



Indian Institute of Technology Jodhpur
Office of R&D

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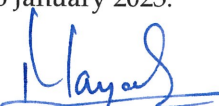
IITJ/R&D/2022-23/10
Date: 10.01.2023

Office Order

Subject: Delegation of Powers in respect of functioning of the Office of R&D

The Competent Authority has approved the modification in the Delegation of Powers towards functioning of Office of R&D as per Annexure A attached in suppression of all earlier Office Order (s) in this respect. The process flow is explained in Annexure B.

The Delegation of Powers will be exercised by the respective authority with effect from 16 January 2023.


Dean (R&D)

Distribution:

1. Director
2. Deputy Director
3. Registrar
4. AD(R&D)
5. All Heads/Professor-in-Charge of Departments
6. All Faculty
7. All Offices
8. Deputy Registrar (R&D)
9. Webmaster for uploading on Intranet



Revised Delegation of Powers of R&D

- I. SPONSORED RESEARCH and CONSULTANCY**
- II. OPERATION OF SPONSORED RESEARCH / CONSULTANCY PROJECTS**
- III. RECRUITMENT**
- IV. STUDENT ASSISTANTSHIPS / HONORARIUM**
- V. TRAVEL**
- VI. CONFERENCES, WORKSHOPS & TRAINING PROGRAMMES**
- VII. LEAVE**
- VIII. ADVANCE & IMPREST**
- IX. IPR**
- X. R&D OFFICE ADMINISTRATION**
- XI. PURCHASE AND CASES NOT COVERED ABOVE**

S No.	DESCRIPTION	DELEGATION
I	SPONSORED RESEARCH / CONSULTANCY PROJECTS	
1.1	Approval for submission of Sponsored Research Project to Funding Agency (Funding Agency) and subsequent modification/revision in the proposal	Dean (R&D)
1.2	Approval of submission of projects with relaxation of Administrative Overheads (as per funding agency written norms) Relaxation otherwise	Dean (R&D)
1.3	Submission of tentative consultancy proposals to the client as per norms	PI
1.4	Acceptance of the all standard terms & conditions including payments from the corporate / industry client as per rules of the Institute	PI , HoD and AD (R&D) as Institute Representative
1.5	a) Signing of the agreement (on behalf of the Institute) with the Government / Non-Corporate funding agency a) Signing of the Agreement other than standard terms & conditions with Non-Government agency	Dean (R&D) via Legal Cell Dean (R&D) via Office of Corporate Relations
II	OPERATION OF SPONSORED RESEARCH / CONSULTANCY PROJECTS	
2.1	Approval for Project Registration	Associate Dean (R&D)
2.2	Requesting Funding Agency for release of grant	PI
2.3	Issue of Contingent Bill/ Invoice/Pre-receipt / related certificates / declarations	Associate Dean (R&D)

2.4	a) Creation of posts as per Funding agency b) Creation of posts as per R&D designations/norms, when positions are not explicitly given by the Funding Agency in the sanction letter c) Otherwise	a) As per approval letter b) PI c) Associate Dean (R&D)
2.5	Re-allocation of budget a) Sponsored Research Project b) Consultancy Projects	a) PI with the approval of the Funding Agency b) PI
2.6	a) Addition or conversion of post in the approved project after approval of the Funding Agency (within R&D designations/norms) b) Down gradation of scientific/technical posts within the budget (scientific/ technical posts shall not be downgraded to secretarial post)	PI
2.7	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) Associate Dean (R&D)
2.8	Loan in anticipation of sanctioned grant (on submission of Undertaking by PI)	Dean (R&D)
2.9	Data Card, mobile internet for travelling/project purposes	PI
2.10	Internet at home for faculty residing outside IIT Jodhpur campus (from Contingency Budget)	PI
2.11	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 ≤ Rs.25000/- per event c) Otherwise	a) PI b) PI c) As per financial delegation (Dean (R&D) /Director)
2.12	Approval for installation of telephone/fax line broadband connection etc. for project activity without specific provision	PI
2.13	Expenses & budget regarding Chair Professorship	As per Funding Agency and R&D Norms
2.14	Membership of Association/Professional body a) Up to Rs.25000/- b) Above Rs.25000/-	PI Dean (R&D)
2.15	Temporary transfer of project responsibility/operation from a) PI to Co-PI b) PI to any other faculty	PI Associate Dean (R&D)
2.16	Honorarium to Institute supporting staff for project work/ Consultancy Job from the budget head "Salary/Contingency"	Dean (R&D) on recommendation of PI through HoD

