

IRD UNIT

REVISED DELEGATION OF POWERS

(Approved by Chairman, BoG vide U.O. Note No. IITD/IRD/D(R&D)/2012 dated 30/11/2012 and effective from 01.01.2013)

- I SPONSORED RESEARCH PROJECTS
- II CONSULTANCY
- III RECRUITMENT
- IV STUDENT ASSISTANTSHIPS / HONORARIUM
- V TRAVEL
- VI CONFERENCES, WORKSHOPS & TRAINING PROGRAMMES
- VII DDF/CDF/SDF
- VIII LEAVE
- IX ADVANCE & IMPREST
- X PDF
- XI IPR
- XII IRD UNIT ADMINISTRATION

#	DESCRIPTION	DELEGATION
I	SPONSORED RESEARCH PROJECTS	
	Submission of the project	
1.1	Approval for submission of the Project to Funding Agency (Funding Agency) and subsequent modification/revision in the proposal	Dean (R&D)
1.2	Signing of the agreement (on behalf of the Institute) with the funding agency after seeking approval of the competent authority (if needed)	Dean (R&D)
1.3	Approval of submission of projects with relaxation of Administrative Overheads (as per FUNDING AGENCY written norms)	Dean (R&D)
	Relaxation otherwise	Dean (R&D)
	Operation of the project	
1.4	Approval for operation of the Project & notification	AD
1.5	Requesting Funding Agency for release of grant	PI*
1.6	Issue of Contingent Bill/ Invoice/Pre-receipt	AD
1.7	a) Creation of posts as per IRD designations/norms, when positions are explicitly given by the Funding Agency in the sanction letter	a) PI*
	b) Otherwise	b) AD
1.8	Re-allocation of budget with the approval of the Funding Agency	PI*

*Notification, as required, to be made by AR (IRD) on recommendation of the PI/CI.

1.9	Addition or conversion of post in the approved project after approval of the Funding Agency (within IRD designations/norms)	PI*
1.10	Downgradation of scientific/technical posts within the budget (scientific/technical posts shall not be downgraded to secretarial post)	PI*
1.11	Completion/termination of project on the recommendation of the PI a) Technical Closure b) Refund of unspent balance & financial closure Note : Financial closure would follow technical closure	a) PI* b) AD
1.12	Loan in anticipation of sanctioned grant	AD
1.13	Data Card, mobile internet within IRD norms for travelling/project purposes	PI*
1.14	Internet at home for faculty residing outside IIT	AD
1.15	Organization of manpower training/training programs/Seminar/Workshop:- a) With specific provision within the approved budget from Funding Agency b) If no specific provision, for expenses \leq Rs.15000/- per event c) Otherwise $>$ Rs.15000/- per event	a) PI b) PI* c) AD
1.16	Approval for installation of telephone/fax line broadband connection etc. for project activity without specific provision	AD
1.17	Expenses & budget regarding Chair Professorship	Chair Professor
1.18	Membership of Association/Professional body a) Up to Rs.15000/- b) Above Rs.15000/-	PI AD
1.19	Temporary transfer of project responsibility/operation from a) PI to Co-PI b) PI to any other faculty	PI* AD
1.20	a) Honorarium to Institute supporting staff for project work/ Consultancy Job subject to 1/3 of the monthly basic (including GP) salary from the budget head "Salary/Contingency" b) OTA (As per norms)	AD on recommendation of PI through HoD/HoC - do -
1.21	Sanction of honorarium to PI/Co-PI with specific provision in approved budget from sponsor a) Up to Rs. 2.5 lacs b) Above Rs. 2.5lacs	Dean (R&D) Director
II	CONSULTANCY	

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2.1	Submission of tentative consultancy proposals to the client as per norms	CI
2.2	Acceptance of the terms & conditions of payments from the client as per rules of the Institute	CI
2.3	Agreement other than standard terms & conditions from the Client	Dean (R&D)
2.4	Approval of Consultancy proposal a) Up to Rs.5 lacs (excluding S.Tax etc.) & within India b) More than Rs.5 lacs (excluding S. Tax etc.) or International	Dean (R&D) Director
2.5	Reallocation of budget heads and related expenses in a consultancy job	CI*
2.6	Creation of temporary position for the duration of Consultancy Job	CI*
2.7	Hiring of Outside Consultant/Agency	AD
2.8	Extension of Consultancy Job	CI*
2.9	a) Honorarium to Institute supporting staff for project work/ Consultancy Job subject to 1/3 of the monthly basic (including GP) salary from the budget head "Salary/Contingency" b) OTA (as per norms)	AD on recommendation of PI through HoD/HoC - do -
2.10	Closure of Consultancy Job on the recommendation of the CI and apportionment of consulting fee to an individual Funding Agency/culty a) Up to Rs. 2.5 lac of consulting fee b) Above Rs. 2.5 lac of consulting fee	Dean (R&D) Director
III	RECRUITMENT	
3.1	Award of a contract as per rules i. e. up to 3 months In relaxation to the above. i.e. beyond 3 months	PI/CI* AD
3.2	Adhoc Appointment a) For up to 6 months against post sanctioned by Funding Agency and with project duration < 1 yr remaining b) In relaxation to the above. i.e. beyond 6 months (prior approval to be taken before selections)	AD a) no prior approval to initiate selection b) Prior approval from AD
3.3	Regular yearly selection (Yearly renewable contract of less than 5 years) Note :- a) No prior approval necessary to initiate selection for sanctioned positions b) For any alteration in sanctioned position, prior approval of Associate Dean (R&D) and/or Funding Agency is necessary	AD
3.4	Hiring casual labour (Skilled or Semi Skilled) beyond a contract of 3 months	As per recommendations of the committee constituted by AD

