

INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
 Finance & Accounts Section

No. AR (F&A)/ IITK/DFPRs/2015-16/

Dated: March 17, 2016

**Subject: Amendments to foreign travel approval and CPDA related financial delegations**

This has reference to no R/BOG-2015-4/ATR/61 dated 29 February 2016 on the above subject (copy enclosed).

2. The Board of Governors at its meeting of December 13, 2015 has approved amendments to paras 5.2, 5.4 and 20.1 of Delegation of Financial Power Rules (DFPRs), 2014, as endorsed by the Finance Committee at its meeting of December 13, 2015 (F/N).

3. Foreign travel related delegations are covered in paras 5.2 and 20.1 of the DFPRs 2014, and are copied below:

**Table 1 -Para 5.2**

Travel	5.2 Approve travel <i>outside</i> India.	Director: Full Powers ( <i>except his own travel which requires Chairman, BOG's approval</i> ) DOFA: For faculty under CPDA and academic staff.
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**Table 2 -Para 20.1**

20. Cumulative Professional Development Account (CPDA)	20.1 Sanction reimbursement of expenses	Director: Full Powers DOFA: Full Powers (for domestic travel) HOD: Full Powers (except for travel)
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4. It was noticed that an inadvertent inconsistency had crept into the delegation of DOFA with regard to approving foreign travel. While para 5.2 gives DOFA full powers to approve foreign travel for academic staff, and for faculty (under CPDA only); para 20.1 dealing with delegation on reimbursement of expenses incurred under CPDA limits DOFA's delegation to domestic travel only.

5. The approved amended para 20.1 will now read as follows:

Table 3 -

20. Cumulative Professional Development Account (CPDA)	20.1 Sanction reimbursement of expenses	DOFA: Full Powers HOD: Full Powers (except for travel)
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6. DFPRs, 2014 require that *students travelling overseas* with any level of financial support from any of the Institute funds (Account-I, Account-II, Endowment, Student related funds, DORA Promotional Account etc.) need to obtain Director's prior approval for their travel.

7. Students travelling abroad on non-Institute funding and / or personal funds need only obtain their HoD's administrative / leave approval as no Institute funds are involved in their travel. Students usually tap various funding sources within the Institute for their overseas travel. In order to capture funding committed by various sources, it is planned to have a single comprehensive "Student Foreign Travel Request Form" which will bring out all relevant details (place to be visited, dates of visit, purpose of visit, funding committed etc.) at one place. The final approval for a student's foreign travel involving any level of Institute financial support has now been delegated to DOAA. Table 4 below brings out the approved changes in para 5.2 of the delegations as these relate to foreign travel of students:

Table 4 -

Travel	5.2 Approve travel <i>outside</i> India.	<p><b>For students -</b></p> <p>DOAA: Full Powers [on the recommendation of student's HOD and Head(s) of funding department(s) / section(s)].</p> <p><i>Note: All foreign travel requests (whether funded by the Institute or otherwise) should have the recommendation of student's HOD before these are considered by the fund committing (if applicable) and approving authorities.</i></p>
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8. Currently, foreign travel of all employees and others, except as outlined in para 5.2 above, requires Director's approval. The authority for approving *foreign travel of various Institute employees* has now been delegated to the Heads of Sections funding the travel. Table 5 below brings out the approved change in para 5.2 of the delegations as these relate to foreign travel of employees :

