



Indian Institute of Technology Bhubaneswar
Bhubaneswar -751 013
www.iitbbs.ac.in


No.F.13-4/2014-BOG
January 05, 2015

ORDER NO.82/2015

Subject: - Delegation of Administrative Power.

The undersigned is directed to convey that the Board of Governors of the Institute in its 16th meeting held on 2nd December 2014, vide its Agenda Item No.**BOG.16-5**, as recommended by the Finance Committee of the Institute in its 15th Meeting held on 2nd December 2014, vide its Agenda Item No. **FC.15-4**, has approved the Delegation of Administrative Power to different functionaries of the Institute. The same is attached herewith.

2. It would come into force with immediate effect.


(Debaraj Rath)
Registrar(Acting) &
Secretary, BOG

Encl.: As above

Copy to:-

1. The Chairman, BOG, IIT Bhubaneswar
2. All Deans/ HOS
3. Dy. Registrar/SE (Civil)
4. All Sections
5. AR(Acad)/AR(Estt.)/AR(S&P)
6. Secretary to the Director
7. Secretary to the Deputy Director
8. Secretary to the Registrar
9. Guard File, BOG.

Delegation of Administrative Powers

Delegation of Powers

I. Head(s) of the School(s)/Department and Reporting Hierarchy

Sl. No.	Office In-charge of Department/Section/Unit	Head	Next Superior Officer
1	GATE Office	Chairman, GATE	Dean (Academic Affairs)
2	JAM/JEE Office	Chairman, JAM/JEE	Dean (Academic Affairs)
3	Academic Schools	Head	Director
4	Academic Affairs Office	Dean (Academic Affairs)	Director
5	Faculty Affairs Office	Dean (Faculty)	Director
6	Research & Development Office	Dean (SRIC)	Director
7	Physical Education Section	Dean (SA)	Director
8	Students' Affairs office	Dean (SA)	Director
9	Students' Gymkhana	Dean (SA)	Director
10	Alumni Affairs & International Relations	Dean (AA & IR)	Director
11	Central Instrumentation Facility and Centers of Excellence	Chairman/Head	Director
12	Continuing Education/Interdisciplinary Programme	Dean (CEP)	Director
13	Construction & Planning	Dean (Planning)/ Deputy Director	Director
14	Health Centre	Medical Officer	Deputy Director
15	Career Development Center	Chairman/PIC	Deputy Director
16	Internal Audit	Registrar/ Deputy Registrar (As the case may be)	Deputy Director
17	Stores, Purchase & Imports Section	Dy. Registrar/ Registrar	Deputy Director
18	Guest House & Transit House	Chairman/ Registrar	Deputy Director
19	CITSC	Chairman	Deputy Director
20	Central Library	Dy. Librarian	Deputy Director
21	Administration/Establishment Section	Registrar/ Deputy Registrar (As the case may be)	Deputy Director
22	Common Service Co-ordination Cell		Deputy Director
23	Finance & Accounts Section		Deputy Director
24	Legal Cell		Deputy Director
25	Recruitment (Faculty)		Dean (Faculty)
26	Recruitment (Staff)		Deputy Director
27	Transport Wing / Manpower Outsourcing	DR (E) / DR (F&A)	Registrar
28	Estate Office	SE	Registrar
29	Horticulture Unit		Registrar
30	Institute Works Department		Registrar
31	Sanitation Unit		Registrar
32	Security Unit	Security Officer	Registrar
33	Halls of Residence	Warden	Dean (SA)

II. Leave Matters

1	Casual Leave	
	a) Faculty & Staff (Except when Travelling Abroad)	Head of the School/Center/Section (In case of travel Abroad: Director)
	b) Staff working in Units/ Section	In charge of Unit/Section
2.	Special Casual Leave*	
	a) Faculty (for outside assignment in India)	Dean (Faculty)
3	Other Leave including EL	
	Vacation Leave / Earned Leave (not exceeding 60 days)	Head (in case of Travelling Abroad – Director)
	Extra-ordinary Leave and Earned Leave (exceeding 60 Days)	
	a) Faculty Member (Except while travelling abroad)	Director
	c) All other Academic Staff	Deputy Director
	d) All other Staff	Registrar
4	i) Maternity Leave	
	ii) Hospital/Commuted Leave – Not Exceeding 180 Days	
	a) Faculty	Dean (Faculty)
	c) All other Academic Staff	Deputy Director
	d) All other Group 'A' Staff	Deputy Director
	e) All other Non-Academic Staff	Registrar
5	Extra-Ordinary Leave Exceeding 180 Days/Sabbatical Leave/Leave for Foreign Travel/Foreign Service	
	a) For all Academic Staff as per rules	Director
	b) For all Non-Academic Staff as per rules	Director

* Notwithstanding the delegation of powers for the sanction of CL and SCL of all faculty members irrespective of the administrative positions held, the records will be maintained in the respective Departments/Schools.

III. Administrative Matters

1	Appointment of Academic Staff on consolidated salary up to a period of two years on contract	Director
2	Confirmation of all Group 'A', 'B', 'C' Staff	Director
3	Approval of Upgradation orders for Group 'A' 'B' 'C' Staff as per approved Assessment Rules.	Director
4	Sanction of Increment for Additional Qualification as per rules approved by the BOG for all categories of Staff	Director
5	Acceptance of Resignations and all types of retirements other than superannuation (as per rules)	Director
6	Permission for Foreign Travel	Director
7	Issue of Appointment Letters	
	ii) All Academic Staff on Consolidated Salary, Adjunct Faculty	Dean (Faculty)
	iii) All Others	Registrar
8	Deputation of Academic Staff for training and courses in India.	Director
9	Deputation of Officers for training and courses in India.	Deputy Director
10	Deputation of all other staff for training and courses in India	Deputy Director
11	Sanction of Overtime payment	Deputy Director
12	Sanction of Employment of Daily-wage Workmen	Registrar
13	Forwarding of Applications for outside employment as per rules.	
	i) All Academic Staff	Director
	ii) All other Staff	Deputy Director
14	Issue of No Objection Certificates for Passport	
	All Employees	Registrar
15	Issue of Service Certificate	
	i) All Academic Staff on contractual assignment	Dean (Faculty)
	ii) All other Staff	Registrar
16	Signing of Contracts for Contractual Appointments	
	i) All Academic Staff	Registrar
	ii) All other Staff	Registrar
17	Signing of other Contracts	
	i) Mortgage against House-building Advance	Registrar
	ii) Motor Vehicle Advance	Registrar
	iii) Allotment of Institute premises for Commercial use	Director
18	Permission to be a Day Scholar	Dean (SA)
19	Waiver of Late Registration Fine and Readmission fee	Dean (Academic Affairs)
20	Waiver of Library Fine	Deputy Director

**Sponsored Research & Consultancy /
Continuing Education Programme**

Administrative Matters

1	Sanction of Leave to Project Employees	
	a) Casual Leave	Project Investigator
	b) All other leaves	Dean (SRIC) / Dean (CEP)
2	Administrative Powers and Authorities Delegated to the Dean (SRIC) / Dean (CEP) for Project Employees	
	a) Approval and Issue of Appointment and Extension letters	
	b) Acceptance of Resignations	
	c) Signing of Contractual appointments out of Project Funds	

Note:

1. Powers delegated to a lower authority can be exercised by a superior authority within that School/Division/Unit. The vice-versa needs the approval of the Director.