

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान
तिरुवनंतपुरम

(मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
THIRUVANANTHAPURAM

(An Autonomous Institution under MHRD, Government of India)

सी.ई.टी.परिसर, तिरुवनंतपुरम - 695016 / CET Campus, Thiruvananthapuram-695016

DELEGATION

OF

ADMINISTRATIVE & FINANCIAL

POWERS

CONTENTS

	Page
1. Office Memorandum No. IISER (T)/Admn/080/2013-14 Dated 29.7.2013	1
2. Schedule I – Delegation of powers in respect of Personnel Matters and Entitlements & Claims	2-4
a) IA –Personnel matters of Faculty members	2
b) IB –Personnel matters of Non- Faculty staff	3
c) IC - Entitlements & Claims of faculty and non-faculty staff	4
3. Schedule II – Delegation of powers in respect of Expenditure (other than on “Works” under Engineering & Estate Deptt.)	5-11
a) IIA – Expenditure Items other than those covered under IIB	5-6
b) IIB – Expenditure under Institute Purchase Rules and Manual of Procedure & Practices 2012	7-10
c) IIC - Cash advances for IIA and IIB	11
4. Schedule III - Delegation of powers in respect of “Works” under Engineering & Estate Deptt.	12-13

No. IISER (T)/Admn/080/2013-14

Date: 29.7.2013

OFFICE MEMORANDUM

Subject: Delegation of Administrative and Financial Powers

Pursuant to the approval of Board of Governors in the 16th meeting held on 03rd June 2013 (Resolution no.2/Agenda Item BoG 16.3/FC14.5), the delegation of administrative and financial powers contained in the Schedules I (IA, IB, and IC) and Schedule II (IIA, IIB, IIC) annexed hereto will come into force with effect from 01.8.2013.

The delegation of powers in respect of 'Works' executed by Engineering Department which remains unchanged as prescribed in the O.M. no. IISER (T)/Adm/010/2010 dated 09.3.2011 is also included in Annexure III for completeness.

The O.M. nos. IISER (T)/Adm/010/2010 dated 09.3.2011 and dated 21.11.2011 and dated IISER (T)/Admn/080/2012-13 dated 24.9.2012 and O.M. IISER (T)/Adm/029/2011-12 dated 30.3.2012 stand amended/superseded accordingly.

The exercise of the powers delegated in the above is subject to the applicable rules, administrative procedures & guidelines and financial limitations of the general and special character as outlined in General Financial Regulations (GFR), Fundamental & Supplementary Rules, and other rules and orders on the subject by Government of India as well as Board of Governors of IISER-TVM. The same shall also be subject to any regulations / restrictions / instructions of Director, IISER TVM.


REGISTRAR

Copy to:

All Deans / Associate Deans / Coordinators of Schools / Coordinators, BS-MS and PhD Programmes / Officer I/C, Purchase & Stores / Consultant (F & A)
Chief Consultant (Constructions) / Consultant (HR)
Deputy Registrar (F & A) / Deputy Registrar (A & A)
Project Engineer-cum-Estate Officer
Assistant Librarian / Scientific Officer (IT) /
Assistant Registrar (A & A) / Assistant Registrar (F & A) / Security Officer /
P.S. to Director / P.A. to Dean Academic Affairs
By email: All Faculty Members

Schedule – I

(Annexure to Office Memorandum No. IISER (T) /Admn/080/2013-14 Dated: 29.7.2013)

Delegation of Administrative & Financial Power

Schedule IA

Personnel matters of Faculty Members

Item	Extent of Power		
	Director	Dean, Faculty Affairs	Heads of School or Centre / Coordinators of School
1. To approve official tour programme of faculty members within India/abroad	Full (Except for self in case of travel abroad for which approval of Chairman, Board of Governors is to be taken)	Full within India (except for self)	-
2. Countersigning the TA bills for the tours of faculty members	Full	Full for travel within India	Full for travel within India for tours approved by Director/Dean (except for self)
3. Grant of leave of any kind other than Study / Sabbatical Leave to faculty members.	Full	Up to 30 days (except for self)	-
4. Self-Controlling Officer	In addition to Director, all Professors will be Self-Controlling Officer on the tour programme approved by Director		
5. Grant of Study Leave / Sabbatical Leave to faculty members	Board of Governors		



