Cheque Signing Authority (DDO)

Passing Authority for the bills duly sanctioned by the Sanctioning Authority	AR (F&A) upto Rs.2,50,000/-
Passing Authority for the bills duly sanctioned by the Sanctioning Authority	DR (F&A) (upto Rs.5,00,000/-)
Passing Authority for the bills duly sanctioned by the Sanctioning Authority	Registrar (above Rs.5,00,000/-)

17. Other Cheque Signing Authority

Signing of Cheques	Any two signatories authorised by the FC/BoG
--------------------	--

Budget (Recurring) head wise Sanctioning Authority

RECURRING HEAD	SANCTIONING AUTHORITY
ESTABLISHMENT EXPENSES :	
<i>Salary for Faculty</i>	Registrar (Monthly Bill)
<i>Salary for Non-Faculty</i>	Registrar (Monthly Bill)
<i>Children Education Allowance</i>	As per Rule. AR (F&A) /DR (F&A)
<i>Leave Encashment – LTC</i>	DoFA (Faculty) and Registrar (Others)

<i>Retirement/Terminal Benefits</i>	Director
<i>LTC</i>	DoFA (Faculty) and Registrar (Others)
<i>Professional Development Allowance (PDA)</i>	As per Rule
<i>Medical Expenses</i>	MO* (upto Rs. 25,000/-) / CC (25,000/- – 1,00,000/-) / Dy. Director (1,00,000/- – 5,00,000)/Director (above 5,00,000/-) * MO (upto Rs. 1,00,000/- for in patient Hospitalization)
<i>Non-Productivity Linked Bonus</i>	As per Rule. AR (F&A) /DR (F&A)
ACADEMIC EXPENSES :	
<i>Fellowship & Contingency</i>	DOAA
<i>Department wise Expenditure</i>	
<i>Department of Physical Sciences</i>	HoD
<i>Department of Chemical Sciences</i>	HoD
<i>Department of Biological Sciences</i>	HoD
<i>Department of Mathematics & Statistics</i>	HoD
<i>Department of Earth Sciences</i>	HoD
<i>Teaching Assistanship</i>	DOAA (up to 1,00,000/-)/ Director (above 1,00,000/-)
<i>Extended ARF</i>	Director
<i>Admission related Expenses</i>	DOAA (up to 1,00,000/-)/ Director (above 1,00,000/-)
<i>Institute Guests</i>	DOFA (up to 1,00,000/-)/ Director (above 1,00,000/-)
<i>Placement Expenses</i>	DOSA (up to 1,00,000/-)/ Director (above 1,00,000/-)
<i>Academic related Printing</i>	DOAA (up to 1,00,000/-)/ Director (above 1,00,000/-)
<i>Honorarium to Examiner/External Expert</i>	DOAA (up to 1,00,000/-)/ Director (above 1,00,000/-)
<i>Library General Expenses</i>	Librarian/CC (upto 25,000/-) / Director (above 25,000/-)
<i>Research Related Expenses (Gas Cylinders/Drill Core)</i>	DORD (upto 1,00,000/-)/Director (above 1,00,000/-)
MAINTENANCE EXPENSES :	
<i>Estate Maintenance</i>	SE/CC (upto 25,000/-)/ BWCM (25,000/- – 1,00,000), Dy. Director (1,00,000/- – 5,00,000), Director (above 5,00,000)
<i>Campus Beautification and Horticulture Expenses</i>	SE/CC (upto 25,000/-)/ BWCM (25,000/- – 1,00,000), Dy. Director (1,00,000/- – 5,00,000), Director (above 5,00,000)
<i>Equipments</i>	DoRD /Dy.Director/Director

