



**Indian Institute of Technology Kanpur
Directorate**

DIR/IITK/2018/OO-150
November 19, 2018

OFFICER ORDER

Subject: Delegation of Financial Power Rules (DFPRs)- 2018

In pursuance of approval of the Board at its 227th (2018/4th) meeting held on October 11, 2018, the attached DFPRs-2018 is now adopted and implemented in the Institute. The concerned are requested to adhere DFPRs-2018 in letter and spirit.

Abhay Karandikar
Director

Copy to:

- 1) Dy. Director
- 2) All Deans
- 3) All IAC members
- 4) Registrar
- 5) All Heads of the Departments/ IDPs/ Centres/Sections/Unit-in-charges
- 6) Web site through Web Master
- 7) Hindi Cell for translation in Hindi
- 8) Circulation at 'nonstudents@lists.iitk.ac.in' (text only)

Indian Institute of Technology Kanpur

Proposed Delegation of Financial Power Rules (DFPRs), 2018

Blue font denotes GFR 2017 provisions, Red denotes initiative proposed for improving efficiency and Green denotes devolution of powers for consistency

Subject	Description	Authority	Delegation / Authority
1. Accounts	1.1 Authorise the release of annual audited financial statements.	BOG : Full Powers	NO CHANGE
2. Budgets	2.1 Approve annual Institute Budget	BOG : Full Powers	NO CHANGE
	2.2 Allocation and re-appropriation of funds.	BOG : Full Powers	Director / Deputy Director : Full Powers
3. Tenders, Expenditure, and Advance Payment to Vendors (against duly sanctioned expenditure)	3.1 Representation on all Tender Formulation and Evaluation Committees (TFECs)		-- AS BELOW --
	3.1.1 Estimated Purchase Price between Rs. 25,000/- to 2.50 Lakh (Non-GEM)		To be done through a committee of 3 member consisting of Faculty and/or Group A Officers nominated by the HOD. <i>Note: None of the members should report to each other.</i>
	3.1.2 Estimated Purchase Price between Rs. 2.5 and Rs. 30 lakh. (Non-GEM)	Officer-in-charge (Account I or II) or their nominee, Officer-in-charge (Internal Audit) or his nominee, and Officer-in-charge (S&P) or his nominee. <i>(NB: Nominee to be not below Group B.)</i>	Technical Evaluation Committee: PI/Indenter, HOD, one faculty member-preferably from other department (who has knowledge in respective field) Financial Committee: PI/Indenter, O.I.C. (S&P), Jt.Registrar /AR (Account I or II) as the case may be.
	3.1.3 Estimated Purchase Price above Rs. 30 lakh. (Non-GEM)	Officer In Charge (Account I or II) and Officer-in-charge (S&P). <i>(NB: No provision for nominees.)</i>	Technical Evaluation Committee: PI/Indenter, HOD, one faculty member-preferably from other department (who has knowledge in respective field) Financial Committee: PI/Indenter, O.I.C. (S&P), Jt.Registrar /AR (Account I or II) as the case may be.
GEM Purchases			Up to Rs. 50,000/- Indenter Above Rs. 50,000/- and up to Rs. 30 lakhs : Indenter + JR (S&P) or AR (S&P) Above Rs. 30 lakh : Indenter + JR (S&P) + Officer In Charge (A/c – I or II) (NO PROVISION FOR NOMINEE)
	3.2 Approve Purchase Indents and Sanction Sheets [Expenditure Sanctioning Authority (ESA)]		NO CHANGE