Schedule IB

Personnel matters of Non- Faculty staff

Item	Extent of Power						
	Director	Deans / Heads of Schools or Centres	Associate Deans / Coordinators of Schools	Registrar	Deputy Registrars / Project Engineer cum Estate Officer	Assistant Registrars/ Assistant Executive Engineers/ Scientific Officer(IT)/ Assistant Librarian/ Medical Officer/ Security Officer	
1	2	3	4	5	6	7	8
1.	To approve tour programme of non-faculty personnel within India/abroad	Full	Full powers for tours within India	For tours within India of Group B and C staff working under them	Full powers for tours within India (except for self)	For tours of Group B/C personnel working under them within India	-
2.	Countersigning of TA bills in respect of non-faculty personnel	Full	Full powers for the tours approved by Self/ Director	For the tours approved by Self/ Director / Dean / Head of School/ Centre	For the tours approved by Self/ Director	For the tours approved by Self/ Director/ Dean/ Registrar (except for self)	-
3.	Grant of leave of any kind other than Study Leave and CL/RH/ Compensatory Leave to non-faculty personnel	Full	Full for staff posted /deployed /assigned in respective Office/ School/ Centre/ Laboratory/ IT & Computer Centre/ Library	Up to 30 days at a time for Group B/C staff posted/ deployed/ assigned in Office/ School/ Centre/ Laboratory/ IT & Computer Centre/ Library	Full other than Study Leave (except for self)	Up to 30 days at a time for Group B/C staff for personnel under them	-
4.	Grant of Restricted Holidays/ Compensatory Leave / Special Casual Leave /Casual Leave to non-faculty staff	Full	Full in respect of staff posted/ deployed/ assigned in respective Office/ School/ Centre/ Laboratory/ IT & Computer Centre/ Library	Up to 5 days at a time for staff posted/ deployed/ assigned in Schools/ Laboratory/ Computer Centre/ Library/ Offices of Deans /Faculty	Full in respect of staff covered in column 7 & 8	Up to 5 days at a time for personnel posted/ deployed/ assigned in respective office/ wing/ deptt./ section	Up to 2 days at a time for staff posted/ deployed/ under them
5.	Compensatory Leave – Credit for non-faculty personnel	Full	Full	-	Full	-	-
6.	Grant of Study Leave to non-faculty staff			For Group B/C		Director	
				For Group A		Board of Governors	

Schedule IC
Entitlement Claims of faculty and non-faculty staff

Item		Extent of Power		
		Director	Registrar	Deputy Registrar I/C of Administration
1.	2.	3.	4.	5.
1.	To approve reimbursement of Children Educational Allowance	Full	Full	Full
2a.	To approve reimbursement of Medical Claims	Full	Up to Rs. 50,000/- at a time.	Up to Rs.20,000/- at a time
2b.	To approve reimbursement of Medical Bills with condonation of delay in submission of bills	Full	-	-
2c.	Medical Advance in case of in-patient treatment	Full	-	-
3.	To approve advance and settlement of LTC	Full	Full (except for self)	Full powers for Group B/C personnel
4.	To approve Advances for purchase of Computer / Motor Car / House Building Advance	Full	Full powers	-
5.	To approve Other Advances (e.g. Festival Advance) as provided under GFR	Full	Full	Full

General Proviso: The exercise of above powers is subject to the applicable rules, administrative procedures & guidelines and financial limitations of the general and special character as outlined in General Financial Regulations (GFR), Fundamental & Supplementary Rules, and other rules and orders on the subject by Government of India as well as Board of Governors of IISER-TVM. The same shall also be subject to any regulations / restrictions / instructions of Director, IISER TVM.

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Schedule – II

(Annexure to Office Memorandum No. IISER (T) /Admn/080/2013-14 Dated: 29.7.2013)

Schedule II A

Delegation of Administrative & Financial Power for Incurring Expenditure other than those covered under institute's Purchase Rules

(For expenditure to be incurred under the procedure of Purchase Rules of the institute, the delegation of power given in schedule II B will be applicable)