<i>Computers</i>	CC (upto 25,000/-)/DoFA (25,000/- – 1,00,000), Dy. Director (1,00,000/- – 5,00,000), Director (above 5,00,000)
<i>Guest House</i>	CC (upto 25,000/-)/DoFA or DoSA (25,000/- – 1,00,000), Dy. Director (1,00,000/- – 5,00,000), Director (above 5,00,000)
<i>Hostel Maintenance</i>	Chief Warden (upto 25,000/-)/ DOSA (25,000 – 1,00,000/-), Dy. Director (1,00,000/- – 5,00,000), Director (above 5,00,000)
<i>Vehicle Repairing and Maintenance</i>	SE/CC (upto 25,000/-)/ BWCM (25,000/- – 1,00,000), Dy. Director (1,00,000/- – 5,00,000), Director (above 5,00,000)
<i>Generator Maintenance</i>	SE/CC (upto 25,000/-)/ BWCM (25,000/- – 1,00,000), Dy. Director (1,00,000/- – 5,00,000), Director (above 5,00,000)
<i>Other Maintenance</i>	Registrar (upto 1,00,000/-)/ Dy. Director (1,00,000/- – 5,00,000)/ Director (above 5,00,000)
ADMINISTRATIVE EXPENSES :	
<i>Rent, Rates and Taxes</i>	Registrar
<i>Relocation Expenses</i>	DOFA
<i>Postage</i>	Registrar
<i>Meeting Expenses</i>	Registrar (upto 1,00,000/-) / Director (above 1,00,000/-)
<i>Legal Expenses and Professional Charges</i>	Registrar (upto 1,00,000/-) / Director (above 1,00,000/-)
<i>Electricity Charges</i>	SE/CC (upto 25,000/-)/Director (above 25,000/-)
<i>Advertisement</i>	Registrar (upto 1,00,000/-) / Director (above 1,00,000/-)
<i>Travelling & Conveyance</i>	Registrar (upto 1,00,000/-) / Director (above 1,00,000/-)
<i>Telephone, Fax & Bandwith Charges</i>	Registrar (upto 1,00,000/-) / Director (above 1,00,000/-)
<i>Audit Fees.</i>	Registrar (upto 1,00,000/-) / Director (above 1,00,000/-)
<i>Recruitment Expenses</i>	DoFA & Registrar (upto 1,00,000/-) /Director (above 1,00,000/-)
<i>Outsourced Services :</i>	
<i>Security Services</i>	Dy.Director/Director
<i>Electrical Maintenance</i>	Dy.Director/Director
<i>Sewarage & Water Supply Maintenance</i>	Dy.Director/Director
<i>House Keeping Services</i>	Dy.Director/Director
<i>Vehicle Hiring</i>	Dy.Director/Director

<i>Printing & Stationery</i>	Registrar (upto 1,00,000/-) / Director (above 1,00,000/-)
<i>General Office Expenses</i>	Registrar (upto 1,00,000/-) / Director (above 1,00,000/-)
<i>Hospitality Expenses</i>	Registrar (upto 1,00,000/-) / Director (above 1,00,000/-)
<i>Central Computer Centre</i>	CC (upto 25,000/-)/Dy. Director (25,000/- – 2,50,000/-) /Director (above 2,50,000/-)
<i>Student Activities</i>	DOSA (upto 1,00,000/-)/Director (above 1,00,000/-)
<i>Travel of Student</i>	DOSA (upto 1,00,000/-)/Director (above 1,00,000/-)
<i>Employees Welfare</i>	Registrar (upto 1,00,000/-)/Director (above 1,00,000/-)
<i>Outreach Activities</i>	DoIRO (upto 1,00,000/-)/Director (above 1,00,000/-)
<i>Extra-curricular Activities</i>	DoIRO (upto 1,00,000/-)/Director (above 1,00,000/-)
<i>THE BUD</i>	Not applicable
<i>Seminar & Conference</i>	Director
<i>Convocation/ Foundation Day</i>	DOAA (upto 1,00,000/-)/Director (above 1,00,000/-)
<i>Merit Award / Training for Non-teaching employees</i>	Registrar/Director
<i>Shifting Expenses</i>	Registrar (upto 1,00,000/-)/Director (above 1,00,000/-)

Note: In the absence of the Dy. Director, unless otherwise mentioned, the Director will assume the responsibilities of Dy. Director.

IV. Research and Development Project Management

(a) R&D Financial Matters

Sanctioning powers upto a limit of Rs. 5,00,000/- are delegated to the DoRD for payments out of external sponsored project funds to an extent as under subject to availability of funds strictly as per the sanctions received from Funding Agency/ Institute. Sanctioning powers above Rs. 5,00,000/- is delegated to the Director.