2.17	Sanction of honorarium to PI/Co-PI with specific provision in approved budget from sponsor a) Up to Rs. 25 Lakhs b) Above Rs. 25 Lakhs	Dean (R&D) Director
2.18	Hiring of Outside Consultant/ Agency, if agreement is not restrictive	As per delegation of Financial Power
2.19	Extension of Hired Consultant/ Agency	Associate Dean (R&D)

III	RECRUITMENT	
3.1	Adhoc Appointment up to 6 months against post sanctioned by Funding Agency	Associate Dean (R&D)
3.2	Regular Project Manpower selection through Advertisement (Yearly renewable contract) a) Approval of advertisement and selection committee b) Extension of existing advertisement c) Scrutiny Report Note : For any alteration in sanctioned position, prior approval of Funding Agency / Dean (R&D) through AD(R&D) is necessary	Associate Dean (R&D) Associate Dean (R&D) PI Selection Committee
3.3	Hiring of Intern from Manpower / Contingency budget as per Institute / Funding agency guidelines a) For period upto 06 Months b) For period more than 06 months	Associate Dean (R&D) a) on recommendation of PI b) on recommendation of Selection Committee
3.4	Acceptance of resignation and premature termination on recommendation of PI	Associate Dean (R&D)
3.5	Appointment of visiting scientist by invitation against a sanctioned post in the project	Dean (R&D)

IV	STUDENT ASSISTANTSHIP / HONORARIUM	
4.1	Assistantships to students with consent of AD (PG) / AD (UG) and intimation to AD (Students) against sanctioned post	PI through Supervisor
4.2	Honorarium to students as per R&D norms from Manpower / Honorarium / Contingency budget	PI
4.3	a) Outside students during vacation for internship in the Project/Consultancy Job (as per funding agency norms) b) Other cases, special assignments, post docs etc. with/without honorarium or payment	a) PI b) Dean (R&D)

V	TRAVEL (Subject to approval of leave of the kind due)	
5.1	a) Sanction as per entitlement of TA/DA for outstation travel & other project activities b) Car/Taxi for local travel within the City as per institute contract thereafter for project/consultancy work. c) International Travel expenditure as per entitlement & with /without explicit provision in project budget (for Non-Government funded projects) d) For any relaxation to the above Note: Travelling Allowance will be reimbursed as per Institute / GoI / Funding Agency norms.	a) PI b) PI c) Dean (R&D) d) Dean (R&D)
5.2	Expenses related to booking of travel tickets and cancellation of travel tickets Note : All travel booking to be made as per Institute norms	PI
VI	PARTICIPATION IN CONFERENCES, WORKSHOPS & TRAINING PROGRAMMES (Leave approval shall be taken as per Institute norms)	
6.1	Registration fee of Conference within India and abroad	PI
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	Dean (R&D)
VII	LEAVE	
7.1	Sanction of Leave to project staff	
	a) within India	PI
	b) Outside India	Dean (R&D)
7.2	Sanction of leave without pay to project staff	PI
7.3	Deputation/visit abroad of project staff	Dean (R&D)

VIII	ADVANCES	
8.1	a) Temporary advance up to Rs. 2,50,000/- b) Temporary advance above Rs. 2,50,000/-	PI Dean (R&D)
8.2	Settlement of Advances	As per delegation of Financial Power
IX	IPR	
9.1	Approval for filing IPR	Dean (R&D)
9.2	Approval for release of funds for approved IPR applications	Associate Dean (R&D)
9.3	Other expenses related to IPR activities	Associate Dean (R&D)
X	R&D OFFICE ADMINISTRATION	
10.1	Approval of R&D budget	Director through Planning & Budget Committee
10.2	a) Norms for operation of projects & consultancy assignments such as honorarium, travel, facilities in project, hiring, termination, assistantships etc. b) Processes & workflow of R&D Office. c) Delegation of financial powers to AR/DR/JR for incurring day to day expenses for R&D Office activities d) Initiation and termination of Institute level research promotion activities	Dean (R&D)
10.3	Approval for Filing Court cases concerning R&D Activities	Dean (R&D)
10.4	Payment of fee for legal R&D cases from R&D funds	Associate Dean (R&D)

