

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

10200/6-FC-BoG/2018

30 January, 2026

NOTIFICATION

In continuation of Notification No. 10200/6-FC-BoG/2018 dated 8th August, 2018, and pursuant to the approval by the of the 35th FC/BoG (BoG Item No. 35/15) dated 25th June, 2025 and the 36th FC/BoG (FC Item No. 36/16) dated 8th December, 2025, the delegation of financial powers for the functionaries of the Institute have been updated upto 31.12.2025. The updated delegation of financial powers are enclosed herewith as Annexure.



[Prabodh Pandey]
Registrar

Encls: Annexure

Cc: Chairman, BoG, IIT (ISM), Dhanbad
Director
Dy. Director
All Deans/All Associate Deans/All HoDs/HoCs/HoSs
All PICs/Librarian/JR (Exam & Acad.)/All DRs/All ARs
CMO (I/C)/CSM/CSO/PESOs

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**DELEGATION OF FINANCIAL POWER (DOFPs) TO DIFFERENT DELEGATES OF THE INSTITUTE
(Updated upto 31.12.2025)**

The principals underlying the revised DOFPs and some significant revisions are summarized below:

1. Enhancement in powers of existing delegates.
2. Introduction of new levels of authorities.
3. All delegations are to be exercised within applicable rules & regulations, subject to availability of budget and from the budget allocated to the delegate.
4. 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 delegates.
5. In case any of the delegations cause hardship and/or create operational difficulties, these may be highlighted for necessary correction.
6. Table below enumerates the revised Delegation of Financial Powers to the delegates of the Institute.

SI No. & Subject	Description: Nature and Particulars of powers	Functionary	Financial powers
1. Purchase of Goods and Services	1.1 Non-Consumable (Capital)	Director	No upper limit
		Dy. Director, Dean (R&D), (For project Purchase) Dean (CEP) (From the CEP Fund)	20.00 Lakh
		Deans/Registrar/HOD, HOC (Head of Research Centre)/PI/CI (For Centre/Project/Consultancy)	4.00 Lakh
		Dean (IRAA), Dean (IIE)	20.00 Lakh * (From the fund under the control of Dean (IRAA) & the Dean (IIE))
	* Subject to an annual ceiling of ₹ 8 crore.		
	1.2 Consumable Store/Service (Revenue)	Director	No upper limit
		Dy. Director, Dean (R&D), (For Project Purchase)	4.00 Lakh



		Dean (CEP) (From the CEP Fund)	
		Deans/Registrar/HOD, HOC (Head of Research Centre)/PI/CI (For Centre/Project/Consultancy)	1.00 Lakh
		Dean (IRAA), Dean (IIE)	4.00 Lakh ** (From the fund under control of the Dean (IRAA) & Dean (IIE))
** Subject to an annual ceiling of ₹ 2 crore.			
2. Accounts	2.1 Authorize the release of annual audited financial statements	Board of Governors (BoG)	Full Powers
3 Budgets	3.1 Approve Annual Institute Budget	BoG	Full Powers
	3.2 Allocation and re-appropriation of funds	Director	Full Power (within BoG approved Institute Budget)
4 Infrastructure Development (Capital)	To sanction expenditure on additions/alterations/modifications on building(s), roads, electrical installation (s), water supply and sanitary facilities and other civil developments in the campus	B&WC	Full Power
		Director	100.00 Lakh
		Dy. Director	20.00 Lakh
		Dean (Infra.)	4.00 Lakh *** (From the allocated budget head)
*** Subject to an annual ceiling of ₹ 2 crore.			
5 Pay & Allowances	5.1 Create Positions	BoG	Full Power
		Director	Full Power (for Project positions)
	5.2 Make appointment against sanctioned positions/project positions	BoG	Full Power
		Director	Full Power for Group B & C Positions
		Dean (R&D)	Full Power for Project Positions
			Director

