

Indian Institute of Technology Delhi
Hauz Khas New Delhi
(Industrial Research & Development Unit)

No. ITD/IRD/M-37/ 9256

Date: 5.11.2012

Subject: Duties and Responsibilities of IRD Unit Staff Members

The following arrangement has been approved by Dean IRD for smooth functioning of IRD Unit. In case any of the staff members under 'Primary Incharge' is on leave, the staff members mentioned under 'Secondary Incharge' will look after/take charge the duties of the concerned staff member during the period of his/her absence automatically. In case both the staff members under primary/secondary happen to be on leave, the AR (IRD) / AR (IRD A/cs.) will assign their duties to any of the other staff members of the section for that period:-

IRD (Establishment)

#	Primary Duties and Responsibilities	Primary Incharge (S/Shri/Smt./Kum)	Secondary Incharge (S/Shri/Smt./Kum)
1.	IT Support to IRD, computerization of work flow, Website maintenance, all IRD Reports, drafting of Forms, Publications.	Sudesh Kumar Bansal Sr. Data Processor	Ms. Bindu S. Jr. Project Assistant
2.	IT Support to IRD, computerization of work flow, Website maintenance, all IRD Reports, drafting of Forms, Publications.	Ms. Bindu S. Jr. Project Assistant	Sudesh Kumar Bansal Sr. Data Processor
3.	Processing of cases (Noting/drafting) of concerning Projects, Workshop, Seminars etc.	Devendra Kumar UDC	Manish Kumar Mishra * Jr. Project Assistant
4.	Work related to Research Projects, Misc. Projects, Seminars, Workshops, Conference etc. related to assigned Departments / Centers: (ELE/CAS/CBME/IDDC/CRDT/AM/DBEB/CHIM/CSE/HUSS/DMS/Bharti School/School of Biological Sciences/JEI/GATE/IRD Unit) In addition dealing with day to day Purchase of Consumables Stores for IRD (Estt.) and other work assigned from time to time.	Manish Kumar Mishra Jr. Project Assistant	Renu Bala Jr. Project Assistant
5.	Work related in connection with Research Projects, Misc. Projects, Seminars, Workshops, Conference etc. related to assigned Departments / Centers: (TT/CARE/CES/ITMMEC/CPSE/ME/CHE/CVL/PHY/MAT/ Central Library/CETFY/QIP/CSC). All work related to maintenance of Non-Consumables Stores, Write-off and dispose of the unserviceable items, etc.	Renu Bala Jr. Project Assistant	Manish Kumar Mishra Jr. Project Assistant
6.	Processing of cases (Noting/drafting) of Consultancy related work, IRD Board Meetings, TDP-IAS, SURA Projects, Leave Records (other than Earned Leave) etc.	Sarita Rani UDC	Lalit Kumar Chadha Jr. Project Assistant
7.	Work related to Consultancy Jobs including (Noting / drafting) / Consultancy related reports and providing other support with regard to SURA/TDP-IAS/ RTI etc. and other misc. work assigned by A.R. IRD (Estt.) from time to time.	Lalit Kumar Chadha Jr. Project Assistant	Sarita Rani UDC
8.	Recruitment work of all Department / Centres	Vandana Talwar Jr. Project Assistant	Ms. Babita (on contract) under the supervision of Ms. Bindu

*During this period he will be assisted in his primary duties by the official mentioned under secondary Incharge.

(IRD ACCOUNTS)

#	Primary Duties and Responsibilities	Primary Incharge (S/Shri/Smt./Kum)	Secondary Incharge (S/Shri/Smt./Kum)
9.	All matters relating to project activities of department/centers viz. Electrical Engineering, Mechanical Engineering, Centre for Energy Studies (CES), Management Studies, ITMMEC.	Sandhya Chauhan (Jr. Project Assistant)	Jinder Kaur (Project Assistant)
10.	All matters relating to project activities of department/centers viz. Physics, Centre for Atmospheric Sciences (CAS), CARE, Applied Mechanics, CET –ETSC, NAIP Projects.	Jinder Kaur (Project Assistant)	Sandhya Chauhan (Jr. Project Assistant)
11.	All matters relating to project activities of department/centers viz. Civil Engineering, Chemical Engineering & PCRA, IDDC & Central Workshop, Mathematics, Bharti School, Nano Sc. Res. Facility (NRF).	Uma Saini (Jr. Project Assistant)	Rupi Narang (Project Assistant)
12.	All matters relating to project activities of department/centers viz. Computer Sci. & Engineering (CSE) & School of I.T., CRDT, Chemistry, CBME, TRIPP, Computer Service Centre (CSC).	Rupi Narang (Project Assistant)	Uma Saini (Jr. Project Assistant)
13.	All matters relating to project activities of department/centers viz. Biochemical Engg. & Biotech (DBEB), School of Biological Sciences, Textile Technology, Central Library -INDEST, CPSE, Humanities & Social Sciences.	Sunil Kumar (Jr. Project Assistant)	Swaran Singh, (Jr. Project Assistant)
14.	All matters relating to activities of consultancy of all department/centers; payments related to IRD Unit, Bank Debit advice preparation in relation to telephone reimbursement/consultancy/projects.	Swaran Singh, (Jr. Project Assistant)	Sunil Kumar (Jr. Project Assistant)
15.	Processing of payments related to RSTA Grants; Reconciliation of projects with reference to project ledgers, monthly/consolidated ledger.	Mona Negi (On Contract)	Naresh Kumar (On Contract)
16.	Verification of cheques/DDs meant for projects/consultancies for which voucher is prepared by IRD Establishment, Receipt & distribution of dak for IRD A/Cs, dispatch of cheques/DDs/receipts/letters to PIs/CIs/Contractors/Suppliers etc., internal R&I work.	Naresh Kumar (On Contract)	Mona Negi (On Contract)
17.	Preparation of Salary bills for Project Staff & IRD Staff, Payment of Assistance-Ships/Fellowships, preparation of debit advice for salary/assistance ship/fellow ship remittance to bank, refund of security deposits of Project/IRD Staff, Entry of salary/assistance ship/fellow ship to project/consultancy ledger.	Anita Mehan (Jr. Project Assistant)	Ravinder Kumar Sharma (Upper Division Clerk)
18.	Verification of vouchers passed for payments, Work related to registration of suppliers/vendors for RTGS/NEFT, preparation of receipt voucher for reversal of RTGS/NEFT payments and after corrective action re-sending of such cases to the Head Cashier for re-preparation of RTGS/NEFT, matching/crediting of electronically received fund to projects/consultancies; preparation of voucher for electronically received fund for projects, matters related to PDF Accounts; telephone reimbursements from PDF, Bank Reconciliation Work ; Tracing of outstanding credits/debits for settlement of Audit Paras relating to BRS; preparation of e-challan for remittance of Income Tax/Service tax.	Ravinder Kumar Sharma (Upper Division Clerk)	Anita Mehan (Jr. Project Assistant)