XI. Financial Power:

11.1	Administrative and financial matters related to all procurement, constitution of PFC and matters not covered above:- a) Value upto Rs. 25 Lakhs b) Above Rs. 25 Lakhs to Rs. 50 Lakhs c) Above Rs. 50 Lakhs	a) PI b) Dean (R&D) c) Director
11.2	Disbursement / Sanction of funds for which administrative approval has been accorded	Associate Dean (R&D)

Note:

1. For other categories of projects like DDF/CDF/SDF/PDA financial delegation mentioned against each activity will be applicable.
2. Expenditure in respect of Office of R&D will be governed as a project i.e. R&D Overhead Project with funding as per approved annual budget.
3. Notification as required to be issued by AR/DR/JR (R&D) with the approval of Associate Dean (R&D) / Dean (R&D) / Director.
4. Leave application of AD (R&D) should be routed through Dean (R&D).
5. Any designatory proceeding on leave shall make necessary arrangements for temporary discharge of her/his assigned responsibilities (to ensure smooth functioning of office) by identifying another Faculty Member / Officials.
6. Mandate form / banking information can be issued by any one of the authorized signatories.

Process Flow for Executing R&D Delegation of Powers:

S No.	DESCRIPTION	Process Flow
I. SPONSORED RESEARCH / CONSULTANCY PROJECTS		
1.1	Approval for submission of Sponsored Research Project to Funding Agency (Funding Agency) and subsequent modification/revision in the proposal	1. The PI will submit the Form No: R&D/Admin-01 (Project Proposal Submission Form) along with the supporting documents in eOffice to Head of Implementing Unit / Department. 2. The Head of Implementing Unit / Department will forward the same with recommendation to HELPDESK-RND in eOffice. 3. The Office of R&D will process and Issue the Endorsement Letter / Certificate etc as per the requirements.
1.2	Approval of submission of projects with relaxation of Administrative Overheads (as per funding agency written norms) Relaxation otherwise	PI will submit request to HELPDESK-RND in eOffice along with Steps mentioned in point No. 1.1.
1.3	Submission of tentative consultancy proposals to the client as per norms	The PI may submit tentative consultancy proposals to the client.
1.4	Acceptance of the all standard terms & conditions including payments from the corporate / industry client as per rules of the Institute	1. The PI will submit Form No: R&D/Admin-05 (PART I) in eOffice to Head of Implementing Unit / Department. 2. The Head of Implementing Unit / Department will provide recommendation and send it back to PI in eOffice. 3. After approval of Form Part I, the PI will process the Form No: R&D/Admin-05 (PART - II) and send it to Client along with Annexure I (Standard Terms and Conditions) for signature at Point No.9. 4. The PI will submit R&D/Admin-05 (PART III) along with enclosures to HELPDESK-RND in eOffice. 5. The Office of R&D will process and convey the approval to PI.
1.5	a) Signing of the Agreement MOU (where funding is associated) with the Government / Non-Corporate agency b) Signing of the Agreement / MOU (where funding is associated) other than standard terms & conditions with Non-Government agency	a) With Government / Non-Corporate funding agency 1. The PI will submit the request to Legal Cell for legal vetting of MOU / Agreement. 2. After Legal vetting, the PI will submit the final version to Office of R&D for signing of Agreement / MOU. 3. The Office of R&D will put up for signature to Dean (R&D) and send it to PI. 4. The PI will get the MOU / Agreement signed from other parties. 5. The PI will share the signed Agreement / MOU with Office of R&D. b) With Non-Government agency 1. The PI will submit request and draft MOU / Agreement for initiating the signing of to Office of Corporate Relations. 2. Office of Corporate Relations will process the same and submit it to Office of R&D for signing from Dean (R&D).