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	3.2.1 Purchases (including engagement of Consultants/ Specialists /Services/Out sourcing contracts/Cosumbales/Non-Consumables/LTAS etc.)	Director: Full Powers Dy. Director / DORD (for project purchases): Up to Rs. 4 lakh Deans / Registrar / Officer In Charge (F&A) / Librarian /HOD /HOS / PI (for project purchases): Up to Rs. 1 lakh Officer-in-charge: Up to Rs. 10.000	F.C. & B.O.G.: Full Powers Director: Upto Rs. 10 Crores Dy. Director : Upto Rs. 50 Lakhs DORD : Upto Rs. 25 Lakhs <i>(for project purchases)</i> Deans / Registrar/ Librarian / HOD / HOS I PI (for project purchases only): Upto Rs.5 Lakhs Officer-in-charge: Up to Rs.10.000
	3.2.2 Limited Time Asset Stores (LTAS)	Director : Full Powers Dy. Director / DORD (For Project Purchases) : Up to Rs. 10 Lakh Deans / Registrar / Officer In Charge (F&A) / Librarian / HOD / HOS / PI (for project purchases): Up to Rs. 2 lakh Officer-in-charge: Up to Rs. 50.000	Merged in 3.2.1
	3.2.4 Non-Consumables	Director: Full Powers Dy. Director / DORD (for project purchases only): Up to Rs. 20 lakh Deans / Registrar / Officer In Charge (F&A) / Librarian / HOD / HOS / PI (for project purchases): Up to Rs. 4 lakh Officer-in-charge: Up to Rs. 25.000	Merged in 3.2.1
	3.2.5 Motorized vehicles, including Two-wheelers, for Institute and / or projects.	Director: Full Powers	NO CHANGE
	3.2.6 Uniforms, Badges, and related items for employees as well as others.	Director: Full Powers	Deputy Director: Full Powers
	3.2.7 Institute Promotion and Publicity	Director: Full Powers	NO CHANGE
	3.2.8 Insurance	Director: Full Powers	Deputy Director: Full Powers
	3.2.9 Demurrage and Wharfage	Officer-in-charge (S&P): Full Powers	ESA (Expenditure Sanctioning Authority)
	3.2.10 Freight Handling	Officer-in-charge (S&P): Full Powers <i>(in line with duly approved contract terms)</i>	E.S.A. (Expenditure Sanctioning Authority)
	3.2.11 Precious Metals	Director: Full Powers Dy. Director DORD (for project purchases): Up to Rs. 20 Lakh HOD / PI (for project purchases): Up to Rs.41akh	Director: Full Powers Dy. Director/DORD (for project purchases): Up to Rs. 30 Lakh HOD / PI / Registrar (for project purchases): Up to Rs.5 lakhs
	3.2.12 Gifts	Director: Full Powers	NO CHANGE

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		Dy. Director: Up to Rs. 2 lakh Deans / Registrar / Officer In Charge (F&A) / Librarian / HOD / HOS: Up to Rs. 25,000	
	3.2.13 (Purchase of) Land / Building	MHRD / BOG: Full Powers	NO CHANGE
	3.2.14 (Renting of) Land / Building	Director: Full Powers	BOG
	3.2.15 Renting of Commercial establishment		Director : Full powers
	3.2.16 Rent, Rates and Taxes	Director: Full Powers	Deputy Director: Full Powers
	3.2.17 Books / Journals / Periodicals	Chairman. SLC: Full Powers Librarian: Up to Rs. 50,000	NO CHANGE
	3.3 Approve and Sign Purchase/Work Orders (against duly approved Purchase Indents and Sanction Sheets).	Officer-in-charge (S&P): Full Powers Expenditure Sanctioning Authority (ESA) (i.e. the Purchase Indent and Sanction Sheet Approver): Up to Rs. 50,000	Officer-in-Charge (S&P) : Full Powers A.R.(S&P) : Up to Rs.5 Lakhs
	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, Bank Guarantee etc. ; - waiver LD / Penalty for delayed supplies / services. (A proper mechanism need to be evolved)	Expenditure Sanctioning Authority (ESA) i.e. the Purchase Indent and Sanction Sheet Approver.	NO CHANGE
	3.5 Confirm satisfactory delivery / installation / commissioning of ordered goods / Services	Purchase Indentor (with due approval of Indentor's HOD / HOS)	NO CHANGE

