



**INDIAN INSTITUTE OF TECHNOLOGY BHILAI**  
**GEC CAMPUS, SEJBAHAR, RAIPUR – 492015 (CHHATTISGARH)**



**IIT BHILAI - DELEGATION OF POWERS**

**2022**

## Preface

1. This handbook provides a compilation of the delegated powers available to various authorities at Indian Institute of Technology (IIT) Bhilai. IIT Bhilai, established in 2016 by an Act of the Parliament, is an Institute of National Importance. The affairs of the Institute are administered, directed and controlled by the Board of Governors subject to the Act and Statutes of IIT Bhilai and Government of India's instructions issued from time to time. The other authorities of the Institute are the Director, the Deputy Director, the Senate, the Finance Committee (FC), the Building and Works Committee (BWC), the Deans, the Heads of Departments (HoDs) and the Registrar and such other officers appointed from time to time by the competent authority. The powers of the Board, Chairman, FC, BWC, Director, Senate and the Registrar are specified in the Act and Statutes.
2. Although every effort has been made to make the handbook comprehensive, wherever a particular item or area has not been covered, the relevant rules and orders on the subject issued by the Government of India/Resolution passed by the Board/Act/Statutes should be referred to. Further, the exercise of the delegated power is subject to the provisions in the Act and Statutes and orders of the Government of India issued from time to time.
3. I am happy that we could bring out this handbook which will be useful to all concerned. I would like to place on record the excellent work done by Shri Subhash Pandey, Administrative Advisor, Shri Jayesh Chandra S Pai, Registrar and Shri Bipul Kumar Chaudhary, Assistant Registrar in this endeavour.

Prof. Rajat Moona  
Director

## List of Rules/orders/guidelines referred to :

1. Institute of Technology Act, 1961 and Institute of Technology (Amendment) Act, 2016
2. First Statutes of Indian Institute of Technology Bhilai, 2017
3. CCS (Conduct) Rules, 1964
4. CCS (CCS) Rules, 1965
5. CCS (Joining Time) Rules, 1979
6. CCS (Leave) Rules, 1972
7. CCS (Travelling Allowance) Rules,
8. CCS (Leave Travel Concession) Rules, 1988
9. Central Service (Medical Attendance) Rules, 1944
10. Children Education Allowance (CEA) Scheme, DOPT's Office Memorandum dated 16<sup>th</sup>/17<sup>th</sup> July, 2018
11. Fundamental Rules and Supplementary Rules
12. General Financial Rules, 2017

## Basic Provisions

Sr. No.	Nature of Power	Authority/Reference
1.	<p>Subject to the provisions of this Act, every Institute shall exercise the following powers and perform the following duties, namely: —</p> <ul style="list-style-type: none"> <li>(a) to provide for instruction and research in such branches of engineering and technology, sciences and arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches;</li> <li>(b) to hold examinations and grant degrees, diplomas and other academic distinctions or titles;</li> <li>(c) to confer honorary degrees or other distinctions;</li> <li>(d) to fix, demand and receive fees and other charges;</li> <li>(e) to establish, maintain and manage halls and hostels for the residence of students;</li> <li>(f) to supervise and control the residence and regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life;</li> <li>(g) to provide for the maintenance of units of the National Cadet Corps for the students of the Institute;</li> <li>(h) to institute academic and other posts and to make appointments thereto (except in the case of the Director);</li> <li>(i) to frame Statutes and Ordinances and to alter, modify or rescind the same;</li> <li>(j) to deal with any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the objects of the Institute;</li> <li>(k) to receive gifts, grants, donations or benefactions from the Government and to receive bequests, donations and transfers of movable or immovable properties from testators, donors or transferors, as the case may be;</li> <li>(l) to co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objects;</li> <li>(m) to institute and award fellowships, scholarships, exhibitions, prizes and medals; and</li> <li>(n) to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.</li> </ul>	<p>Section 6 (1) of the Institute of Technology Act, 1961 and Institute of Technology (Amendment) Act, 2016</p> <p>Notwithstanding anything contained in sub-section (1), an Institute shall not dispose of in any manner any immovable property without the prior approval of the Visitor.</p>
2.	<p>Subject to provisions of this Act, the Board of Governors IIT Bhilai is empowered for general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by this Act, the Statutes and the Ordinances, and shall have the</p>	<p>Section 13 of the Institute of Technology Act, 1961 and Institute of Technology (Amendment) Act, 2016</p>