Subject / Item		Extent of Power					
		Director	Deans / Heads of School/ Centre	Associate Deans/ Coordinators of Schools/ Academic Programmes or Activities	Registrar	Deputy Registrars / Project Engineer-cum-Estate Officer	Asstt. Registrar/ Asstt. Executive Engineer/ Scientific Officer (IT)/ Asstt. Librarian/ Security Officer / Medical Officer
1	2	3	4	5	6	7	8
1.	Expenditure from Cumulative Professional Development Allowance of faculty members including Travel abroad	Full	Up to Rs. 50000/- in each case (except for travel abroad)	-	-	-	-
2.	Travel Expenses / Honorarium/ Hospitality of Official Visitors / Experts from India & abroad	Full	Full powers for visits approved by competent authority (except for visitors from abroad)	-	Full powers for visits approved by competent authority (except for visitors from abroad)	-	-
3.	Printing	Full	-	-	Up to Rs. 1.0 lakh in each case	Up to Rs. 10000/- in each case	-
4.	Advertisements	Full	-	-	Up to Rs. 5.0 lakh in each case (as per DAVP rates)	Up to Rs. 50000/- in each case (as per DAVP rates)	-
5.	Legal Charges	Full	-	-	Up to Rs. 50000/- in each case	-	-
6.	Consumables for the administrative units / functions including stationery	Full	-	-	Up to Rs. 5.0 lakh at a time	Up to Rs. 1.0 lakh at a time	-



7.	Payments for Electricity, Water Charges, & Statutory Taxes	Full	-	-	Full	Up to Rs. 1.0 lakh at a time	-
8.	Telephone, Internet including Leased line and Cable services	Full	-	-	Up to Rs. 5.0 lakh at a time	Up to Rs. 50000/- per month	-
9.	Non-Library Newspapers & Journals and Reference books etc. for offices	Full	-	-	Up to Rs.25000/- per month	Up to Rs. 10000/- per month	-
10.	Vehicle Repair & Maintenance	Full	-	-	Full power through company authorised workshop	Up to Rs. 25000/- through authorised workshop	-
11.	POL for Vehicles	Full	-	-	Full	-	-
12.	Fuel for Generator sets	Full	-	-	Full	Up to Rs.15000/- per month to be exercised by PE-cum-E.O.	-
13.	O & M of Teaching Lab Equipment including AMC	Full	Up to Rs. 1.0 lakh in each case	Up to Rs.15,000/- in each case	-	-	-
14.	O & M of Research Lab Equipment including AMC	Full	Up to Rs. 5.0 lakh in each case	Up to Rs.50,000/- in each case	-	-	-
15.	O & M of Computers & Peripherals	Full	Up to Rs. 1.0 lakh in each case	Up to Rs.15,000/- to be exercised by Coordinator (IT)	Up to Rs. 1.0 lakh in each case	-	-
16.	O & M of Office Automation Equipment other than above item (5)	Full	-	-	Up to Rs. 1.0 lakh in each case	Up to Rs.15000/- in each case	-
17.	For recurring contingent expenses not covered here above	Full	Up to Rs.50000/- in each case	Up to Rs.15000/- in each case to be exercised by Associate Deans	Up to Rs.50000/- in each case	Up to Rs.15000/- in each case	Up to Rs.5000/- at a time subject to maximum of Rs 25000/- per annum.
18.	For non-recurring contingent expenses not covered here above	Full	Up to Rs.75,000/- in each case	-	Up to Rs.75,000/- in each case	-	-

General Proviso: The exercise of above powers is subject to the applicable rules, administrative procedures & guidelines and financial limitations of the general and special character as outlined in General Financial Regulations (GFR), and other relevant rules and orders on the subject by the institute or Government of India as well as Board of Governors of IISER-TVM. The same shall also be subject to any regulations / restrictions / instructions of Director, IISER TVM.

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Schedule II B

Delegation of Administrative & Financial Power for expenditure under IISER TVM Rules and Manual of Procedures & Practices for Purchase of Goods and Services, 2012 (Annexure to Office Memorandum No. IISER (T) /Admn/080/2013-14 Dated: 29.7.2013)

S. No.	Type/Nature of purchase	Financial limits	Indent Approving authority	Competent authority for approving purchase/ procurement	Mode of procurement
1	2	3	4	5	6
1	A. Direct purchase of goods and services without calling for quotations for R&D items	Up to Rs 15000*	Faculty member	Coordinator/ Head of School/ Programme/ Department/ Centre	Directly on cash/credit basis
			Principal Investigator (externally funded projects)	Respective Principal Investigator**	
		Rs 15001 to less than Rs 1 lakh	Faculty member	Head of School / Coordinator of School / Centre / Programme	Purchase can be made through Purchase & Stores deptt. or by credit.
			Principal Investigator (externally funded projects)	Respective Principal Investigator**	
	B. Direct purchase of goods and services without calling for quotations for non-R &D items	Up to Rs 15000*	Faculty member/ Coordinator/ Head of School/ Department/ Centre/ Programme/ Principal Investigator (externally funded projects) / Officers not below Group A	Dean)/ Registrar /Deputy Registrar / Project Engineer-cum-Estate Officer	Directly on cash/credit basis
<p>* Advance can be drawn for purchase up to the financial ceiling.</p> <p>** Principal Investigator shall ascertain the availability project fund from Finance & Accounts.</p>					