	5.3 Approval of Pay Fixation (In line with principles approved by the Competent Authority)	Dean (R&D)	Full Power for Project Employees
	5.4 Outsource whole/part of services	Director	Full Power
		Dy. Director/Dean (R&D) for projects	Cumulatively upto 90 days
	5.5 To approve/sanction Pay & Allowance and benefits to employees including Bonus and Sanction advances/withdrawals and final payment from GFP/CPF/NPS. Payment of interest and contribution to GPF/CPF/NPS/ Services of Security, House-keeping, Man-power outsourcing.	Registrar	Full Power
6 Overtime & Honoraria	To sanction overtime allowance, honoraria and other incentives for extra work.	Dy. Director/Dean (R&D) (for projects)/ Dean (CEP) (From CEP Fund)	Full power
7 Retirement Benefits	7.1 To sanction retirement benefits to employees including PF, Pension, Leave Encashment, Gratuity etc.	Director	Full Power
	7.2 Sign Pension Payment Order and Monthly Pension payment	Registrar	Full Power
8 Travel/ Training	8.1 Approve travel/training within India for:		
	Director	Chairman, BoG	Full Power
	Dy. Director, Deans, Assoc. Deans, HoDs/HoCs, Registrar	Director	Full Power
	Academic Staff/ Outside faculty/ experts/examiners etc.	Dean (Faculty)	Full Power
	Non-Academic Staff/Outside Officers etc	Registrar	Full Power
	Project Personnel	Dean (R&D)	Full Power
	PG, UG Students & Research Scholars	Dean (Acad.)	Full Power
	All other cases not covered above	Dy. Director	Full Power
	8.2 Approve travel/training outside India for:		
	Director	Chairman, BoG	Full Power
	All other employees	Director	Full Power
	8.3 Sanction travel advance and sanction of TA bills (where travel has already been approved by the CA as above)	Concerned Dean	Full Power
		Registrar	Full Power

9 Leave Travel Concession (LTC)	Approve & Sanction LTC for Academic Staff	Dean (Faculty)	Full Power
	Approve & Sanction LTC for Non-Academic Staff	Registrar	Full Power
10 CPDA	Cumulative Professional Development Allowance (CPDA) to Faculty Members	Dean (Faculty)	Full Power
11 Advances	11.1 To sanction interest bearing advances & other advances	Director	Full Power
	11.2 To sanction Advances to Employees	Registrar	4.00 Lakh
	11.3 To sanction Imprest Advance	Registrar	0.10 Lakh
12 Medical Benefits to employees	12.1 Approval for outpatient Medical Treatment	Medical Officer	Full Power
	12.2 Inpatient Medical Treatment Approval (Hospitalization Cases).	Dy. Director	Full Power
		CMS	Full Power for local treatment in and around Dhanbad
	12.3 Health Centre maintenance expenses including cost of medicines, consumables, IPD	Dy. Director	20.00 Lakh
	12.4 Medical Reimbursement to Employees & Pensioners, Ambulance Charges etc.	CMS	0.05 Lakh
13 Scholarship	12.5 Post-Retirement Medical Scheme	Dy. Director	20.00 Lakh
	13.1 Research Scholar & PG Students, Scholarship, Contingency Bills Payment for thesis evaluation, Viva voce etc.	Dean (Academic)	Full Power
	13.2 Sponsored Award & Scholarship Instituted through IRAA office	Dean (IRAA)	Full Powers
14 Student Affairs Related	14.1 Payment/Refund to Students, viz. MCM, Central Sector Scholarship, Outside Scholarships, Mess Subsidy, Pocket Allowance, Refund of Hostel/Mess Fee, Insurance claim etc.	Dean (SW)	Full Powers
		Director	Full Power
		Dy. Director	20.00 Lakh
	14.2 Any other expenditure related to recurring & non-recurring budget of student affairs	Dean (SW)	4.00 Lakh