**Table 5 -**

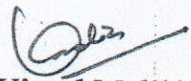
<p><b>Travel</b></p>	<p>5.2 Approve travel <i>outside</i> India.</p>	<p><b>For employees and others-</b></p> <p>Director: Full Powers (<i>except his own travel which requires Chairman, BOG's approval</i>)                  Deputy Director's foreign travel from any source requires Director's approval.</p> <table border="1" data-bbox="707 539 1382 1599"> <thead> <tr> <th data-bbox="707 539 1002 622">Funding Source</th> <th data-bbox="1002 539 1382 622">Approving authority</th> </tr> </thead> <tbody> <tr> <td data-bbox="707 622 1002 701">Account I</td> <td data-bbox="1002 622 1382 701">Director</td> </tr> <tr> <td data-bbox="707 701 1002 779">Endowment</td> <td data-bbox="1002 701 1382 779">Director</td> </tr> <tr> <td data-bbox="707 779 1002 1016">Account II</td> <td data-bbox="1002 779 1382 1016">DOFA (on DORD's recommendation): for academic employees.  DORD: for non-academic employees.</td> </tr> <tr> <td data-bbox="707 1016 1002 1095">CPDA</td> <td data-bbox="1002 1016 1382 1095">DOFA</td> </tr> <tr> <td data-bbox="707 1095 1002 1249">DORA Promotional Account</td> <td data-bbox="1002 1095 1382 1249">DORA</td> </tr> <tr> <td data-bbox="707 1249 1002 1361">Student related funds</td> <td data-bbox="1002 1249 1382 1361">DOSA</td> </tr> <tr> <td data-bbox="707 1361 1002 1599">Non-Institute (including personal) funds</td> <td data-bbox="1002 1361 1382 1599">Deputy Director (for all non-academic employees)  DOFA (for all academic employees)</td> </tr> </tbody> </table> <p><i>Note: All foreign travel requests should have the recommendation of employee's HOD / HOS before these are considered by the approving authority.</i></p>	Funding Source	Approving authority	Account I	Director	Endowment	Director	Account II	DOFA (on DORD's recommendation): for academic employees.  DORD: for non-academic employees.	CPDA	DOFA	DORA Promotional Account	DORA	Student related funds	DOSA	Non-Institute (including personal) funds	Deputy Director (for all non-academic employees)  DOFA (for all academic employees)
Funding Source	Approving authority																	
Account I	Director																	
Endowment	Director																	
Account II	DOFA (on DORD's recommendation): for academic employees.  DORD: for non-academic employees.																	
CPDA	DOFA																	
DORA Promotional Account	DORA																	
Student related funds	DOSA																	
Non-Institute (including personal) funds	Deputy Director (for all non-academic employees)  DOFA (for all academic employees)																	

9. In line with the above approved devolution of foreign travel approving powers, paras 5.3 and 5.4 of DFPRs, 2014 - on sanctioning travel advance and passing of travel claims -also stand amended as brought out in Table 6 below:

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**Table 6 -**

Travel	5.3 Sanction travel advance (where travel has been pre-authorized by the competent authority as above).	<p><b>Existing -</b>  DORD: Full Powers (from project funds)  All other cases:  Officer-in-charge (Account I): Full Powers  Assistant Registrar (F&amp;A): Up to Rs. 50,000</p> <p><b>Amended-</b>  DORD: Full Powers (from project funds)  All other cases:  Officer-in-charge (of major travel funding source): Full Powers  Assistant Registrar (of major travel funding source): Up to Rs. 50,000</p>
	5.4 Pass travel claims	<p><b>Existing -</b>  Assistant Registrar (Account I or II): Full Powers  Superintendent (Account I or II): Up to Rs. 50,000</p> <p><b>Amended -</b>  Assistant Registrar (of major travel funding source): Full Powers  Superintendent (of major travel funding source): Up to Rs. 50,000</p>

  
(Vinod Malik)  
Assistant Registrar (F&A)  
x. 6825

To: [all@lists.iitk.ac.in](mailto:all@lists.iitk.ac.in)

Copy to:

1. Director - for kind information pl.
2. Dy. Director - for kind information pl.
3. All Deans
4. PIC (Administration)
5. Finance Officer 
6. All Heads of Departments and Section
7. DR (F&A)
8. For placing on the website and circulation to all

M  
22/3/2016

Sh. Mohanty

Copy: DFPRs folder

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Encl: as above



भारतीय प्रौद्योगिकी संस्थान कानपुर  
कुलसचिव कार्यालय  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
REGISTRAR'S OFFICE

01 MAR 2016

R.No. / विभाग / FINANCE OFFICE

No.: R/BOG-2015-4/ATR/61  
Dated: Feb. 29, 2016

From: Prof.-in-Charge (Admin.) & Secretary, BOG	To: Dean of Faculty Affairs
Sub: To consider and approve the proposed amendments to foreign travel related delegations in the Institute's Delegation of Financial Power Rules (DFPRs), 2014	
Ref.: BOG 2015.4.25	

The Board of Governors in its 2015/4<sup>th</sup> meeting held on 13th December, 2015, after some discussion, considered and approved the proposed amendments in Paras 20.1, 5.2 and 5.4 of the Institute's Delegation of Financial Power Rules (DFPRs), 2014, as endorsed by the Finance Committee at its 2015/4<sup>th</sup> meeting held on 3th December 2015 (F/N)

The Board also agreed that provisions applicable to employees may also apply to others (except students for whom specific provision is approved).

The Dean of Faculty Affairs is requested to take note of the above.

Cc:- Director  
Dy. Director  
Finance Officer

Pl. p.u. draft office  
order conveying changes to  
DFPRs on the subject.

(Prof. Sudhir Misra)

29/2/16

~~DR (F&A)~~  
Copy: DFPRs

~~AR (F&A)~~  
2/3/16

Ms. Midha  
2/3/16

2/3/2016

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