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	3.6 Pass bills / Voucher Signing	Officer in Charge (F&A): Full Powers Officer-in-charge (Account I/II): Up to Rs.5 lakh Assistant Registrar (Account I/II): Up to Rs. 50,000	Above Rs. 5 lakhs : Officer In Charge (A/c – I & II) Above Rs. 25,000/- & up to Rs. 5 lakhs AR (A/c – II) & Upto Rs5,00,000 A.R.(I) Up to Rs. 25,000/- Superintendent (R&D)
4. Contracts	4.1 Sign Contracts (following administrative approval and/or expenditure sanction by the competent authority) as per applicable rule.	DORD: Full Powers (for all contracts / agreements pertaining to Projects, Research and Development, including recruitment of project employees.) Registrar: Full Powers (for all contracts / agreements related to General Administration including recruitment of personnel in Account I.) SE, IWD: Full Powers (for all contracts / agreements related to construction, maintenance, fabrication or manufacturing of buildings, machines or tools related to Institute's Works Department.)	NO CHANGE
	4.2 Extend contracts	Director: Full Powers Dy. Director / DORD (for project purchases): Up to 3 years within their relevant delegated financial authority	Director : Full powers Deputy Director / DORD (for project): Extension for duration of original contract or less within their relevant delegated powers without cost escalation of consumables upto MRP.
5. Travel	5.1 Approve travel <i>within</i> India for:		Approve travel within India (all expenses) for:
	Director	Chairman, BOG: Full Powers	BOG : Full Power (For long Leave)
	Deputy Director, Deans and Heads of Departments	Director: Full Powers	Director : Full Power for Deputy Director and Deans
	Heads of Sections	Dy. Director: Full Powers	Deputy Director : Full Power for Heads of Department / Head of Section- if the section is managed by an academic department Others : HOD/HOS

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	Faculty, Guest Speakers (including honoraria), students (including students' tours}, M. Tech / PhD admissions, employees of Departments from Departmental travel funds as per rules.	HOD: Full Powers	NO CHANGE
	Institute Guest Speakers	DORD: Full Powers	NO CHANGE
	All travel in connection with QIP and PhD Thesis evaluation including students for attending conferences and other special cases.	DOAA : Full Powers	NO CHANGE
	All other Officers and Non-Academic Employees.	HOS: Full Powers	NO CHANGE
	From Project funds	HOD: Full Powers	NO CHANGE
	Candidates for advertised M.Tech / PhD positions.	HOD: Full Powers	NO CHANGE
	All others cases not covered above.	Dy. Director: Full Powers	NO CHANGE
	5.2 Approve travel <i>outside</i> India (all expenses).(including permission for personal travel)	Director: Full Powers (except his own travel which requires Chairman, BOG's approval) DOFA: For faculty under CPDA and academic staff.	Director: Full Powers For Faculty-on DOFA Recommendation For Staff-on Registrar Recommendation DORD : Project Staff DOAA : Students
	5.3 Sanction travel advance (where travel has been pre- authorized by the competent authority as above) / LTC Advance (subject to leave having been pre-approved by the competent authority)	DORD: Full Powers (from project funds) All other cases: Officer-in-charge (Account I): Full Powers Assistant Registrar (F&A): Up to Rs.50,000	Officer-in-charge (Account I & II): Full Powers Assistant Registrar (Account I & II): Up to Rs.1,00,000/-
	5.4 Pass travel claims	Assistant Registrar (Account I or II): Full Powers Superintendent (Account I or II): Up to Rs.50,000	Assistant Registrar (Account I & II): Full Powers Superintendent (R&D) Up to Rs. 50,000/-
6. Leave Travel Concession (LTC)	6.1 Sanction LTC	DOFA: Full Powers (for all faculty and academic staff)	Chairman (COW) for COW employees Jt.Registrar (R&D) for quasi permanent employees.

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		Registrar: Full Powers (for all other Group A officers). Except his own Director / Registrar: Full Powers (for all others).	
	6.2 Pass LTC claims (Passing of Advance & Settlement of LTC Claims)	Assistant Registrar (F&A): Full Powers Superintendent (F&A): Up to Rs. 5,000	Officer In Charge (Account I or II) : Full Powers Assistant Registrar (Account I or II): Up to Rs. 1 lakh. Superintendent (R&D): Up to Rs. 5,000/-
7. Imprest	7.1 Sanction Imprest	Permanent Imprest – Dy. Director: Full Powers Deans / Registrar / Officer In Charge (F&A) / Librarian / HOD / HOS: Up to Rs. 10,000 Cash Imprest- Dy. Director: Full Powers	NO CHANGE
	7.2 Adjustment, Recoupment and Payment of Imprest (payment of advance & settlement of temporary advance)	Officer-in-charge: Full Powers Assistant Registrar (F&A): Up to Rs.10,000	NO CHANGE
8. Advances	8.1 Sanction Temporary Advance		NO CHANGE
	8.1.1 For equipment (LTAS/ Non-Consumables)	Director: Full Powers Dy. Director/DORD (for project purchases): Up to Rs. 1Lakh Deans/ Registrar/Officer In Charge (F&A)/ Librarian/ HOD/HOS/PI(for project purchases): Up to Rs. 25,000 Officer-in-charge: Up to Rs. 20,000	Dy. Director : Upto Rs.5 Lakhs (for Equipment) and 2.5 Lakhs (for Consumables) D.O.R.D : Upto 2.5 Lakhs (For All Categories)
	8.1.2 For Consumables / Others	Director: Full Powers Dy. Director / DORD (for project purchases): Up to Rs. 2 lakh Deans / Registrar / Officer In Charge (F&A) / Librarian / HOD / HOS / PI (for project purchases): Up to Rs. 50,000 Officer-in-charge: Up to Rs. 5,000	Same as 8.1.1