		3. The Office of R&D will put up for signature to Dean (R&D) and send it to Office of Corporate Relations. 4. The Office of Corporate Relations will share the signed MOU / Agreements with PI and Office of R&D.
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II. OPERATION OF SPONSORED RESEARCH/ CONSULTANCY PROJECTS		
2.1	Approval for Project Registration	1. The PI will submit the Form No. R&D/Admin-02 (Form for New Project Registration) along with supporting documents to HELPDESK-RND in eOffice. 2. The Office of R&D will process the Registration of the Project for approval. 3. The Office of R&D will communicate to PI / Co-PIs under copy to respective HOD.
2.2	Requesting Funding Agency for release of grant	The PI will communicate with funding agency for release of grant.
2.3	Issue of Contingent Bill/ Invoice/Pre-receipt / related certificates / declarations	1. The PI will submit the Form No. R&D/Acct-07 (Form for Issuance of Invoice) along with supporting documents to HELPDESK-RND in eOffice. 2. The Office of R&D will process for approval. 3. The Office of R&D will send the signed Invoice to PI.
2.4	a) Creation of posts as per Funding agency b) Creation of posts as per R&D designations / norms, when positions are not explicitly given by the Funding Agency in the sanction letter c) Otherwise	a) The PI may initiate the recruitment process by submitting Form No. R&D/Estb-01 (Form for Project Staff Hiring through Advertisement and Selection Committee) to HELPDESK-RND in eOffice. b) Same as mentioned in Point No. (a). c) In addition to point no. (a), the PI will submit request note in eOffice to HELPDESK-RND.
2.5	Re-allocation of budget a) Sponsored Research Project b) Consultancy Projects	a) The PI will submit request along with the approval of the Funding Agency to HELPDESK-RND in eOffice. The Office of R&D will do the Re-allocation of budget and convey to PI. b) The PI will submit request to HELPDESK-RND in eOffice. The Office of R&D will do the Re-allocation of budget and convey to PI.
2.6	a) Addition or conversion of post in the approved project after approval of the Funding Agency (within R&D designations/norms) b) Down gradation of scientific/technical posts within the budget (scientific/technical posts shall not be downgraded to secretarial post)	a) The PI will submit request along with approval of funding agency to HELPDESK-RND in eOffice. b) Same as mentioned in Point No. (a).

2.7	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) The PI will submit a copy of Technical Closure along with Form No. R&D/Acct-09 (Form for Project Closure) to HELPDESK-RND in eOffice. b) The PI will submit Form No. R&D/Acct-09 (Form for Transfer of Unspent Balance and Interest to Funding Agency) and to HELPDESK-RND in eOffice.
2.8	Loan in anticipation of sanctioned grant (on submission of Undertaking by PI)	1. The PI will submit Form No. R&D/Acct-12 (Form for Loan) to HELPDESK-RND in eOffice. 2. The Office of R&D will process the same for approval. 3. After approval, the same will be intimated to PI.
2.9	Data Card, mobile internet for travelling/project purposes	The PI may submit the Form No. R&D/Acct-02 (Form for Payment/ Reimbursement) to HELPDESK-RND in eOffice.
2.10	Internet at home for faculty residing outside IIT Jodhpur campus (from Contingency Budget)	The PI may submit the Form No. R&D/Acct-02 (Form for Payment/ Reimbursement) to HELPDESK-RND in eOffice.
2.11	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 ≤ Rs.25000/- per event c) Otherwise	a) PI may approve as per funding agency norms and send the approval note to HELPDESK-RND in eOffice. b) PI may approve as per Institute norms and send the approval note to HELPDESK-RND in eOffice. c) PI will submit request note to HELPDESK-RND in eOffice.
2.12	Approval for installation of telephone / fax line broadband connection etc. for project activity without specific provision	The PI may submit the Form No. R&D/Acct-02 (Form for Payment/ Reimbursement) to HELPDESK-RND in eOffice.
2.13	Expenses & budget regarding Chair Professorship	As per Funding Agency and R&D Norms
2.14	Membership of Association / Professional body a) Up to Rs.25000/- b) Above Rs.25000/-	a) The PI may submit the Form No. R&D/Acct-02 (Form for Payment/ Reimbursement) to HELPDESK-RND in eOffice. b) PI will submit request note to HELPDESK-RND in eOffice along with the supporting documents
2.15	Temporary transfer of project responsibility/operation from a) PI to Co-PI b) PI to any other faculty	a) The PI will intimate to HELPDESK-RND in eOffice. b) The PI will submit a request note to HELPDESK-RND in eOffice. The Office of R&D will process for approval and intimate.
2.16	Honorarium to Institute supporting staff for project	1. The PI will send Form No: R&D/Acct-05 (Form for Disbursement of Honorarium from Project) to the