S. No.	Type/Nature of purchase	Financial limits	Indent Approving authority	Competent authority for approving purchase/ procurement	Mode of procurement
1	2	3	4	5	6
2	A. Purchase of goods and services through Departmental Purchase Committees for R&D items	Rs 1 lakh to less than Rs 5 lakh	Coordinator/Head of School/ Department/ Centre	Coordinator/ Head of School/ Department/ Centre	To be processed through Purchase & Stores deptt. on recommendation of Departmental Purchase Committee (DPC)
			Principal Investigator (externally funded projects)	Principal Investigator of the project on recommendation of DPC	
	B. Purchase of goods and services through Departmental Purchase Committee for non-R&D items	Rs 15001 to less than Rs 1 lakh	Coordinator/ Head of School/ Programme/ Department/ Centre/ Principal Investigator (externally funded projects)/ Officers not below Group A	Coordinator/ Head of School/ Programme/ Department/ Centre/ Deputy Registrar/ Project Engineer-cum-Estate Officer	
3	Single tender purchase of goods and services	(i) Rs 5 lakh to less than Rs 25 lakh for R&D items	Coordinator/ Head of School/ Department/ Centre / Principal Investigator (externally funded projects)	Director	Single tender on recommendation of the Standing Purchase Committee (SPC) in case of purchase of goods and Special Services Evaluation Committee (SSEC) in case of Scientific and Technical services.
		(ii) Rs 1 lakh to less than Rs 5 lakh for non-R&D items	Coordinator/ Head of School/ Programme/ Department/ Centre/ Deputy Registrar/ Project Engineer-cum-Estate Officer / Principal Investigator (externally funded projects)	Director	
		(iii) Rs 5 lakh to less than Rs 25 lakh for non-R&D items	Director	Director	
		(iv) Rs 25 lakh and above	Director	Director	On recommendation of the Technical & Purchase Committee or Special Services Evaluation Committee (in case of Scientific and Technical services).



S. No.	Type/Nature of purchase	Financial limits	Indent Approving authority	Competent authority for approving purchase/ procurement	Mode of procurement
1	2	3	4	5	6
4	Proprietary/ Specific brand purchase of goods and services	(i) Rs 5 lakh to less than Rs 25 lakh for R&D items	Coordinator/ Head of School/ Department/ Centre / Principal Investigator (externally funded projects)	Director	From Proprietary sources/specific brand on recommendation of a Technical Committee constituted by the Director. The purchase shall be approved on recommendation of SPC or T & PC as the case may be.
		(ii) Rs 1 lakh to less than Rs 5 lakh for non-R&D items	Head / Coordinator of School/ Department/ Centre / Programme/ Principal Investigator (externally funded projects)/ Deputy Registrar/ Project Engineer-cum-Estate Officer	Director	
		(iii) Rs 5 lakh to less than Rs 25 lakh for non-R&D	Director	Director	
		(iv) Rs 25 lakh and above	Director	Director	
5	Limited Tender for Purchase of goods and services	(i) Rs 1 lakh to less than Rs 5 lakh for non-R&D items	Head / Coordinator of School/ Programme/ Department /Centre/ Deputy Registrar/ Project Engineer-cum-Estate Officer/ Principal Investigator (externally funded projects)	Dean /Registrar	Limited tender on recommendation of the Standing Purchase Committee or Special Services Evaluation Committee (SSEC) (in case of Scientific & Technical Services).
		(ii) Rs 5 lakh to less than Rs 25 lakh for non-R&D items	Head / Coordinator of School/ Department/ Centre/ Programme/ Deputy Registrar/ Project Engineer-cum-Estate Officer	Director	Limited tender on recommendation of the Standing Purchase Committee or Special Services Evaluation Committee (SSEC) (in case of Scientific & Technical Services).