15 Repair & Maintenance	Repair, maintenance of buildings roads, furniture & fixtures, electrical appliances/installations, office machinery/equipment, sanitary and water supply system, computer/communication systems etc.	Dean (Infra)	4.00 Lakh
16 Running & Maintenance	Running & maintenance of vehicles, generator running & maintenance	Registrar	4.00 Lakh
17 Banking & Investment	Open/close Institute bank accounts	Director	Full Power
	Open/close bank accounts for professional activities	Dy. Director/Dean (R&D) (for projects)/ Dean (CEP) (From CEP Fund)	Full Power
	To approve long term investments	Director	Full Power
	To approve short term investments (duration less than one year)	Registrar	Full Power
	Signing of Cheques/Inter-bank fund transfer (General Account)	OIC Accounts and Registrar/Dy. Director	
	Signing of Cheques/Inter-bank fund transfer (Project Account)	OIC Project Accounts and Registrar/Dy. Director	
18 Library	Books/Journals/Periodicals	Director	Full Power
		Dy. Director	20.00 Lakh
		PIC Library	4.00 Lakh
19 Penal Interest/ Fines	To sanction payment of penal interest/fines/penalties/ demurrage/wharfage charges levied by Govt./PSU authorities	BoG	Full Power
		Director	2.00 Lakh
20 Writing Off	20.1 To approve write off/disposal of old, used, obsolete or unserviceable assets/stores etc. due to fair wear and tear.	BoG	Full Power
		Director	5.00 Lakh (upto Rs. 5.00 Lakh for a specific proposal subject to maximum of Rs. 20.00 Lakh in a year)
	20.2 To approve write off/disposal of old, used, obsolete or unserviceable assets/stores etc. not due to fair wear and tear.	BoG	Full Power
		Director	2.00 Lakh
	20.3 To write off losses and irrecoverable advances/loans/	BoG	Full Power



	revenue loss not due to theft/negligence of employees.	Director	0.75 Lakh (upto Rs. 0.75 Lakh for a specific proposal subject to maximum of Rs. 4.00 Lakh in a year)
21 Electricity, Water Charges etc.	To approve/sanction expenditure in respect of Electricity and Water Supply Systems, Electric and Water Charges, Audit Fees, Telex, Telephone and Fax, Rent, Rates and Taxes, Legal Expenses/Charges Insurance Premia.	Dy. Director/Registrar, if Dy. Director is out of station	Full Power
22 Power to JEE/GATE/JAM Chairperson	To sanction out of allocated funds contingency and other expenditure within their functional areas	Chairperson	4.00 Lakh
23 Contingency and consumable Expenditures	To sanction out of GIA fund contingency and consumable expenditure within their functional areas	Designated Head of Service Centres (e.g. Computer Centre) and Designated Head of Sections (e.g. F&A Section)	0.25 Lakh
24 Sports	To sanction contingency and other expenditure out of funds allocated to their functional areas	President Sports & Physical Education Centre (SPEC)	0.15 Lakh
25	Institute Promotion and Publicity	Director	Full Power
26	Gifts	Director	Full Power
27	Renting of Land/Building	Director	Full Power
28 Contracts	28.1 All contracts/agreements pertaining to Projects, R&D including recruitment of project employees	Dean (R&D)	Full Power
	28.1.1 All contracts/agreements pertaining to CEP	Dean (CEP)	Full Power
	28.2 All contracts/agreements pertaining to Campus Administration, Security,	Registrar	Full Power

	Recruitment, Construction, Maintenance, Consultant etc.		
	28.3 Extend Contracts	Contract Approving Authority	Full Power
29 Compensation	Authorize compensation under Workmen's Compensation Act	Director	Full Power
30 Re-hiring Retired Employees	Approve re-hiring of retired employees	Director	Full Power
31 Engagement of Professionals	Engagement of auditors, tax consultants, actuaries and lawyers	Director	Full Power
32 Endowment Fund	32.1 Other than donations (Interest earning only) Approval of expenditure	BoG	Full Power
		Director	Full Power (For development and/or promote excellence)
	32.2 Designated/Undesignated donations, approval of expenditure	Director	Full Power
		Dean (IRAA)	Full Power from IRAA promotional fund
33 Urgent Matters	In urgent matters for which action has to be taken urgently and cannot be kept pending till convening of FC/BoG Meeting	Director	Full Power for any amount within the power of FC/BoG

Note:

1. Above Delegation of Financial Powers are subject to revision by the BoG, if need arises in future.
2. Director may reduce the powers delegated to any official any time if need arises. Decision taken by the Director shall be reported to the BoG in its next meeting.
3. The functionaries would be required to maintain a register for monitoring the annual expenditure ceiling. They are also required to conduct due diligence in accordance with established norms and procedures while sanctioning the expenditure.