Sl.	Particular / Head	
1.	Salary, Remuneration & Overtime Payment	DoRD (5,00,000/-)/ Director (above 5,00,000/-)
2.	Honorarium/Consultant Charges	
3.	Payment of Consultancy, Lab Testing / Analysis Fees	
4.	Travel within India (including special cases)	

Sl.	Particular / Head	
5.	Fellowships/Assistantship	
6.	Short Terms Courses	
7.	Refund of unused funds to Sponsoring Agencies	
8.	Maintenance of Major Equipments/AMC/Repairs	
9.	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 (subject to availability of Budget)	DoRD (5,00,000/-)/ Director (above 5,00,000/-)
	a) Consumable supplies	
	b) Non-consumable items	
	c) Outsourcing of Services	
	d) Books and Journals	
	e) Transportation, Conveyance, Freight & Carriage	
	f) Printing & Publication	
	g) Advertisement Charges	
	h) Wages & Labour Charges	
	i) Engagement of Professionals (CA, Consultants, etc.)	
	j) Meeting, Seminar, Conference, Workshop	
	k) Patent Filing Charges	
	l) All Other Expenses & Contingency	
	m) Postage, Telephone and Internet bills	
	n) Insurance Charges	
10.	Temporary Advances	DoRD (5,00,000/-)/ Director (above 5,00,000/-)
	a) Fellowship Advance against sanctioned projects	
	b) Imprest upto Rs. 20,000/- (including Recoupment and Adjustment)	DoRD (5,00,000/-)/ Director (above 5,00,000/-)
	c) Temporary Contingent advance (including Adjustment)	
	d) Advance Pay & Fellowship	
	e) Tour Advance (For travel within India as per entitled class)	
11.	Transfer of Assets to Funding Agency as per the terms of sanction	DoRD (5,00,000/-)/ Director (above 5,00,000/-)
12.	Transfer of Assets after Closure of Projects to the Institute	
13.	Charge of Overheads to Projects and Distribution to Institute Fund / PPAP / DPA / R&D Fund / Any Other Fund of the Institute	
14.	Transfer of fund to other Institute/Agency for collaborative Projects	
15.	Issue of Claim Form, Statement of Accounts (SoA)/Utilization Certificates (SE)	

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.

Sl.	Particular/Head	Authority
1.	Forwarding and Acceptance of New R&D Project Proposals and Budgetary Approval	
	a) All Sponsored Research and Consultancy Projects of GOI / State Govt./ PSUs / Autonomous Bodies	DoRD
	b) All Sponsored Research and Consultancy Projects of Industries / Private Agency / International Agencies	Director
	c) Institute Supported Research Projects	Director
2.	Certificate from the Head of the Institution for R&D Projects	DoRD
3.	Transfer of IPRs	Director
4.	Approval of MOUs and Collaboration Agreements	Director
5.	Signing of MOUs and Collaboration Agreements	DoRD
6.	Extension of R&D Projects	DoRD
7.	Project Completion reports and Closure of Projects	DoRD
8.	Approval for Meeting, Seminar, Conference, Workshop	Director

c) R & D Establishment and Administrative Matters

Sl.	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 Adhoc Appointments	DoRD
8.	Approval of Appointments upon Recommendations of Selection Committee	DoRD
9.	Issue of Appointment Letters	DoRD
10.	Joining Report	DoRD
11.	Extension of Term of Project Appointments	DoRD
12.	Issue of Extension Letters	DoRD

Sl.	Particular/Head	Authority
13.	Deputation for training and courses in India within Project sanctions	DoRD
14.	Disciplinary actions against Project Employees	DoRD
15.	Acceptance of Resignations	DoRD
16.	Forwarding application for appointment elsewhere and issue of NOC	DoRD
17.	Issue of Service / Experience Certificates, Identity Card	DoRD
18.	Sanction of Leave to Project Employees	
	a) Casual Leave	PI
	b) All Other Leaves	DoRD

Ref: IISERK/Admn/OO/2018-19/356

Dated : 19/07/2018

OFFICE ORDER

Sub: Addendum/Clarification to Delegation of Authority

As an Addendum/Clarification to the Delegation of Authority (Vide Office Order Ref. No. IISERK/OO/REG/2018-19/052 Dated 12/04/2018), the Director is pleased to approve the following:

- A. **APAR (Annual Performance Appraisal Report) of Non-Faculty employees:** For APAR of Non-faculty employees, the Reporting and Reviewing hierarchy is as follows:

Sr. No.	Category	Reporting Head	Reviewing Authority
	Non-Faculty:		
	Registrar/Librarian	-	Director
	Group A (other than Registrar/Librarian)	Dean/HoD/HoS	Registrar
	Group B & C in Academic Departments	HoD	Registrar
	Group B & C in Deans Office	HoS	Dean
	Group B & C in other offices - Admn/Estb/IWD/CC/Library/ Medical Unit	AR/DR/TO/PE/AL/ SE/SA/MO	Registrar

Note:

Head of the Section (HoS):

AR/DR (in Deans or other respective Offices)/Librarian/Sys. Admn/Project Engineer(PE)/Superintendent Engineer(SE) or any equivalent position wherever available. Here "/" is "either" or "anyone available" but always senior in hierarchy will be the Reporting Officer.

Head of the Department (HoD):

Head of Academic Departments

- B. In case of Issue of Purchase Order (vide sub-clause 3 under clause IV of Financial Matters), anyone of AR (S&P) and DR (F&A) may issue Purchase Order.

This is issued with approval of the Director.



REGISTRAR

NB: Hindi version follows

Copy to :

1. All Deans/HOD/HOS
2. All Non-faculty employees
3. Director's Office
4. Concerned File

Inter-Office Memo

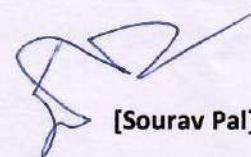
Date: 07.09.2021

Delegation Authority regarding Reporting and Reviewing the APAR of Non-Teaching Staff

As per the 46th BoG Minutes vide resolution no. 46.21 (iii) it was approved that the Director / Director's Nominee will be the Reviewing Officer in modification to the earlier board resolution.

For APAR of Non-Faculty employees, the Reporting and Reviewing hierarchy are as follows:

Category	Reporting Head	Reviewing Authority (Director/Director's Nominee)
Registrar/Librarian	Director	Director
Group A (other than Registrar/Librarian)	Dean/HoD/HoS/Registrar	Director
Group B & C in Academic Departments	HoD	Director/ his Nominee
Group B & C in Deans Office	HoS (DR/AR)	Deans
Group B & C in other offices – Admn/Estb/IWD/CC/Library/Medical Unit/ Accounts	HoS (DR/AR/TO/PE/SE/SA/MO/etc)	Registrar



[Sourav Pal]

Director, IISER Kolkata



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

मोहनपुर / Mohanpur- 741246

Ref: IISERK/Admn/00/2024/766

Dated: 25.11.2024

कार्यालय आदेश / OFFICE ORDER

Sub: Addendum to Delegation of Authority-reg.

Pursuant to 53rd Finance Committee (FC) meeting, resolution no. 53.9 subsequently approved in 62nd Board of Governors (BoG) meeting held on 16th October, 2024, the below Delegation of Financial Power is to be followed in combination with the 'Delegation of Authority (Administrative and Financial) of IISER Kolkata" approved by the 33rd FC/40th BoG dated 24th March 2018 (issued vide Office Order Ref. No. IISERK/00/REG/2018-19/052 dated 12/04/2018).

Designation	Functional Jurisdiction	Sanctioning Limit	Remarks
HoDs/EE/AEE/MO/PTO	Respective jurisdictions	Rs. 1 lakh	DoAD upto Rs. 10 lakh, Director for more than Rs. 10 lakh.
Associate Deans/SE	Respective jurisdictions	Rs. 2.5 lakh	DoAD upto Rs. 10 lakh, Director for more than Rs. 10 lakh.
DoAA, DoSA, DoFA, DoIRO	Respective jurisdictions	Rs. 5 lakh	Director for more than Rs. 5 lakh.
DoRD	Respective jurisdictions	Rs. 10 lakh	Director for more than Rs. 10 lakh.
Registrar	O/o Registrar, Estb., Admin, Finance and Accounts	Rs. 5 lakh	Director for more than Rs. 5 lakh.
DoAD	Finance & Accounts and Admin matters from the Director	Rs. 10 lakh	Director for more than Rs. 10 lakh.

This is issued with approval of the Competent Authority.


कुलसचिव / Registrar

प्रतिलिपि/Copy to (via e-mail):

- 1) All faculty and non-faculty members of IISER Kolkata
- 2) Deputy Registrar, F&A
- 3) PTO (Grade-II)- for uploading on intranet
- 4) Director's Office
- 5) Registrar's Office
- 6) Office Order File