S. No.	Type/Nature of purchase	Financial limits	Indent Approving authority	Competent authority for approving purchase/ procurement	Mode of procurement
1	2	3	4	5	6
		(iii) Rs 5 lakh to less than Rs 25 lakh for R&D items	Head / Coordinator of School/ Department/ Centre/ Principal Investigator (externally funded projects)	Director	Limited tender on recommendation of the Standing Purchase Committee or Special Services Evaluation Committee (SSEC) (in case of Scientific & Technical Services).
		(iv) Rs 25 lakh and above	Director	Director	On recommendation of the Technical & Purchase Committee or Special Services Evaluation Committee (in case of Scientific and Technical services)
6	Open/Global tender for purchase of goods and services	Rs 25 lakh and above	Director	Director	Advertised tender on recommendation of Technical & Purchase Committee or Special Services Evaluation Committee (in case of Scientific and Technical services)
7	Emergency Purchase	(i) Up to Rs 5 lakh for R&D	Faculty / Head / Coordinator of School/ Deptt./ Centre / Pr. Investigator (externally funded projects)	Coordinator of the School/ Department/ Centre/ Dean	Purchase to be made with administrative approval of Director
		(ii) Up to Rs 5 lakh for non-R&D	Coordinator/ Head of School/ Department / Centre / Deputy Registrar/ Project Engineer-cum-Estate Officer/ Principal Investigator (externally funded projects)	Dean / Registrar	Purchase to be made with administrative approval of Director
		(iii) Rs 5 lakh to less than Rs 25 lakh	Head/ Coordinator of School/ Centre/ Department / Deputy Registrar/ Project Engineer-cum-Estate Officer	Director	Based on recommendation of Standing Purchase Committee for emergency purchases

General Proviso: The exercise of above powers is subject to the applicable rules, administrative procedures & guidelines and financial limitations of the general and special character as outlined in Rules of Purchase of Goods and Services & Manual of Procedure and Practices, 2012 of the institute, and the relevant provisions of General Financial Regulations (GFR) which are not included in the Institute's Purchase Rules, and other relevant rules and orders on the subject by Government of India as well as Board of Governors of IISER-TVM. The same shall also be subject to any regulations / restrictions / instructions of Director, IISER TVM.

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Schedule II C
(Cash Advance & Reimbursement)

(Annexure to Office Memorandum No. IISER (T) /Admn/080/2013-14 Dated: 29.7.2013)

Subject		Extent of Power					
		Director	Dean, Head of School/ Centre	Associate Dean/ Coordinators of Schools/ Coordinators of Academic Programmes/ Coordinators of activities/ subjects	Registrar	Deputy Registrar (A & A)/ Deputy Registrar (F & A) Project Engineer- cum-Estate Officer	Assistant Registrar (A & A)/ Assistant Registrar (F & A)/ Assistant Executive Engineer/ Scientific Officer (IT) /Assistant Librarian/ Security Officer/ Medical Officer
1.	To approve cash advances for expenses under schedule – II A and II B	Full	Up to Rs. 15000	Up to Rs. 10000	Up to Rs. 15000	Up to Rs. 10000	Up to Rs.2500
2.	To approve reimbursement of expenditure incurred on official purposes - for expenses under schedule – II A and II B	Full	Up to Rs. 15000	Up to Rs.5000	Up to Rs. 15000	Up to Rs.5000	Up to Rs.1000

General Proviso: The exercise of above powers is subject to the applicable rules, administrative procedures & guidelines and financial limitations of the general and special character as outlined in General Financial Regulations (GFR), Rules of Purchase of Goods and Services & manual of Procedure and Practices, 2012, of the institute and other relevant rules and orders on the subject by Government of India as well as Board of Governors of IISER-TVM. The same shall also be subject to any regulations / restrictions / instructions of Director, IISER TVM.

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Schedule III

(Annexure to Office Memorandum No. IISER (T) /Admn/080/2013-14 Dated: 29.7.2013)

Delegation of Powers for "Works" of Engineering & Estate Department

(As per Office Memorandum No. IISER (T) /Admn/010/2010 Dated: 09.3.2011)