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3.5	Advertisement of the sanctioned position in the Project/Consultancy on the recommendation of the PI/CI	ARIRD
3.6	Pay fixation as per rules or with relaxation	AD
3.7	a) Acceptance of resignation from employees working under projects b) Premature termination of employment on recommendation of PI/CI	PI/CI* AD
3.8	(i) Invitation to outside scientist/expert for short duration for project related work a) Indian, for ≤ 1 week and as per IRD norms (expenses within IRD/Institute/GoI norms) b) Indian, with relaxation to (a) c) Foreign d) Non Air India travel Convenience	a) PI b) AD c) Dean (R&D) d) Dean (R&D)
	(ii) Approval of expenses for hosting lunch/dinner, accommodation/ boarding/lodging facilities and other expenses related to the visit of experts/visitors. a) At Institute Guest House b) Outside Institute (as per GoI entitlement) c) In relaxation of rules/limit under (a) and (b) above Note : In case the visitor/expert is foreign national, prior approval of the Dean (R&D) and Security clearance of GOI may be mandatory for some countries as notified from time to time	a) PI/CI b) PI/CI c) AD
3.9	Appointment of visiting scientist by invitation against a sanctioned post in the project	Dean (R&D)
IV	STUDENT ASSISTANTSHIP / HONORARIUM	
4.1	a) Assistantships to M.Tech./Ph.D. student on recommendation of DRC/CRC against the post sanctioned by the Funding Agency b) Renewal of Assistantship	a) PI/CI* b) PI/CI*
4.2	Honorarium to full time Ph.D/M.Tech./M.S.(R)/B.Tech./5 th year Dual Degree students as per norms.	PI/CI*
4.3	IRD Gap Period Assistantship for Ph.D & M.Tech student after ending of project	AD
4.4	a) Outside students during vacation for internship in the Project/Consultancy Job (within IRD norms) b) Casual students registered with UG & PG Section for fulfilling degree requirement (within IRD norms) c) Other cases, special assignments, post docs etc. with/without honorarium or payment	a) PI/CI* b) PI* c) AD

*Notification, as required, to be made by AR (IRD) on recommendation of the PI/CI.

V	TRAVEL (Subject to approval of leave of the kind due)	
5.1	<p>a) Sanction as per entitlement of TA/DA for outstation travel & other project activities</p> <p>b) Car/Taxi for local travel within NCR for a maximum of 6 times/month, till a limit of Rs.1600/- for upto 80km/8h, Rs16/- per km & Rs.100/- per hr thereafter for project/consultancy work.</p> <p>c) Radio Taxi for local travel within NCR as per IRD norms</p> <p>d) Within city of visit or its nearby areas till a limit of Rs.1600/- for up to 80 km/8h and Rs. 16/- & Rs.100/- per hr, thereafter, as per requirement of the project/consultancy work.</p> <p>e) Between NCR and nearby city (≤ 600 kms of total travel) @ \leq Rs.16/- km for project/Consultancy work</p> <p>f) Expenses related to International Travel as per entitlement & with /without explicit provision in project budget</p> <p>g) Any financial deviation within 10% of overall approved budget at (f)</p> <p>h) Beyond 10% of deviation of overall approved budget at (f)</p> <p>i) For any relaxation to the above</p>	<p>a) PI/CI</p> <p>b) PI/CI</p> <p>c) PI/CI</p> <p>d) PI/CI</p> <p>e) PI/CI</p> <p>f) AD</p> <p>g) PI</p> <p>h) AD</p> <p>i) AD</p>
5.2	Approval for non-Air India Travel (India & Abroad)	Dean (R&D)
5.3	Expenses related to Tatkal tickets	PI/CI
5.4	Expenses related to booking of travel tickets and cancellation of travel tickets Note : All travel booking to be made as per Institute norms	PI/CI
5.5	Approval in relaxation of domestic travel with justification	AD
VI	PARTICIPATION IN CONFERENCES, WORKSHOPS & TRAINING PROGRAMMES (subject to approval of leave of the kind due)	
6.1	Registration fee of Conference within India and abroad	PI/CI*
6.2	All expenses (other than travel) related to Conference, Workshop & Training programmes within India	PI
6.3	All expenses (other than Registration fee) related to Conference, Workshop & Training programmes held abroad	AD
VII	OPERATION OF DDF/CDF/SDF	
7.1	Any activity or expense related to DDF/CDF/SDF as per norms	HoD / HoC / HoS on the recommendation of respective faculty boards

*Notification, as required, to be made by AR (IRD) on recommendation of the PI/CI.