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	8.2 Adjustment of Temporary Advance	Officer-in-charge: Full Powers Assistant Registrar: Up to Rs. 20,000 (for equipment) Assistant Registrar: Up to Rs. 5,000 (for consumables)	Full Powers : Officer In Charge (A/c – I & II) Up to Rs. 50,000/- AR (A/c – I & II)
9. Banking and Investments	9.1 Open /close Institute bank accounts	Director: Full Powers	NO CHANGE
	9.2 Open/close bank accounts for professional activities e.g. conferences, projects etc.	Dy. Director / DORD (for projects): Full Powers	NO CHANGE
	9.3 Make / break investments	Director: Full Powers <i>(with inputs from the Institute Investments Committee.)</i>	Director / Deputy Director: Full Powers <i>(with inputs from the Institute Investments Committee.)</i>
	9.4 Inter-bank account transfers <i>(for cash management purposes)</i>	<i>Authorize transfer –</i> Officer In Charge (F&A): Full Powers <i>Sign cheques-</i> Officer-in-charge: Full Powers	Full Powers : JR (A/c – I & II) Up to Rs. 5 lakhs AR (A/c – I & II) Officer In Charge (A/c – I & II) : Full Powers AR (A/c – I & II) Up to Rs. 5 lakhs
10. Signing of Cheques (cases other than those mentioned elsewhere in this document)	10.1 Other than IWD	Officer In Charge (F&A): Full Powers Officer-in-charge (Account I/II): Up to Rs.5 lakh Assistant Registrar (Account I/II): Up to Rs. 50,000	Officer In Charge (A/c-I & A/c-II) : Full Powers AR (Account I & II) Up to Rs. 5 lakhs
	10.2 IWD	Officer In Charge (F&A): Full Powers Officer-in-charge (Account I): Up to Rs. 1.4 lakh Assistant Registrar (F&A): Up to Rs 50,000	Officer In Charge (A/c-I) : Full Powers Assistant Registrar (Account I) up to 1.4 lakhs.
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	BOG : Full Powers Director : Up to residual value Rs. 2 lakh
12. Budget/Account Heads	Open / close budget / account heads	Officer In Charge (F&A): Full Powers	Officer In Charge (A/c-I & A/c-II) : Full Powers
13. Payroll/ Project / Non-payroll Positions	13.1 Create positions	BOG: Full Powers Director: Full Powers (for project positions)	NO CHANGE
	13.2 Make appointment against approved payroll / project positions	BOG: Full Powers Director: Full Powers (for Group C positions)	NO CHANGE