Sl. No	Subject	Designation/ Authority	Extent of Power
1	Approval of estimate/ Accord of technical sanction to detailed estimates	Project Engineer cum Estate Officer	Rs. 10.00 lakh in each case.
		Director	Rs. 100.00 lakh in each case.
		Building & Works Committee	Full Powers
2	Authorizing excess over estimates	Project Engineer cum Estate Officer	Excess up to 5% of the sanctioned amount. Excess over and above 5% of the sanctioned amount to be brought before Director/ Building & Works Committee for clearance/approval.
		Director	Full powers for estimates approved by Director (i.e.Rs.100.00 lakhs)
		Building & Works Committee	Full powers
3	Acceptance of lowest tender	Project Engineer cum Estate Officer	Rs. 10.00 lakh in each case.
		Director	Rs. 100.00 lakh in each case.
		Tender Committee	Rs. 200.00 lakh in each case.
		Building & Works Committee	Rs. 500.00 lakh in each case.
		Board of Governors	Full powers
4	Acceptance of Single Tender	Project Engineer cum Estate Officer	Rs.2.00 lakh in each case.
		Director	Rs.50.00 lakh in each case.
		Tender Committee	Rs. 100.00 lakh in each case.
		Building & Works Committee	Rs. 200.00 lakh in each case.
		Board of Governors	Full Powers
5	Award of work by negotiation with lowest tenderer/single tenderer	Project Engineer cum Estate Officer	5.00 lakh in each case.
		Director	Rs. 50.00 lakh in each case.
		Tender Committee	Rs. 100.00 lakh in each case.
		Building & Works Committee	300.00 lakh in each case.
		Board of Governors	Full Powers
6	Award of work by acceptance of a tender other than lowest	Director	—
		Tender Committee	—
		Building & Works Committee	Full Powers
7	Award of work without call of tenders	Project Engineer cum Estate Officer	Rs. 2.00 lakh in each case.
		Director	Rs. 5.00 lakh in each case.
		Building & Works Committee	Rs. 50.00 lakh in each case.
		Board of Governors	Full powers



8	Award of additional quantities against abnormally high/low rated items	Project Engineer cum Estate Officer	25000.00 in each case.
		Director	Rs. 1.00 lakh in each case.
		Tender Committee	Rs. 5.00 lakh in each case.
		Building & Works Committee	Full powers
9	Execution of agreement	Project Engineer cum Estate Officer	Full powers
10	Accord of sanction to extra/substituted items	Project Engineer cum Estate Officer	Rs. 1.00 lakh in each case.
		Director	Rs. 25.00 lakh in each case.
		Tender Committee	Rs. 100.00 lakh in each case.
		Building & Works Committee	Full powers
11	Grant of extension of time for completion of work	Project Engineer cum Estate Officer	Rs. 10.00 lakh in each case.
		Director	Rs. 100.00 lakh in each case.
		Tender Committee	Rs. 200.00 lakh in each case.
		Building & Works Committee	Full powers
12	Powers to levy compensation from contractors	Director	Rs.50.00 lakh in each case.
		Tender Committee	Rs.100.00 lakh in each case.
		Building & Works Committee	Full powers
13	Passing of bills (final bills and running bills)	Project Engineer cum Estate Officer	Full powers
14	Purchase of materials against sanctioned estimate/allocation for emergent work	Project Engineer cum Estate Officer	Rs. 5000/- at a time subject to a ceiling of Rs. 50,000 in a year
		Director	Rs. 50000/- at a time subject to a ceiling of Rs. 5 lakhs in a year

General Note: The exercise of above powers is subject to the applicable rules and procedures in respect of "Works" (CPWD manual and codes or works procedure adopted by the institute), and administrative procedures & financial limitations of the general and special character as outlined in General Financial Regulations (GFR), and other rules and order on the subject by the Ministry of Finance and the Ministry of Human Resource Development, Govt. of India as well as Board of Governors of IISER-TVM.

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IISER(T)/Admn/009/51st BoG/2025-26

September 8, 2025

MEMO

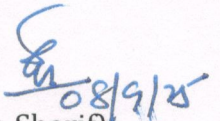
This is to convey that the Board of Governors in its 51st meeting held on 18.07.2025 made the following resolutions:

Agenda Item No. BoG 51.10.1 – Adoption of O.M.s dated 5.6.2025 and 8.7.2025 issued by the Department of Expenditure, GoI and amendment to the delegation of powers of the Institute based on O.M. dated 5.6.2025.

Resolution No. 11:

- a) Proposal to adopt the O.M.s No.F.20/42/2021-PPD dated 5/6/2025 and O.M. No.P-45021/2/2017-PP(BE-II)-Part(4)Vol.II dated 8/7/2025, issued by the Public Procurement Division, Department of Expenditure, Ministry of Finance, GoI (Annexure IX) be approved.
- b) Proposal to amend the existing Schedule II-B Delegation of Powers for Procurement of goods and services of the Institute (Annexure X) based on the revised exemption limit for procurement by Scientific and Research Institutions contained in the DoE O.M. No. F.20/42/2021-PPD dated 5.6.2025 be approved.

For information and compliance.


(Dr. Sharif)
Registrar

To

Joint Registrar (F&A)/Deputy Registrar(F&A)/Assistant Registrar (P&S)/Assistant Registrar (PFD)

Copy To

PA to Director/Deputy Director/Dean(R&D)/File

No.F.20/42/2021-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

709, Chandarlok Building,
Janpath, New Delhi
Dated 05.06.2025.