VIII	LEAVE	
8.1	Sanction of Leave to project staff a) within India b) Ex-India	PI AD
8.2	Sanction of leave without pay to project staff on recommendation of PI	AD
8.3	Deputation/visit abroad of project staff	Dean (R&D)
IX	ADVANCES & IMPREST	
9.1	a) Imprest up to Rs. 15000/- & temporary advance as per norms b) For permanent Imprest above Rs.15000/-& temporary advance in relaxation to norms	PI/CI AD
X	PDF	
10.1	All expenses within PDF norms (no prior notification or approval required) In relaxation to the above	PI/CI AD
XI	IPR	
11.1	Approval for filing IPR	Dean (R&D)
11.2	IPR Standing Committee	Dean (R&D)
11.3	Approval for release of funds for approved IPR applications	AD
11.4	Other expenses related to IPR activities	AD
XII	IRD UNIT ADMINISTRATION	
12.1	Approval of IRD budget	Director
12.2	a) Norms for operation of projects & consultancy assignments such as honorarium, travel, facilities in project, hiring, termination, assistantships etc. b) Processes & workflow of IRD Unit. c) Delegation of financial powers to ARs for incurring day to day expenses for IRD Unit activities d) Initiation and termination of student and faculty related promotional activities e) Initiation and termination of Institute level research promotion activities	} } } } } AD → Dean (R&D) } } } }

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12.3	Administrative and financial matters related to all IRD Unit within proposed budget such as :- a) Hiring of posts within sanctioned positions of IRD b) Purchase for IRD activities c) Travel d) Equipment purchase e) Honorarium/OTA and other expenses f) Deputation of staff for training & other IRD activities etc. g) Other activities as necessary	AD ≤ Rs. 5 lacs Above Rs. 5 lac & ≤ Rs. 25 lac - Dean (R&D) Above Rs. 25 lac - Director
12.4	Leave within India, to IRD staff	AR
12.5	Leave outside India, to IRD staff	Dean (R&D)
12.6	Technology Development Project Initiation Award Scheme (TDP-IAS)	Dean (R&D)
12.7	SURA : Constitution of Committee for approval for SURA & all matters concerning SURA	AD
12.8	Approval for Filing Court cases concerning IRD Activities	Dean (R&D)
12.9	Payment of fee for legal IRD cases from IRD funds	AD
12.10	Open House	AD

No IITD/IRD/M-65/2017/ 24704

Dated: 14.03.2017

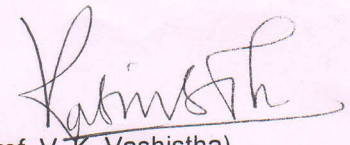
SUBJECT : Amendments in the Delegation of Power at IRD Unit

Ref No. IITD/IRD/M-65/10570 dated 24/12/2012

Amendments in the existing provision for approval of the Consultancy proposals and sanction of honorarium to academic staff/consultants under the sponsored research projects/consultancy jobs have been approved by the Chairman, BoG as given under :

#	Des.	Existing Provision	Proposed
1	Sanction of Honorarium to PI/Co-PI under the Sponsored Research Projects	Sanction of honorarium to PI/Co-PI with specific provision in approved budget from sponsors a) Upto Rs.2.5 lacs - Dean(R&D) b) Above Rs.2.5 lacs - Director	Sanction of honorarium to PI/Co-PI having specific provision in approved budget from sponsors a) Upto Rs. 20.0 lacs - Dean (R&D) b) Above Rs.20.0 lacs - Director
2.	Approval of Consultancy Proposal	Approval of Consultancy Proposal a) Upto Rs. 5.0 lacs (excluding S.Tax etc.) & within India -Dean(R&D) b) More than Rs.5 lacs (excluding S. Tax etc.) Or International -Director	Approval of Consultancy Proposal a) Upto Rs.20.0 lacs (excluding S.Tax etc.) & within India - Dean(R&D) b) More than Rs.20.0 lacs (excluding S. Tax etc.) Or International - Director
3.	Closure of Consultancy & Apportionment	Closure of Consultancy Job on the recommendation of the CI and apportionment of consulting fee to an individual Faculty a) Upto Rs.2.5 lac of Consulting Fee -Dean (R&D) b) Above Rs. 2.5 lacs of Consulting Fee -Director	Closure of Consultancy Job on the recommendation of the CI and apportionment of consulting fee to an individual Faculty Dean (R&D)

The revision will take effect from 01.04.2017.


(Prof. V. K. Vashistha)
Asstt. Registrar (IRD)

Distribution

All Heads of
Departments/Centre/
Schools

It is requested that the above contents of the notification may kindly be brought to the notice of all concerned in the Dept./Centre for their information..

CC:

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| (1) All Deans | (6) A.R. (Conference) |
| (2) Secy. to Director | (7) A.R. (IRD A/cs) |
| (3) Secy. to Deputy Director (O) | (8) A.R. (CDN) |
| (4) Secy. to Deputy Director (S&P) | (9) Webmaster: to update in IRD website |
| (5) Secy. to Registrar | (10) Secy. to Dean (R&D): for email to all faculty members |