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		DORD: Full Powers (for project positions)	
	13.3 Approve pay fixation (<i>in line with principles approved by competent authority</i>)	DOFA: Full Powers (for faculty and academic staff) DORD: Full Powers (for project employees) Registrar: Full Powers (for others)	NO CHANGE
	13.4 Pass monthly salary bills / Supplementary bills and sign cheques	Officer-in-charge (Account I/II): Full Powers	Officer In Charge (A/c – I & II) : Full Powers AR (A/C-I & II) Up to Rs. 5 lakh
	13.5 Outsource whole / part of service and / or hiring of labour	Director: Full Powers Dy. Director/DORD (for projects): Up to 90 days	Director: Full Powers Dy. Director/DORD (for projects): Up to 180 days
14. Retirement / Terminal Benefits	14.1 Sanction pension, commutation of pension, gratuity, leave salary encashment, and final payment of provident fund.	Director: Full Powers	Director : Full Powers Recommended by Registrar in case of non-academic staff and DOFA for academic staff.
	14.2 Sign Pension Payment Order (PPO)	Officer In Charge (F&A): Full Powers	NO CHANGE
	14.3 Sign bills and cheques	Officer In Charge (F&A): Full Powers	NO CHANGE
15. Monthly Pension	15.1 Sign bills and payment order	Officer In Charge (F&A) / Officer-in-charge (Account II): Full Powers	NO CHANGE
	15.2 Sign cheques	Officer-in-charge (Account I / II): Full Powers	NO CHANGE
16. New Pension System (NPS)	16.1 Sign bills and payment order	Officer In Charge (F&A) / Officer-in-charge (Account II): Full Powers	NO CHANGE
	16.2 Sign cheques	Officer-in-charge (Account I / II): Full Powers	NO CHANGE
17. Provident Fund	17.1 Sanction temporary advance and withdrawals	Officer In Charge (F&A): Full Powers	Director : Full Powers (Special Cases) Officer In Charge (A/c – I & II): Full Powers (Normal Cases)
	17.2 Sign bills and cheques	Officer-in-charge (Account I/II): Full Powers	NO CHANGE
	17.3 Approve and sign individual annual statements of account	Officer-in-charge (Account I / II): Full Powers	NO CHANGE
18. Medical Benefits to employees	18.1 Sanction <i>outpatient</i> medical expenses	Medical Officers: Full Powers	NO CHANGE
	18.1.1 Pass claims (OPD)	Officer In Charge (F&A): Full Powers Officer-in-charge (Account I / II): Up to Rs.2,000 Assistant Registrar (Account I / II): Up to	Above Rs. 5,000/- Officer In Charge (A/c – I & II) Above Rs. 1,000/- & Up to Rs. 5,000/- AR (A/c – I & A/c - II and COW) Up to Rs. 1,000/- Superintendent (A/c - II and

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		Rs. 1,000 Superintendent (Account I / II): Up to Rs.200 (including cash payment)	COW)
	18.2 Sanction <i>inpatient</i> medical expenses	Dy. Director: Full Powers Registrar: Full Powers (for local hospitalization)	NO CHANGE
	18.2.1 Pass claims (Hospitalization)	Officer In Charge (F&A): Full Powers Officer-in-charge (Account I / II): Full Powers (for local hospitalization).	NO CHANGE
19. Post-Retirement Medical Scheme (PRMS)	Sanction claims and sign cheques	Officer In Charge (F&A): Full Powers	NO CHANGE
20. Cumulative Professional Development Account (CPDA)	20.1 Sanction reimbursement of expenses	Director: Full Powers DOFA: Full Powers (for domestic travel & foreign travel) HOD: Full Powers (except for travel)	NO CHANGE
	20.2 Pass claims	Officer-in-charge (Account I): Full Powers	Officer In Charge (A/c - I & II)
21. Scholarships	21.1 PhD thesis evaluation and viva voce	DOAA: Full Powers	NO CHANGE
	21.2 Thesis, books and contingency grants (for students)	DOAA: Full Powers	NO CHANGE
	21.3 Extension of PG scholarships	DOAA: Full Powers	NO CHANGE
	21.4 Pass monthly bills and sign cheques	Officer-in-charge (Account I / II): Full Powers	NO CHANGE
22. Compensation	Authorize compensation under Workmen's Compensation Act	Director: Full Powers	NO CHANGE
23. Interest Bearing Advances	23.1 Sanction interest bearing advances	Director: Full Powers DORD: Full Powers (for quasi-permanent employees in the R&D cadre)	Deputy Director : Full powers DORD : Full powers (for quasi-permanent employees in the R&D) DOSA (for the employees of Counsel of Warden): Full powers.
	23.2 Sign bills and cheques	Officer-in-charge (Account I / II): Full Powers	NO CHANGE
	23.3 Approve and sign individual	Officer-in-charge (Account I / II): Full Powers	NO CHANGE