OFFICE MEMORANDUM

Subject: Special provisions for Scientific Ministries/ Departments in General Financial Rules (GFRs), 2017.

Attention is invited towards this Department's OMs of even number dated 20.05.2024 vide which amendments in the GFRs were carried out by this Department for Scientific Ministries/ Departments/ Organisations.

2. The above said amendments are applicable only to the following Ministries/ Departments/ Organizations of Government of India:

- (i) Department of Science and Technology
- (ii) Department of Biotechnology
- (iii) Department of Scientific & Industrial Research
- (iv) Department of Atomic Energy
- (v) Department of Space
- (vi) Ministry of Earth Sciences
- (vii) Defence Research & Development Organization
- (viii) Indian Council of Agricultural Research (ICAR), including its affiliated institutions and Universities;
- (ix) Department of Health Research (DHR), including Indian Council of Medical Research;
- (x) Educational and Research Institutes conducting post-graduate/ doctoral level courses or research, under any Ministry/ Department.

3. In pursuance of Committee of Secretaries (CoS) recommendations dated 22.04.2025 and in the continuation of the OM of even number dated 20.05.2024, following has been decided with respect to the **procurement of scientific equipment and consumables for research purposes** by Ministries/ Departments/ Organisations at para 2 above:

- i. Vice-Chancellors/ Directors of scientific organisations / academic institutions under Ministries/ Department/ Organisations indicated at para 2 above are permitted to make non-Government e-Marketplace (GeM) procurement of scientific equipment and consumables.
- ii. The monetary ceilings under Rule 154, 155, 161 & 162 of GFRs, 2017 for procurement of scientific equipment and consumables by the Ministries/ Departments/ Organizations mentioned under para 2 above shall be as follows:

Rule of GFR	Objective	Current limit	Amended limit
154	Purchase of goods without quotation	Rs. 1,00,000/- (Rupees one lakh)	Rs. 2,00,000/- (Rupees two lakh)
155	Purchase of goods by Purchase Committee.	Rs. 1,00,000/- (Rupees one lakh) and upto Rs. 10,00,000/- (Rupees ten lakh)	Rs. 2,00,000/- (Rupees two lakh) and upto Rs. 25,00,000/- (Rupees twenty five lakh)
162	Limited Tender Enquiry (LTE)	Upto Rs. 50 lakh	Upto Rs. 1 crore
161	Advertised Tender Enquiry	Above Rs. 50 lakh	Above Rs. 1 crore.

- iii. For procurement of scientific equipment and consumables required only for research purpose by procuring entities mentioned under para 2 above, Vice-Chancellors/ Directors concerned, as the case may be, shall be the competent authority to approve issuance of Global Tender Enquiry (GTEs) upto Rs.200 crore under Rule 161(iv) of GFRs, 2017, where they are satisfied that there is justification for such exemption.

4. It is reiterated that these amendments are applicable only for the Ministries/ Departments/ Organizations mentioned at para 2 alone and for the procurement of scientific equipment and consumables for research purpose only. A list of such procurements may be compiled and shared with concerned Administrative Ministry at the end of every Financial Year.

5. The Ministries/ Departments/ Organisations indicated under para 2 above may also adhere to the extant instructions issued in this regard vide this department's OM Nos. 13/4/2017-PPD(Pt.) dated 04.05.2018 para 1(b), 20/45/2020 dated 08.01.2021 and 20/42/2021-PPD dated 20.05.2024.

6. This issues with the approval of Secretary (Expenditure).



(Sher Bahadur)
Under Secretary (Procurement Policy)
Email: sher.bahadur@nic.in

To

Secretaries/ Financial Advisers of all Ministries/ Departments.

No. P-45021/2/2017-PP(BE-II)-Part (4) Vol.II

Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(Public Procurement Division)

Vaniya Bhawan, New Delhi

Date: ..08.07.2025

OFFICE MEMORANDUM

**Subject: Public Procurement (Preference to Make in India) Order, 2017-
Revision of Exemption Limit for Procurement by Scientific and Research
Institutions-reg.**

The undersigned is directed to refer to Paragraph 4 of the Public Procurement (Preference to Make in India) Order, 2017, dated 19.07.2024 and to say that in case of procurement of scientific equipment /consumables by the scientific and research institutes including higher education institutes offering Doctoral programs, the exemption limit of small purchases for such institutions is increased from Rs 5 lakh to Rs 50 lakh from the date of issuance of this order. However, it shall be ensured by procuring entities that procurement is not split for the purpose of avoiding the provisions of this Order.