Sr. No.	Nature of Power	Authority/Reference
	power to review the acts of the Senate.	
3.	Subject to the provisions of this Act, the Statutes and the Ordinances, the Senate of an Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.	Section 15 of the Institute of Technology Act, 1961 and Institute of Technology (Amendment) Act, 2016
4.	The Chairman shall ordinarily preside at the meetings of the Board and at the Convocations of the Institute. It shall be the duty of the Chairman to ensure that the decisions taken by the Board are implemented. The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes.	Section 16 (1), 16 (2) and 16 (3) of the Institute of Technology Act, 1961 and Institute of Technology (Amendment) Act, 2016
5.	The Director shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline therein. The Director shall submit annual reports and accounts to the Board. The Director shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes or Ordinances.	Section 17 (2), 17 (3) and 17 (4) of the Institute of Technology Act, 1961 and Institute of Technology (Amendment) Act, 2016
6.	The Deputy Director shall exercise such powers and perform such duties as may be assigned to him by this Act or the Statutes or by the Director.	Section 18 of the Institute of Technology Act, 1961 and Institute of Technology (Amendment) Act, 2016
7.	The Registrar of each Institute shall be the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge. The Registrar shall act as the Secretary of the Board, the Senate, and such committees as may be prescribed by the Statutes. The Registrar shall be responsible to the Director for the proper discharge of his functions. The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes or by the Director.	Section 19 (1), 19 (2), 19 (3) and 19 (4) of the Institute of Technology Act, 1961 and Institute of Technology (Amendment) Act, 2016
8.	Subject to the provisions of the Act, the Senate shall have the following powers and duties:- a. As the custodian of all academic affairs of the Institute, the Senate is empowered to sanction academic programs and courses, approve their contents and any changes thereof, and oversee their conduct. b. It shall set the criteria for the award of academic degrees and honors and approve each individual award. c. It shall set the criteria for the termination of students'	Statute 5 (2) of First Statutes of Indian Institute of Technology Bhilai, 2017

Sr. No.	Nature of Power	Authority/Reference
	<p>programs and approve each termination with due deliberation.</p> <p>d. In the pursuit of its duties, the Senate is empowered to constitute permanent and other subcommittees, appoint their members and set their powers that shall not equal or exceed the powers of the Senate as a whole.</p> <p>e. The Senate may invest the Chairman with powers to facilitate speedy decision-making in academic matters. However, all academic decisions of the sub-committees and of the Chairman and functionaries shall be reported to the Senate for confirmation.</p> <p>f. All academic matters related to the selection of students or participants in academic programs and courses, and periodic information regarding their progress and completion, shall similarly be reported to the Senate for its information and approval.</p> <p>g. The Senate alone may approve changes in the program of study of students.</p> <p>h. The creation of new academic departments, schools and centers or abolition thereof or any significant changes in the profile of such entities that are already existing, shall be approved by the Senate and thereby recommended to the Board.</p> <p>i. Policy and infrastructural initiatives that have bearing on the research and academic profile of the Institute shall be presented to the Senate on a regular basis for its comments and advice, which shall be non-binding but must be communicated to the Board.</p> <p>j. The Senate shall have powers to invite such person or persons as may be deemed fit to attend a meeting of the Senate.</p>	
9.	In emergent cases, the Director may exercise the powers of the Senate and report the decisions taken at the next meeting of the Senate.	Statute 5 (3)(l) of First Statutes of Indian Institute of Technology Bhilai, 2017
10.	<p>The Chairman of the Board, nominated by the Visitor under clause (a) of section 11 of the Act, shall have the following powers and duties:-</p> <p>a. To fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at stage(s) higher than the prescribed minimum in respect of posts to which appointments can be made by the Board under the provisions of section 25 of the Act. Notwithstanding anything contained above, he shall have full powers to accord protection of pay in all cases where Board is the appointing authority.</p> <p>b. To approve the proposal of the Director to travel abroad for official purposes, subject to guidelines issued, if any, by the Central Government.</p> <p>c. The Chairman shall execute the contract of service between the Institute and the Director subject to the</p>	Statute 10 (1) of First Statutes of Indian Institute of Technology Bhilai, 2017