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	annual statements of account	Powers	
24. Re-hiring Retired Employees	Approve re-hiring of retired employees	Director: Full Powers Dy. Director: Up to 1 year (for Group B and C employees)	Director: Full Powers For Group A and B Employees. Deputy Director: Full Powers up to 1 Year (Group C employees)
25. 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 exempted); - IWD bills as laid down in IWD'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	NO CHANGE
26. Engagement of professionals	Engagement of auditors, tax consultants, actuaries, and lawyers	Director: Full Powers DORD: Full Powers (for projects)	Deputy Director: Full Powers DORD: Full Powers (for projects)
26. Student Affairs Related	26.1 Approve expenditure / purchase order	Director: Full Powers Dy. Director: Up to Rs. 25 lakh DOSA and Chairman, COW (jointly): Up to Rs. 5 lakh	Director: Full Powers Deputy Director: Up to Rs. 30 lakh DOSA and Chairman, COW (jointly): Up to Rs. 5 lakhs
	26.2 advance payment to vendors (exceptional cases).		Director: Full Powers Deputy Director: Up to Rs. 30 lakh DOSA and Chairman, COW (jointly): Up to Rs. 5 lakhs
	26.3 Pass claims	Officer In Charge (F&A): Full Powers	NO CHANGE

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		Officer-in-charge (SA): Up to Rs. 5 lakh Assistant Registrar (SA): Up to Rs. 50,000	
	26.4 Sign cheques	Officer In Charge (F&A): Full Powers Officer-in-charge (SA): Up to Rs. 5 lakh Assistant Registrar (SA): Up to Rs. 50,000	NO CHANGE
27. Endowment Fund	27.1 Other than donations (interest earnings only)		NO CHANGE
	27.1.1 Approve expenditure	BOG: Full Powers Director: Full Powers (for development and / or to promote excellence)	Director : Full Power
	27.1.2 Pass claims	Officer In Charge (F&A): Full Powers Officer-in-charge (R&A): Up to Rs. 5 lakh	Officer In Charge (A/c - I) : Full Powers Officer In Charge (R&A) : Up to Rs. 5 lakhs Assistant Registrar (R&A) : Up to Rs. 50,000/-
	27.1.3 Sign cheques	Officer In Charge (F&A): Full Powers Officer-in-charge (R&A): Up to Rs. 5 lakh	Officer In Charge (A/c - I) : Full Powers Officer In Charge (R&A) : Up to Rs. 5 lakhs Assistant Registrar (R&A) : Up to Rs. 50,000/-
	27.2 Designated / Undesignated donations		NO CHANGE
	27.2.1 Approve expenditure	Director: Full Powers DORA: Full Powers (from DORA promotional account)	NO CHANGE
	27.2.2 Pass claims	Officer In Charge (F&A): Full Powers Officer-in-charge (R&A): Up to Rs. 5 lakh	Officer In Charge (A/c - I) : Full Powers Officer In Charge (R&A) : Up to Rs. 5 lakhs Assistant Registrar (R&A) : Up to Rs. 50,000/-
	27.2.3 Sign cheques	Officer In Charge (F&A): Full Powers Officer-in-charge (R&A): Up to Rs. 5 lakh	Officer In Charge (A/c - I) : Full Powers Officer In Charge (R&A) : Up to Rs. 5 lakhs Assistant Registrar (R&A) : Up to Rs. 50,000/-
28. Invoice for consultancy projects			Above Rs. 5 lakh : Officer In Charge (A/c - I & II) Above Rs. 1 lakh & up to Rs. 5 lakhs AR (A/c - I & II) Up to Rs. 1 lakh Superintendent
29. GST Invoice			Above Rs. 5 lakh Officer In Charge (A/c - I & II) Above Rs. 25,000/- & up to Rs. 5 lakhs AR (A/c - I & II) Up to Rs. 25,000/- Superintendent (A/c - I & II)
30. Deviation in procedures for Purchases (Import or Indigenous) / Service etc. due			Director : Full Powers Deputy Director / DORD : 30 lakhs HoD : Rs. 2.5 lakhs

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to various exigencies.			
31. Charge handing over by Officer-In-Charge due to leave / absence etc.			Employee next below the hierarchy in the Dept. / Section / Unit / IDP.
32. Any Other subject not covered above			Director



Dr. K. Muralidhar
Chairman
DOFA

Dr. S. Ganesh
Member
DORD



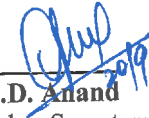
K.K. Tiwari
Member
Registrar



Ajai Kumar Misra
Member
Joint Registrar



Dr. R.K. Sachan
Member
Joint Registrar



P.D. Anand
Member Secretary
Assistant Registrar

Indian Institute of Technology Kanpur

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Unless otherwise specified, all delegations are on *per occasion* basis. However, where expenditure of a recurring nature is involved, the annual spend shall be the per occasion expenditure. Assigned delegates will therefore not resort to *splitting-of-expenditure* to avoid seeking approval of the higher competent delegate.