	work/ Consultancy Job from the budget head "Salary/Contingency"	Reporting Officer of respective Staff for recommendation in eOffice. 2. After obtaining recommendation, the PI will forward it to HELPDESK-RND in eOffice. 3. The Office of R&D will process for approval.
2.17	Sanction of honorarium to PI/Co-PI with specific provision in approved budget from sponsor a) Up to Rs. 25 Lakhs b) Above Rs. 25 Lakhs	For point (a) and (b): 1. The PI will submit Form No: R&D/Acct-05 (Form for Disbursement of Honorarium from Project) to HELPDESK-RND in eOffice. 2. The Office of R&D will process for approval.
2.18	Hiring of Outside Consultant/Agency, if agreement is not restrictive	1. The PI may submit Form No. Acct/R&D-01 (Fund Approval form) to HELPDESK-RND in eOffice. 2. The Office of R&D will block the fund and send it back to PI. 3. PI will process the hiring of Outside Consultant / Agency as per GFR / Institute norms.
2.19	Extension of Hired Consultant/Agency	The PI may submit request to HELPDESK-RND in eOffice.

III. RECRUITMENT

3.1	Adhoc Appointment up to 6 months against post sanctioned by Funding Agency	1. The PI will submit Form No. R&D/Estb-04 (Form for Ad-hoc Appointment) to HELPDESK-RND in eOffice. 2. The Office of R&D will process for approval. 3. After approval, the same will be intimated to PI.
3.2	Regular Project Manpower selection through Advertisement (Yearly renewable contract) a) Approval of advertisement and selection committee b) Extension of existing advertisement c) Scrutiny Report d) Selection Committee Report Note : For any alteration in sanctioned position, prior approval of Funding Agency / Dean (R&D) through AD(R&D) is necessary	a) Approval of advertisement and selection committee 1. The PI will submit Form No. R&D/Estb-01 (Form for Project Staff Hiring through Advertisement and Selection Committee) to HELPDESK-RND in eOffice. 2. The Office of R&D will process the same for approval. 3. After approval, the same will be intimated to PI. b) Extension of existing advertisement The PI will submit instruction note with justification to HELPDESK-RND in eOffice. The extension should be limited to original duration of advertisement. c) Scrutiny Report 1. The PI will initiate Form No. R&D/Estb-02 (Scrutiny Committee Report) in eOffice and send it to committee members for consent. 2. After obtaining consent from all members, PI will submit the form to HELPDESK-RND in eOffice. d) Selection Committee Report 1. The PI will initiate Form No. R&D/Estb-03 (Report of the Selection Committee) in eOffice and send it to committee members for consent. 2. After obtaining consent from all members, PI will submit the form to HELPDESK-RND in eOffice. 3. The Office of R&D will process for approval.
3.3	Hiring of Intern from Manpower / Contingency budget as per Institute / Funding agency guidelines	a) For period upto 06 Months 1. The PI will submit request note to HELPDESK-RND in eOffice.

	a) For period upto 06 Months b) For period more than 06 months	2. The Office of R&D will process for approval. 3. After approval, the same will be intimated to PI. b) For period more than 06 months 1. The PI will submit Form No. R&D/Estb-01 (Form for Project Staff Hiring through Advertisement and Selection Committee) to HELPDESK-RND in eOffice. 2. The Office of R&D will process for approval. 3. After approval, the same will be intimated to PI.
3.4	Acceptance of resignation and premature termination on recommendation of PI	1. The PI may submit request note along with Resignation Letter of project staff to HELPDESK-RND in eOffice. 2. The Office of R&D process for approval. 3. After approval, the same will be intimated to PI.
3.5	Appointment of visiting scientist by invitation against a sanctioned post in the project	1. The PI may submit request note along with supporting documents to HELPDESK-RND in eOffice. 2. The Office of R&D will process for approval. 3. After approval, the same will be intimated to PI.