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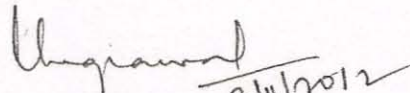
#	Primary Duties and Responsibilities	Primary Incharge (S/Shri/Smt./Kum)	Secondary Incharge (S/Shri/Smt./Kum)
19.	Disbursement of cash, preparation/verification of voucher for receipt of cash, cheques/DDs (for credit to Misc. A./C); issue of receipts of cash./cheques/DDs, printing of RTGS/NEFT list & cheques/debit advices, preparation of pen drive RTGS/NEFT or sending of RTGS/NEFT Dak to SBI by e-mail and assistance to Head cashier.	Harish Mohan Verma (Jr. Project Assistant)	Karam Vir Singh (Jr. Accounts Officer) For disbursement of cash, preparation/ verification of voucher for receipt of cash, cheques/ DDs (for credit to Misc. A./C); issue of receipts of cash/cheques/ DDs one dealing assistant would be spared from section as is being done presently.
20.	Maintenance and writing of cash book, preparation of cheques/RTGS/NEFT, safety and custody of cheque books, ensuring timely destruction of cancelled cheques through the approved committee in this regard, intimation thereof to respective issuing bank, safe custody of FDRs/Bank Guarantees/ investment registers; other duties of head cashier.	Karam Vir Singh (Jr. Accounts Officer)	Harish Mohan Verma (Jr. Project Assistant) For disbursement of cash, preparation/ verification of voucher for receipt of cash, cheques/ DDs (for credit to Misc. A./C); issue of receipts of cash/cheques/ DDs one dealing assistant would be spared from section as is being done present.
21.	Preparation of monthly/consolidated abstract, submission of accounts figures to Main A/Cs for preparation of final A/Cs of the Institute; Service Tax related matters. Attending PFC meetings as AR (IRD A/c) nominee, supervision of work related to staff members mentioned above under Sl. No. 14 to Sl. No. 17.	Gagan Mohan Chugh (Asstt. Accountant) SUPERVISOR – I	Neetu Setia (Project Assistant)
22.	All the work related to Chair Professor Projects, supervision of work related to staff members mentioned above under Sl. No. 9 to Sl. No. 13.	Neetu Setia (Project Assistant) SUPERVISOR - II	Gagan Mohan Chugh (Asstt. Accountant)

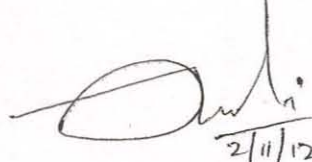
For urgent cases or otherwise any seat work may be assigned to any staff member(s) depending upon the exigencies of work.

All enquiries / telephone calls are to be attended / replied by the staff members given under secondary Incharge in the absence of staff member(s) given under primary Incharge.

In the absence of Secretary to Dean (R&D) / Associate Dean (R&D) any staff member may be asked to perform duties in the office of Dean (R&D) / Associate Dean (R&D).

The arrangement in respect of the Group D employees is being notified separately.


(Ashwini Kr. Agrawal)
Associate Dean (R&D)


(Suneet Tuli)
Dean (R&D)

All staff members

Cc: Dean (R&D)
Associate Dean (PM)
A.R. (IRD)
A.R. (IRD A/c)
Secy. to Dean (R&D) & Associate Dean (PM)
✓ IRD Webmaster: for placing on IRD Website for information of all concerned under "Circulars".