Sr. No.	Nature of Power	Authority/Reference
	<p>the Government in so far as they are applicable or may be made applicable to the conduct of the activities of the Institute.</p> <p>x. He shall have powers to approve and sanction expenditures relating to purchases, services contracts such as housekeeping, security, outsourced manpower, and also advance payment to suppliers or other parties.</p> <p>xi. If for any reason, the Registrar is temporarily absent, for a period not exceeding one month, the Director shall take over or assign to any member of staff of the Institute, any of the functions of the Registrar as he or she deems fit.</p> <p>xii. All contracts for and on behalf of the Institute, except the one between the Institute and the Director, shall, when authorised by a resolution of the Board passed in that behalf, be in writing and be expressed to be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.</p> <p>xiii. The Director may, during his absence from headquarters, authorise the Deputy Director or one of the Deans or a senior Professor present to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and countersign bills on his behalf and authorise him for assuming such powers of Director as may be specifically delegated to the Deputy Director or one of the Deans or a senior Professor present by him in writing.</p> <p>xiv. The Director may, at his discretion, constitute such Committees as may be considered appropriate.</p> <p>xv. In the event of the occurrence of any vacancy in the office of the Chairman of Board of Governors by reason of death, resignation or otherwise or in the event of the Chairman being unable to discharge his functions owing to absence, illness or any other cause, the Director may discharge any or all the functions assigned to the Chairman under Statute 10.</p> <p>xvi. The Director may, with the approval of the Board delegate any of the powers, vested in him by the Act and Statutes to one or more members of the academic or administrative staff of the Institute.</p>	<p>Statute 12 (2) of First Statutes of Indian Institute of Technology Bhilai, 2017</p>



## General Principles of Delegation of Powers/Delegation of Financial Powers

1. Any official of the Institute shall not incur any expenditure or enter into any liability involving expenditure unless the approval for the same has been taken from the competent authority of the Institute.
2. In case where it becomes necessary to issue a sanction to expenditure before funds/grants are released, the sanction should specify that such expenditure is subject to funds/grants being disbursed.
3. Lapse of Sanction: A sanction for any expenditure, unless it is specifically renewed, shall lapse within a period of 12 months from the date of issue of such sanction provided that:
  - a. When the period of sanction is prescribed in the sanction itself, it shall lapse on the expiry of such period.
  - b. When there is a specific provision in a sanction that the expenditure would be met from budget provision of specified financial year then the sanction shall lapse at the end of financial year.
4. Unless otherwise specified, all delegations are on per occasion basis. In order to get the approval of higher competent authority, splitting should be avoided.
5. Delegated powers cannot be delegated further without prior approval of the authority that originally delegated the powers.
6. All the power delegated hereunder are subject to budget allocation under the relevant budget-head and after following the prescribed procedure & guidelines indicated in the Act/Statutes and/or issued from time to time by Govt. of India/Board of Governors.
7. In case of ambiguity/conflicts between the provisions stipulated in this handbook and in the original source such as GFR etc. or the prevailing rules/guidelines/law of GOI, the provisions contained in the original source/GOI rules shall prevail.