IV. STUDENT ASSISTANTSHIP / HONORARIUM

4.1	Assistantships to student with consent of AD (Academics) and intimation to AD (Students) against the post sanctioned by the Funding Agency	1. The PI may submit Form No. R&D/Estb-10 (Student Assistantship from Project) to Supervisor of the Student for consent in eOffice. 2. After obtaining consent from Supervisor, the PI will send it to HELPDESK-RND. 3. The Office of R&D will check the budget and forward to Associate Dean (Academics). 4. Associate Dean (Academics) will send it to PI with recommendation. 5. PI will approve and sent to HELPDESK-RND. 6. Office of R&D will intimate to AD (Students). 7. Assistantship will be paid to student.
4.2	Honorarium to students as per R&D norms from Manpower / Honorarium / Contingency budget	1. The PI will submit Form No. R&D/Acct-05 (Form for Disbursement of Honorarium/Fee from Project) to HELPDESK-RND in eOffice. 2. The Office of R&D will process for payment.
4.3	a) Outside students during vacation for internship in the Project/Consultancy Job (as per funding agency norms) b) Other cases, special assignments, post docs etc. with / without honorarium or payment	a) Outside students during vacation for internship 1. The PI may submit Form No. R&D/Acct-05 (Form for Disbursement of Honorarium/Fee from Project) to HELPDESK-RND in eOffice. 2. The Office of R&D will process for payment. b) Other cases, special assignments, post docs etc. with / without honorarium or payment 1. The PI will submit a request note to HELPDESK-RND in eOffice. 2. The Office of R&D will process for approval.

V. TRAVEL (Subject to approval of leave of the kind due)

5.1	a) Sanction as per entitlement of TA/DA for outstation travel & other project activities b) Car/Taxi for local travel within the City as per institute contract thereafter for project/consultancy work.	a) PI will send Form No. Acct/R&D-06 (Travelling Allowance Claim Bill) along with supporting documents to HELPDESK-RND in eOffice. b) PI will send Form No. Acct/R&D-02 (Form for Payment/ Reimbursement) along with supporting documents to HELPDESK-RND in eOffice.
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	c) International Travel expenditure as per entitlement & with /without explicit provision in project budget (for Non-Government funded projects) d) For any relaxation to the above Note: Travelling Allowance will be reimbursed as per Institute / GoI / Funding Agency norms.	c) PI will send Form No. Acct/R&D-06 (Travelling Allowance Claim Bill) along with supporting documents to HELPDESK-RND in eOffice. The Office of R&D will process for approval. d) PI will send request note with proper justification and supporting documents to HELPDESK-RND in eOffice. The Office of R&D will process for approval
5.2	Expenses related to booking of travel tickets and cancellation of travel tickets Note : All travel booking to be made as per Institute norms	PI will send Form No. Acct/R&D-06 (Travelling Allowance Claim Bill) along with supporting documents to HELPDESK-RND in eoffice.

VI. PARTICIPATION IN CONFERENCES, WORKSHOPS & TRAINING PROGRAMMES (Leave approval shall be taken as per Institute norms)		
6.1	Registration fee of Conference within India and abroad	PI will send Form No. Acct/R&D-02 (Form for Payment/ Reimbursement) along with supporting documents to HELPDESK-RND in eOffice.
6.2	All expenses (other than travel) related to Conference, Workshop & Training programmes within India	PI will send Form No. Acct/R&D-02 (Form for Payment/ Reimbursement) along with supporting documents to HELPDESK-RND in eOffice.
6.3	All expenses (other than Registration fee) related to Conference, Workshop & Training programmes held abroad	PI will send Form No. Acct/R&D-02 (Form for Payment/ Reimbursement) along with supporting documents to HELPDESK-RND in eOffice. The Office of R&D will process for approval.

VII. LEAVE		
7.1	Sanction of Leave to project staff a) within India b) Outside India	a) The Project Staff will send Form No. R&D/Estb-07 (Leave Application) to PI and PI will approve and forward it to HELPDESK-RND in eOffice. b) The Project Staff will send Form No. R&D/Estb-07 (Leave Application) to PI and PI will recommend and forward it to HELPDESK-RND in eOffice. The Office of R&D will process for approval.
7.2	Sanction of leave without pay to project staff	The Project Staff will send Form No. R&D/Estb-07 (Leave Application) to PI. The PI will approve and forward it to HELPDESK-RND in eOffice.
7.3	Deputation/visit abroad of project staff	The Project Staff will send request letter to PI and PI will recommend and forward it to HELPDESK-RND in eoffice. The Office of R&D will process for approval.