In case any of the delegations cause hardships and/or create operational difficulties, these may be highlighted for necessary correction.

List of assigned delegates and budget heads under their charge:

Sl. No.	Authority	Budget Heads (Budget heads in italics are approved new ones)	Classification
1.	Director	DIRO	Director
2.	Deputy Director	DYDIR	Deputy Director
3.	Deans	DOAA / DOFA / DORD / DOSA / DORA / DOIP	Deans / HoS
4.	Registrar	REGO	Registrar / HoS
5.	Joint Registrar	FIN	HoS
Heads of Academic Departments (HoD)			
1.	Aerospace Engineering	AE	HoD
2.	Biological Sciences & Bio Engineering	BIO	HoD
3.	Chemical Engineering	CHE	HoD
4.	Chemistry	CHM	HoD
5.	Civil Engineering	CE	HoD
6.	Computer Science and Engineering	CS	HoD
7.	Earth Science	ES	HoD
8.	Economic Sciences	ECOS	HoD
9.	Electrical Engineering	EE	HoD
10.	Humanities & Social Sciences	HSS	HoD
11.	Industrial and Management Engineering	IME	HoD

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12.	Mathematics & Statistics	MATH	HoD
13.	Material Science & Engineering	MSE	HoD
14.	Mechanical Engineering	ME	HoD
15.	Physics	PHY	HoD
Heads of Inter Disciplinary Programmes (HoD)			
1.	Cognitive Science	COGS	HoD
2.	Design Programme	MDES	HoD
3.	Photonics Science and Engineering	CELT	HoD
4.	Environmental Engineering and Management Programme	CESE	HoD
5.	Material Science Programme	MSP	HoD
6.	Nuclear Engineering and Technology	NET	HoD
7.	Center for Lasers and Photonics	CELP	HoD
Heads of Central Facilities & Initiatives classified as Heads of Section (HoS)			
1.	Computer Centre	CC	Head, CC
2.	PK Kelkar Library	LIB LIB 1	Chairman SLC, Librarian
3.	Office Automation Unit	OA	Dy. Director
4.	Glass Blowing	GLAB	Head, Glass Blowing
5.	NICEE	NICEE	Coordinator, NICEE
6.	Centre for Development of Technical Education (CDTE)	CDTE	Head, CDTE
7.	Central Workshop	CWS	Head, Central Workshop
8.	4-i Laboratories	4IL	Head, 4 I Lab
9.	Media Technologies Centre	MTC	Head, MTC
10.	Council of Wardens	COW	Chairman, COW
11.	Flight Lab	FL	In-Charge, Flight Lab
12.	Liquid Helium Facility	LHF	Coordinator, LHF
13.	Liquid Nitrogen Plant	LNP	Coordinator, LNP
Heads of Academic / Research Centers classified as Heads of Sections (HOS)			
1.	Advanced Centre for Material Science	ACMS	Head, ACMS

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2.	Centre for Mechatronics	MEC	Head, COM
3.	Centre for Environmental Science and Engineering	CESE	Head, CESE
4.	Nano Science Centre	CNS	Head, NSL
5.	National Wind Tunnel Facility	NWTF	Head, NWTF
6.	Prabhu Goel Research Centre for Computer and Internet Security	PGRCCIS	Head, PGRCCIS
7.	Samtel Centre for Display Technologies	SCDT	Head, SCDT
8.	SIDBI Innovation and Incubation Centre	SIIC	Coordinator, SIIC
Chairperson of Examination bodies classified as Heads of Departments (HOD)			
1.	GATE / JAM / JMET	GATE	Chairman, GATE
2.	JEE	JEE	Chairman, JEE