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
<b>FINANCE AND ACCOUNTS</b>	Authorise to release annual audited financial Statements	Full Powers	-	-	-	-
	Approve Annual Institute Budget	Full Powers	-	-	-	-
	Creation of suitable structure for Resource mobilization and Corpus or Endowment Fund with due accountability	Full Powers	-	-	-	-
	Allocation and re-appropriation of Funds	Full powers	Full Powers with respect to different items constituting the recurring budget upto Fixed limit (25%) of the provision without involving any recurring liability.	-	-	-
	Expenditure for running the Institute such as operational expenses/ Contingent expenses/ Statutory payments etc.	-	Full Powers	Full Powers up to the extent as may be specifically delegated in writing by the Director in his absence.	-	-
	Opening of new bank account	-	Full Powers	-	-	-
	Authorization of signatories to Bank Accounts and related documents	-	Full Powers	-	-	-
	Opening/closing of Bank Accounts for professional/occasional activities like conferences, Projects etc	-	-	Full Power	<b>DoRD:</b> Full Powers (for projects)	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Signing/countersigning of Cheques/Bank transfer including PFMS	-	-	-	<b>Registrar:</b> Full Powers following financial approval of the Competent Authority.	-
	Making Investment of surplus funds or breaking the investments	-	Full Powers - to be reported to Board	-	-	-
	Inter-bank account transfers	-	Full powers	-	-	-
	Approval of contracts	-	Full Powers except the one between Director and Institute.	-	-	-
	Licensing of intellectual property, commercializing of patents, Technology Transfers	-	Full Powers under intimation to the Board	-	-	-
	Expenditure on light refreshments during formal inter departmental and other meetings or Domestic workshops/seminars/conferences etc., stone laying ceremonies and other hospitalities	-	Full Powers	Upto Rs. 25000/-	<b>Deans:</b> Upto Rs. 10000/-	Upto Rs. 5000/-
	Expenditure from Endowment Fund/Corpus (Other than donations, interest earnings only)	-	Full powers with prior approval of BOG on the recommendation of FC	-	-	-
	Purchase of Land/Building	Full Power with prior approval of MoE	-	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Renting of Land/building	Full Power	-	-	-	-
	Renting of residential and Commercial Establishment	-	Full Powers	-	-	-
	Institute Promotion, Publicity and advertising	-	Full Powers	-	-	-
<b>STORES AND PURCHASE</b>	All procurements of goods and services including Purchase of Indian / foreign made Capital equipment, software, technical stores like raw material, components, consumables /non-consumables/ Limited Time Asset Stores including fabrication of equipment, engagement of consultants /specialists/Outsourcing Contracts etc.	Full power	Upto Rs. 5 Crore	Upto Rs. 25 Lakhs	<b>DoRD</b> –upto Rs. 10 Lakhs (For project related matters) <b>Other Dean and Registrar</b> shall have the powers as the HoD for their departments/units.	Upto Rs. 1 Lakh
	Purchase of motorized vehicles, e-vehicles including two wheelers for the Institute and/or Projects	-	Full powers with the approval of BOG on the recommendation of FC subject to the policy of Govt. of India.	-	-	-
	Condemnation of motor vehicle satisfying the life requirement (distance run and length of use.)	-	Full Powers	-	-	-
	Replacement of duly condemned motor vehicles	-	Full Powers	-	-	-
	Uniforms/badges and related items for employees as well as for others	-	Full Powers	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Insurance/Demurrage and Wharfage/ Freight handling etc.	-	Full Powers	-	-	-
	Approve any or all variation(s) to earlier approved terms and conditions such as extension of delivery period (with or without liquidated damage); accepting price increase against fixed price contracts; release of EMD/Performance Security etc.	-	Full Powers	-	-	-
	Purchase of Books/journals/ periodicals	-	Full Powers	Upto Rs. 50000/-	-	-
	Writing off of irrecoverable losses of public money not due to theft, fraud or negligence.	Full Power	Full power where depreciated value does not exceed Rs. 5 Lakh in a year. Such write off to be reported to Board.	-	-	-
	Writing off of irrecoverable losses of stores or of public money due to theft, fraud or negligence.	Full Power	Full power where book value of each item does not exceed Rs. 5 Lakh Such write off to be reported to Board.	-	-	-
	Writing off of losses of revenue or irrecoverable loans and advances.	Full Power	Full power upto Rs. 5 Lakhs.	-	-	-
	Writing off of obsolete, surplus and unserviceable stores	Full Powers	Full powers (for depreciated value is below Rs. 5 lacs.)	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Approve purchases in respect of proprietary items or specified brand goods or specialist works	Full Powers	Full power for purchase value upto 1 Crore	Upto 25 Lakh	DoRD: Upto Rs. 5 lakh for project purchase	-
	Approve and Sign Purchase Order/Work Order (against duly approved Purchase Indents/proposals)	-	-	-	Registrar: Full Power	-
<b>ESTABLISHMENT AND ADMINISTRATION</b>	Creation of permanent posts	Full Powers with approval of MoE	-	-	-	-
	Creation of one or more post of Deputy Director and appointment thereof	Full Powers	-	-	-	-
	Appointment of Dean(s) from among the faculty members of the Institute	Full Powers	-	-	-	-
	Creation of temporary posts of not more than two years' duration on approved scales of pay where the Director is the Appointing Authority	-	Full power with approval of the Chairman, BoG and to be reported to BoG.	-	-	-
	Appointment of necessary staff, except casual labour, paid from contingencies and project funds or such other funds available at his disposal	-	Full Power	-	-	-
	Appointment and Promotion	Full Powers wherever Board is the Appointing Authority	Full Powers wherever Director is the Appointing Authority.	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Compassionate Appointments	Full Powers wherever Board is the Appointing Authority	Full Powers wherever Director is the Appointing Authority.	-	-	-
	Appointment of Chair Professors/Joint Faculty/ Adjunct Faculty / Distinguished Faculty/ Honorary Professor.	Full Powers	-	-	-	-
	Appointment of Young Faculty chair/ Visiting Faculty/ Appointment of retired/ serving staff on contract based on the recommendation of duly constituted committee.	-	Full Powers. To be reported to Board	-	-	-
	Decision that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute	Full Powers on the recommendation of the Director	-	-	-	-
	Dispensation of medical certificate of fitness before appointment, in exceptional and individual cases	Full Powers wherever Board is the Appointing Authority	Full Powers wherever Director is the Appointing Authority. To be reported to Board.	-	-	-
	Extension in Joining Time on first appointment	Full Powers beyond 6 months	Full powers upto 6 months.	-	-	
	Probation completion/extension of probation/confirmation		Full Powers. To be reported to BoG wherever Director is not the appointing Authority.	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Acceptance of Resignation/ Technical Resignation	-	Full Powers. To be reported to BoG wherever Director is not the appointing Authority.	-	-	-
	Lien/Retention of lien/Transfer of lien	Full Powers wherever BoG is the Appointing Authority	Full Powers when Director is the Appointing Authority.	-	-	-
	Transfer of Services/Service matters having Financial implications		Full powers with approval of the BOG on the recommendations of FC	-	-	-
	Forwarding of application for appointment/deputation etc. for the posts outside IIT Bhilai/issue of "No Objection Certificates (NOC)"	-	Full power. To be reported to BoG	-	-	-
	Fixation of pay and allowances of appointment/ promotion/ progression to a higher post or grade or any other eventuality as per normal rules/approved policy	-	-	-	DoFA: Full Powers for Academic Staff DoRD: Full Powers (Project Staff) Registrar: Full Powers (for others)	-
	Fixation of initial pay, on the recommendation of the Selection Committee, at a stage higher than the minimum of the scale	Full Power	Full power wherever Director is the Appointing Authority but not more than Five increments.	-	-	-



Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Protection of Pay	Chairman BoG : Full Powers in all cases where Board is the Appointing Authority	Full Powers where Director is the Appointing Authority.	-	-	-
	Sanctioning of Leave or modification of leave sanctioned earlier	Chairman BOG: For Director (Except Casual Leave/Special Casual Leave for which Director himself is authorized)	Full power	Full powers for HoD and Registrar	DoFA : For Academic Staff DoRD : For R&D Staff Registrar : For Non-Academic Staff	For Staff working under them only in case of CL/SCL
	Long leave/Short Leave on Foreign Service Terms (FST)/Deputation	Chairman BOG: For Director	Full Powers. reported to BOG	-	-	-
	Acceptance/approval of the leave after the period of absence	Chairman BOG: For Director	Full Powers	-	-	-
	Travel within India	-	Full Powers including for Self (shall be own controlling officer for TA in India)	For Heads of the Departments/ Head of Sections and Institute guests from funds other than Project Funds.	<b>DoFA:</b> for Academic Staff upto Rs. 50000/- including in r/o candidates for faculty positions. <b>Registrar:</b> for Non-Academic Staff upto Rs. 50000/- including in r/o candidates for various non-teaching posts as per eligibility.	For departmental Guest Speakers (including Honoraria), Students Tour, M.Tech/ Ph.D. Admissions, Employees of