VIII. ADVANCES		
8.1	a) Temporary advance up to Rs. 2,50,000/- b) Temporary advance above Rs. 2,50,000/-	a) The PI will send Form No. R&D/Acct-03 (Form for Temporary Advance from Project) to HELPDESK-RND in eOffice. The Office of R&D will process for payment. b) PI will send Form No. R&D/Acct-03 (Form for Temporary Advance from Project) to HELPDESK-RND in eOffice. The Office of R&D will process for approval.
8.2	Settlement of Advances	PI will send Form No. R&D/Acct-04 (Form for Settlement of Temporary Advance) to HELPDESK-RND in eOffice. The Office of R&D will process for settlement.

IX. IPR		
9.1	Approval for filing IPR	The Principle Inventor will send the Form No. R&D/IPR-01 (Form for Patent Filing) along with Annexure and supporting documents to HELPDESK-RND in eOffice. The IPR cell will process.
9.2	Approval for release of funds for approved IPR applications	1. IPR Cell will send Form No. Acct/R&D-01 (Form for Payment/ Reimbursement) along with supporting documents to Principle Inventor for recommendation of payment. 2. The Principle Inventor will send it to HELPDESK-RND. The Office of R&D will process for payment.
9.3	Other expenses related to IPR activities	Same as mentioned for point No. 9.2

X. R&D OFFICE ADMINISTRATION		
10.1	Approval of R&D budget	The Office of R&D will submit budget proposal to Office of Accounts for allocation of annual budget.
10.2	a) Norms for operation of projects & consultancy assignments such as honorarium, travel, facilities in project, hiring, termination, assistantships etc. b) Processes & workflow of R&D Office. c) Delegation of financial powers to AR/DR/JR for incurring day to day expenses for R&D Office activities d) Initiation and termination of Institute level research promotion activities	Action will be taken by Office of R&D as and when required and case to case basis.
10.3	Approval for Filing Court cases concerning R&D Activities	Action will be taken by Office of R&D as and when required and on case to case basis.
10.4	Payment of fee for legal R&D cases from R&D funds	The Office of R&D will process for payment.

XI. Financial Power		
11.1	Administrative and financial matters related to all procurement, constitution of PFC and matters not covered above: a) Value upto Rs. 25 Lakhs b) Above Rs. 25 Lakhs to Rs. 50 Lakhs c) Above Rs. 50 Lakhs	a) Value upto Rs. 25 Lakhs 1. The PI will submit Form No. R&D/Acct-01 (Fund Approval for Procurement) to HELPDESK-RND in eoffice. 2. The Office of R&D will check the budget availability and block the fund and forward it to PI. b) Above Rs. 25 Lakhs to Rs. 50 Lakhs 1. The PI will submit Form No. R&D/Acct-01 (Fund Approval for Procurement) to HELPDESK-RND in eoffice. 2. The Office of R&D will check the budget availability, block the fund and process for approval. 3. After approval, it will be forwarded to PI. c) Same as mentioned in point No. (b)
11.2	Disbursement / Sanction of funds for which administrative approval has been accorded	The Office of R&D will process on receipt of bills.

Notes:

1. PI needs to ensure that conditions given by the funding agency are fully complied with and not violated in any of the processes.
2. Financial Approval is subject to budget availability in the respective budget head. Re-Allocation / Re-Adjustment among budget heads is subject to project approval / grant sanction letter by the funding agency. If there is consent is funding agency on Re-Allocation of budget the same will be considered.
3. In case of any confusion / discrepancy / divergence of interpretation, the decision of funding agency or Dean (R&D) shall prevail.
4. If there is any amendment in the rules of funding agency or Institute these rules will be relooked by the Dean (R&D).
5. If any of the provisions / clauses shall become unenforceable / invalid as per the law of land, the remaining clauses shall remain unaffected and only unenforceable / invalid clause will be treated as void.