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Indian Institute of Technology Kanpur
Delegation of Financial Power Rules (DFPRs), 2018

Officer-in-charge of Departments / Sections / Offices / Centers / Complexes / Cells / Services / Schools / Units / Standing Committees			
1.	Offices of Deans	DRDOAA DRDOFA DRDORD DRDOSA ARDORA OIDOIP	DR DR DR DR AR TBA
2.	Finance & Accounts Section	ACS	Jt. Registrar (F&A)
3.	Institute Works Department (IWD)	IWD1 / IWD2 / IWDC	SE, IWD
4.	Health Centre	HC	In-charge, HC
5.	Stores & Purchase Section	PUR / STOR / IMP	Jt. Registrar (S&P)
6.	Administration	ADM	Jt. Registrar (Adm.)
7.	Legal Cell	LC	Jt. Registrar (L)
8.	Internal Audit Section	AUDT	AR (IA)
9.	Estate Office	EO	AR
10.	Security Unit	SEC	Security Officer
11.	Counselling Service	CS	AR (SA)
12.	NCC Unit	NCC	Commanding Officer, NCC
13.	Raj Bhasha Prokoshth (Hindi Cell)	RAJP	Jt. Registrar (DORA)
14.	Student Placement & Career Centre	PLAC	Chairman, SPO
15.	Central Public Information Officer's Office	PRO	Jt. Registrar (L)
16.	Telephone Unit	TEX	Head, CC
17.	Chief Vigilance Officer's Office	CVO	CVO
18.	Visitors Hostel & Allied Services	VH	In-Charge, VH
19.	Lecture Hall Complex	CTU	Jt. Registrar (AA)
20.	ID Cell	ID	Jt. Registrar (Admn.)

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21.	ISCC	ISCC	Secretary, ISCC
22.	Motor Transport Section	MT	Jt. Registrar (Admn.)
23.	Nursery	HORT	SE, IWD
24.	Recruitment Section	RECT	Jt. Registrar (Rectt.)
25.	Sanitation	SANT	SE, IWD
26.	SC / ST and OBC Cell	LIO	Liaison Officer
27.	Campus School	SC	Principal, Campus School
28.	Labour Office	LO	AR (Labour)
29.	Safety Office	SO	Safety Officer
30.	Archive Unit	ARCH	Registrar
31.	Hall Management	HALL	AR (COW)
32.	SPEC	PE	Chairman, SPEC
33.	Student Scholarship and Prizes	SSPC	Chairman, SSPC
34.	Council of Wardens	ARCOW	AR (COW)
35.	Student's Gymkhana	ARSG	AR (SA)
36.	International Relations	ARIR	AR (RA)
37.	SUGC	SUGC	Chairman, SUGC
38.	SPGC	SPGC	Chairman, SPGC
39.	Petrol Pump	PP	Jt. Registrar (Admn.)
40.	Institute Gas Service	IGS	Chairman, IGS
41.	Commercial Establishment Management Committee	CMEC	Chairman, CEMC
42.	HAC I	HAC I	Chairman, HAC I
43.	HAC II	HAC 2	Chairman, HAC II

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44.	IAC	IAC	Convener, IAC
45.	SPAC	SPAC	Secretary, SPAC
46.	BOG & BOG Committees	BOG FC BWC SEN	Secretary, BOG & BOG Committees
47.	MWMC	MWMC	Chairman, MWMC
48.	Karamchari Sangathan	KS	President, Karamchari Sangathan
49.	Officer's Forum	OF	President, Officer's Forum
50.	Faculty Forum	FF	Convener, Faculty Forum
51.	Management Committee of Endowment Funds (MCEF)	MCEF	Secretary, MCEF
52.	Investments Committee	IC	Chairman, IC
53.	Student Publication	STP	AR (SA)
54.	Institute Amenities Security Deposit	IASD	AR (SA)
55.	Career Development Fund	CDF	AR (SA)
56.	Hostel Admission Fee	HAF	AR (SA)
57.	Student Amenities Subscription	SAS	AR (SA)
58.	Student Activities (Festival)	SAF	AR (SA)
59.	Student Benevolence Fund	SBF	AR (SA)
60.	SHMC	SHMC	AR (SA)
61.	Student Welfare Fund	SWF	AR (SA)

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