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
					DoRD: Institute Guest Speakers (including Honoraria) and from Project Funds upto Rs. 50000/-	the Department from Departmental Travel Budget as per rules.
	Travel Abroad (all expenses) for conferences, seminars, bilateral exchange programme, training, prestigious fellowships etc. including permission for personal travel	Chairman BoG: Full Powers for Director	Full Powers		DoFA: For faculty members under CPDA	
	Travel Advances	-	Full powers	-	DoRD: Full Powers for project Fund DoFA : for Academic Staff where travel is pre-approved by the Competent Authority Registrar: For Non-academic Staff where travel is pre-approved by the Competent Authority.	-
	Sanction of Leave Travel Concession (LTC) (including Leave Encashment, advance and settlement of claims.	-	-	For DoFA/Registrar	DoFA : for Academic Staff Registrar: for Non-Academic staff	-
	Relaxation in time limit for submission of LTC claim	Full Power	Full Power (Upto 3 Months – if advance is taken and upto 6	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
			months – if advance is not taken)			
	Relaxation of time-limit of six month between commencement & completion of journey in case of family member (s) of any employee	-	Full Powers	-	-	-
	Change of Home town for the purpose of LTC as per GOI rules	-	Full Powers	-	-	-
	Reimbursement of Relocation Allowances as per the approved policy	-	-	-	<b>DoFA</b> : for Academic Staff <b>Registrar:</b> for Non-Academic staff	-
	Reimbursement from Cumulative Professional Development Allowances (CPDA) account	-	Full Powers	-	<b>DoFA:</b> Full Powers (for domestic and foreign travel, registration charges, visa charges)	-
	Imprest/Permanent Advances	-	Full Powers	Full Powers upto Rs. 25000/- in the name of an employee of the Institute.	-	Upto Rs. 5000/- in the name of an employee of the Deptt.
	Interest Bearing Advances	-	Full Powers	-	-	-
	Advances for Equipment/Non-Consumables/Consumables	-	Full Powers	Upto Rs. 1.00 Lakh	<b>DoRD</b> : Upto Rs. 1.00 lakh (for project Funds) <b>Deans/Registrar:</b> upto Rs. 25000/-	Upto Rs. 25000/-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Allotment of a building or part of building to a specified post/position or for a specified purpose	-	Full Powers	-	-	-
	Normal allotment of residence/retention of residence on the recommendation of the Residence Allotment Committee and as per approved guidelines	-	-	Full Powers	-	-
	Fixing License fee for various types of residences as per GOI guidelines	-	Full Powers	-	-	-
	Hiring/leasing of houses, renewal and enhancement or modification in rent	-	Full powers with approval of the BOG on recommendations of FC.	-	-	-
	Remission or reduction of licence fee for building(s) rendered wholly or partially unsuitable.	-	Full Powers	-	-	-
	Determination of charges for electricity, water, meter and any other charges for staff quarter and commercial allotment	-	Full Powers	-	-	-
	Out-of-turn allotment of staff quarters on medical grounds, exigencies of work, etc.	-	Full Powers	-	-	-
	Decision that an officer on leave shall be considered to be in occupation of a residence.	-	Full Powers	-	-	-
	Suspension of the allotment of residence/Allotment of residence for which allotment is suspended	-	Full Powers	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Disciplinary Powers under IIT Bhilai (Residence Allotment) Rules	-	Full Powers	-	-	-
	Disciplinary Powers under CCS (CCA) Rules, 1965	Full Powers where Board is the Appointing Authority	Full Powers where Director is the Appointing Authority.	-	-	-
	Placing a member of staff appointed at the Institute under suspension (a) where a disciplinary proceedings against the concerned staff is contemplated or pending; or (b) where a case in respect of any criminal offense is under investigation		Full Powers (Member of staff as classified in Statute 16 of First Statutes of IIT Bhilai)	-	-	-
	Review of cases when a member of staff placed under suspension	Full Powers		-	-	-
	Grant Approval or accept Intimation of various transactions or events or matters required to be reported under CCS (Conduct) Rules, 1964		Full Powers	-	-	-
	Sanction Outpatient Medical expenses as per GOI guidelines	-	-	Full Powers	Registrar: Upto Rs. 10000/-	-
	Sanction Inpatient Medical Expenses as per GOI guidelines	-	-	Full Powers	Registrar: Full Powers upto Rs. 50000/- (for local hospitalization)	-
	Appointment of Private Medical Practitioner as Authorized Medical Attendant (AMA)	-	Full Powers	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Recognition of private hospital for indoor treatment	-	Full Powers	-	-	-
	Permission to take treatment from any hospital recognized under CS(MA) Rules/CGHS/State Government but other than authorized by the Institute	-	Full Powers	-	-	-
	Admission of time-barred medical reimbursement claims (more than 6 months old)	-	Full Powers	-	-	-
	Permission for undergoing expensive medical treatment/procedures/equipment/implant etc. for which govt. rates are not available or any matter which is not available in the government guidelines	-	Full powers with approval of the BOG on the recommendations of FC.	-	-	-
	All Retirement / Terminal Benefits	-	Full Powers	-	-	-
	Decision to file/defend a case on advice of Lawyer/Legal Advisor, if any, of the Institute or on the advice of duly constituted committee.	-	Full Powers	-	-	-
	Engagement of Professional such as Lawyer/actuaries/tax consultants/ auditors etc.	-	Full Powers	-	-	-
	Declaring any officer as "Controlling Officer" for the purpose of TA Claims, Medical claims , LTC claims and/or any other claims including countersigning these claims	-	Full Powers	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Claim of an employee which has been allowed to remain in abeyance for a period exceeding two years	-	Full Powers	-	-	-
	Powers of Head of the Department for the purpose of Account Code, FR & SR and other rules of Government.	-	Full Powers	-	-	-
	To declare any Group "A" officer as "Head of the Office" for the purpose of various government rules.	-	Full Powers	-	-	-
	Permission to deliver lecture by faculty member in universities / technical institutions at their invitation and to accept remuneration	-	-	-	DoFA : Full Powers	-
	Investigation of arrears claim	-	Full Powers	-	-	-
	Gifts to high dignitaries visiting the Institute	-	Full Powers	-	-	-
	Signing agreements (following administrative/Financial approval by the competent authority) as per applicable rules.	-	Full Powers to decide the signatory with the Institute on case to case basis.	-	-	-
	Waive the recovery of excess payment, if any, subject to condition that such excess payment is not a result of misrepresentation of the employee	-	Full Powers	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
<b>WORKS AND SERVICES</b>	Administrative approval and expenditure sanction for major capital works to be executed by Public Works Organizations	Full Powers above Rs. 5 Crore	Full powers upto Rs. 5 Crore only for approved DPRs by the competent authority. Each case to be reported to the Board. Any new expenditure to be sanctioned by BOG on the recommendations of FC.	-	-	-
	Sanction of major repair and maintenance works, additions to residential and non-residential buildings, modifications and other works to be executed by Estate Management Section (EMS) of the Institute.	Full Powers above Rs. 1 Crore	Full Powers upto Rs. 1 crore  All such orders to be reported in the next meeting of Board.	-	-	-
	Competent Financial Authority for accepting the recommendations of the concerned Committee for placement of work orders	-	Full powers	Upto Rs. 25 Lakh	-	-
	Sanction of excess amount over order value in case of all works being executed by the Institute	Full Powers if Order Value is Rs. 1 crore and above, on the recommendation of B&WC	Full Powers if Order Value is less than Rs. 1 crore subject to condition that variation is between 5% to 10%. To be reported to Board.	-	-	-



Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Sanction of extra/substituted items in case of all works being executed by the Institute	-	Full Powers on the recommendation of SE/Committee, if any, where revised estimate is not required.	-	-	-
	Approval of Survey reports and acceptance of highest tender/bid for disposal of unserviceable materials due to normal wear and tear	-	Full Powers	-	-	-
	Grant of extension of time and levy of penalty/compensation (with reasons to be recorded), in cases of all works being executed by the Institute.	-	Full Powers	-	-	-
<b>ACADEMIC MATTERS</b>	Create, continue, combine or close down any academic units such as departments, schools, research or other centres including service centres, divisions on the recommendation of the Senate.	Full Powers	-	-	-	-
	Institution of Fellowships, Scholarships, Assistantships, Medals and Prizes	-	Full Powers. To be reported to Board.	-	-	-
	Tuition fees at the time of first admission and thereafter every academic year for the students admitted in various programme	Full Powers as per the policy decided by the Council	-	-	-	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Conferment of Honorary Degrees	Full Powers with prior approval of the visitor	-	-	-	-
	Withdrawal of any degree or academic distinction conferred on or any certificate or diploma granted, to any person by the Institute	Full Powers	-	-	-	-
	Selection and appointment of Head or Professor-in-charge of the Department or School or Unit from among the Academic Staff of the Institute	-	Full Powers	-	-	-
	Eligibility and guidelines for administering the Merit-Cum-Means assistance to the meritorious students	-	Full Powers	-	-	-
	Appointment of Warden(s)/ Associate Warden(s) for Halls of residence/Hostel	-	Full Powers	-	-	-
	Conditions of residence of students, levying of fees for residence and of other charges as also the management of the Halls of Residence and Hostels	-	Full Powers	-	-	-
	Selection of examiners for wholesome thesis evaluation and viva-voce for PhD	-	Full Powers	-	-	-
	Selection of examiners for wholesome thesis evaluation and viva-voce for MTech	-	-	-	<b>DoAA : Full Powers</b>	-

Subject	Description	Delegation/Authority				
		BOG	Director	Deputy Director	Dean/Registrar/Any other Authority	HOD
	Selection of examiners for wholesome thesis evaluation and viva-voce for BTech	-	-	-	-	Full Powers
	Financial Assistance and contingency grant (for students)	-	-	-	DoAA : Full Powers	-
	Extension/upgradation of PG fellowships	-	Full Powers	-	-	-
	Advance of fellowship from the Institute to Research Students of any Funding agency in case of non-receipt of funds	-	Full Powers	-	DoAA: upto 3 months, with or without HRA, as on the recommendation of DoRD.	-
	Approve expenditure and purchase orders related to Students Affairs	-	Full Powers	Upto Rs. 10 Lakh	DoSA: upto Rs. 2 lakh	-
<b>MISCELLANEOUS</b>	Delegation of Powers to Deputy Director, Deans, Heads of the Department, Registrar or to any other subordinate authority to the Director	-	Full Powers within his own power with the approval of the Board.	-	-	-

**NOTE:**

1. Till appointment of Deputy Director, powers delegated to him shall be exercised by the Director.
2. Till appointment of the regular Deans, concerned Faculty-In-Charge (FIC) shall exercise the powers delegated to the respective Dean.

