

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Industrial Research & Development Unit

No.IITD/IRD/M-65/ 1329

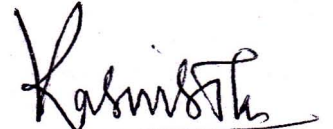
Date: 11/02/2013

Sub:- Revised Delegation of Power of IRD Unit

The IRD Unit has recently revised the delegation of powers and the same has been circulated to all concerned Vide No.IITD/IRD/M-65/10570 dated: 24/12/2012. These are also available on IRD Website. In order to properly implement these delegations, the IRD Unit has revised the forms for day-to-day use and updated the operational guidelines for Sponsored Research Projects. These guidelines and forms (as listed below) are now available on IRD Website:-

- Temporary Advance/Permanent Imprest (Form No. IRD/ADV-1)
- Honorarium to the IITD Students assisting in Sponsored Research Projects/Consultancy Jobs (Form No. IRD/HON-1)
- Participation of Outside Students/Casual Students/Other Working Professionals in Sponsored Research Projects/Consultancy Jobs (Form No. IRD/HON-2)
- Expenditure from Professional Development Fund (PDF) (Form No. IRD/PDF-1)
- Award of Work on Contract (including hiring casual labour) (Form No. IRD/REC-1)
- Application Form for Temporary Posts Under IRD Sponsored Projects/Consultancies (Form No. IRD/REC-3)
- Grant of Assistantship under IRD Sponsored Research Projects (Form No. IRD/REC-4)
- Proposal for Gap Period Financial Support (Assistantships) from IRD for Postgraduate Students (Form No. IRD/REC-5)
- Request for Notification of a New Project (Form No. IRD/PROJ-1)
- Request for Loan for Project Activities (Form No. IRD/PROJ-2)
- Request for Advance / Relaxation for Travel within Country (Form No. IRD/TRV-1)
- Proposal for International Travel (Form No. IRD/TRV-2)
- Invitation to Outside Scientists/Experts for Lecture or Discussion related to Project/Consultancy Work (Form No. IRD/TRV-3)
- Personal Particulars of Foreign Visitor Coming to India (Form No. IRD/TRV-3a)
- Application Form for Grant of IRD Partial Financial Assistance under Research Scholar Travel Award (RSTA) (Form No. IRD/TRV-4)
- Travelling Allowance Reimbursement/Settlement Form (Travel for Project/Consultancy Related Work) (Form No. IRD/TRV-5)

All concerned are requested to use **only the new prescribed forms** to facilitate the smooth implementation of the new delegation with immediate effect.



(V.K. Vashistha)
A.R.(IRD)

- All Heads of Deptts/Centres/Units, etc. : With the request to kindly circulate the above among all the PIs/CIs for their information
 - Dy. Directors/All Deans
 - PS to Director
 - Secty. to Registrar
 - AR (IRD A/cs)
 - M-62 File
 - Prof. Incharge Hindi Cell
 - Dr. Nabi Hasan, Central Library
 - Webmaster, IRD
- For publication in 'Sampark'
-- For publication in 'Newsletter'
-- For email to all Faculty and upload on IRD website