**Amendments made on the basis of comments of Integrated Finance Division, Ministry of Education vide letter no. 1-7/2017-IFD dated 15.06.2022**

<b>Subject</b>	<b>Description</b>	<b>Existing delegation of powers</b>	<b>Comments of Finance Division, Ministry of Education</b>	<b>Amended delegation of powers</b>
<b>FINANCE AND ACCOUNTS</b>	Expenditure from Endowment Fund/Corpus (Other than donations, interest earnings only)	<b>Director</b> : Full Powers	<i>It should be with prior approval of FC and BoG</i>	<b>Director:</b> Full powers with prior approval of BOG on the recommendations of FC.
<b>STORES AND PURCHASE</b>	Purchase of motorized vehicles, e-vehicles including two wheelers for the Institute and/or Projects	<b>Director:</b> Full Powers subject to the policy of the Government of India.	<i>This involves financial implication and hence to be done with the approval of FC &amp; BOG</i>	<b>Director:</b> Full powers with the approval of BOG on the recommendations of FC subject to the policy of Govt. of India
<b>ESTABLISHMENT AND ADMINISTRATION</b>	Creation of temporary posts of not more than two years' duration on approved scales of pay where the Director is the Appointing Authority	<b>Director:</b> Full power with the approval of the Chairman, BoG and to be reported to BoG.	<i>This also involves financial implications; must be done through FC with approval of BOG</i>	<b>Director:</b> Full power with the approval of the Chairman, BoG and to be reported to BoG. (It is the Statutory power vested with the Director under Statutes12(2)(iv).
	Appointment of Young Faculty Chair/Visiting Faculty/Appointment of retired/serving staff on contract based on the recommendation of duly constituted committee	<b>Director:</b> Full Powers. To be reported to Board	<i>This should also be done through FC and then with the Approval of the BOG</i>	<b>Director:</b> Full Powers. To be reported to Board (The BOG had already approved the policy for Young Faculty Chair, Visiting Faculty etc.in the meeting held earlier)
	Transfer of Services/Service matters having Financial implications	<b>Director</b> : Full Powers	<i>Any proposal involving financial implication is to be invariably routed through FC and then with the approval of BOG</i>	<b>Director:</b> Full powers with approval of the BOG on the recommendations of FC.
	Hiring/leasing of houses, renewal and enhancement or modification in rent	<b>Director:</b> Full Powers with approval of the Board.	<i>This involves financial implications and hence to be done with the approval of FC &amp; BOG</i>	<b>Director:</b> Full powers with approval of the BOG on the recommendations of FC.
	Permission for undergoing expensive medical treatment/ procedures / equipment / implant etc. for which govt. rates are not available or any matter which is not available in the government guidelines	<b>Director:</b> Full Powers. To be ratified by the Board.	<i>This should invariably be through FC and BoG</i>	<b>Director:</b> Full powers with approval of the BOG on the recommendations of FC.

Subject	Description	Existing delegation of powers	Comments of Finance Division, Ministry of Education	Amended delegation of powers
<b>WORKS AND SERVICES</b>	Administrative approval and expenditure sanction for major capital works to be executed by Public Works Organizations	<b>BOG:</b> Full Powers above Rs. 10 Crore <b>Director:</b> Full Powers upto Rs. 10 Crore. Each case to be reported to Board.	<i>Rs. 5 Cr. May be considered for each case to be reported to the Board, in line with 'Stores &amp; Purchase' power applicable only for approved DPRs by the competent authority. Any new expenditure may be sanctioned by FC &amp; BOG. For cases above Rs. 5 Cr., BOG is the competent authority.</i>	<b>BOG:</b> Full powers above Rs. 5 Crore <b>Director:</b> Full powers upto Rs. 5 Crore only for approved DPRs by the competent authority. Each case to be reported to the Board. Any new expenditure to be sanctioned by BOG on the recommendations of FC.