2. All other provisions of the PPP-MII Order, 2017 dated 19.07.2024 shall remain unchanged.
3. This issue with the approval of the Competent Authority.


(Himani Pandey)

Additional Secretary to the Government of India
Email: ashpdpiit@gov.in
Tele No. 011-23038888

To,

All Secretaries to the Government of India

**Proposed revision of the delegation of powers for the procurement of goods & services
(2025) -Schedule II B**

S. no	Type/Nature of purchase	Financial limits: R&D*	Financial limits: Non-R&D	Indent approving authority	Competent authority for approving purchase/procurement	Mode of procurement
1	(A) Direct purchase of goods and services without calling for quotations	Up to Rs 50,000 if available in GeM. Up to Rs 2 lakh other than through GeM	Up to Rs 50,000 if available in GeM. Up to Rs 1 lakh if not available in GeM	Faculty/Group A Officers	Coordinator/Head of School/Programme/Department/Centre/Registrar/Dean/Deputy Director (in case Registrar/Dean/HoS/Coordinator is the indenter)	Directly on cash/credit basis (The Institute discourages procurement on cash basis)
				Principal Investigator (PI) (externally funded projects)	Principal Investigator (PI) (Principal Investigator shall ascertain the availability of project fund from RDC Section)	Advance can be drawn for purchase up to the financial limit with the approval of the Competent authority for approving the purchase/Procurement. The adjustment bill, along with the balance, if any, shall be submitted within 15 days of the drawal of the advance.
	(B) Direct purchase of goods and services without calling for quotations for the Estate & Engineering Project Office	Not applicable	(i) Up to Rs 25000 through GeM and if not, then through other sources	Group A Officers	Dean (Infrastructure and Planning)	
		Not applicable	(ii) Above Rs 25000 to up to Rs 50000 in GEM and up to Rs 1 lakh (if not available in GeM)	Group A Officers	Deputy Director	
2	Direct Procurement by Purchase Committee/Local Purchase Committee	Up to Rs 25 lakh (if not available in GeM)	Up to Rs 10 lakh (if not available in GeM)	Deputy Director	Director	Directly on credit basis on the basis of an approved recommendation minutes by a three-member committee, duly constituted on case to case basis
3	(A) Purchase of goods and services through L1 among 3 OEMs in GeM	(i) Above Rs 50000 up to Rs 10 lakh, though GeM	(i) Above Rs 50000 up to Rs 10 lakh	Coordinator/Head of School/ Department/ Centre/Registrar/Dean. Principal Investigator (PI) (externally funded projects)	Deputy Director/ Director (in case of Estate & Engineering Project Office)	To be processed by the Indenter/Purchase/Engineering Section Mode: L1 among 3 OEMs in GeM through the in-house portal or else by the Purchase & Stores/Engineering section on the recommendation of the Departmental Purchase Committee (DPC) (Members: Indenter/PI, AR/DR of Purchase & Stores and Finance & Accounts (if Institute fund)/RDC (if project fund), HoS/Dean/Registrar, Chairman: Deputy Director)
	(B) Purchase of goods and services through L1 among 3 OEMs in GeM for the Estate & Engineering Project Office	Not applicable	(ii) Above Rs 50000 up to Rs 10 lakh	Director	Director	
4	Single tender/ Proprietary/ Specific brand purchase of	(i) Above Rs 2 lakh up to Rs 50 lakh	(i) Above Rs 1 lakh up to Rs 10 lakh	Coordinator/Head of School/Department/ Centre/Registrar/Dean (In case indent	Deputy Director/ Director (in case of Estate & Engineering Project Office)	On the recommendation of the Departmental Purchase Committee

	goods and services	(ii) Above Rs 50 lakh up to Rs 1 crore	(ii) Above Rs 10 lakh up to 50 lakhs	valuing above Rs 5 lakh on prior approval from the Director with the support of a technical committee recommendation) Principal Investigator (PI) (externally funded projects) Director (in case of Estate & Engineering Project Office)	Director	Single tender on the recommendation of the Standing Purchase Committee (SPC) in case of purchase of goods and Special Services Evaluation Committee (SSEC) in case of Scientific and Technical Services. Standing Purchase Committee (Members: Indentor/PI, AR/DR of Purchase & Stores and Finance & Accounts (if Institute fund) /RDC (if project fund), HoS (if other than externally funded projects) and SPC Chairman.
		(iii) Above Rs 1 crore up to Rs 5 Crore	(iii) Above Rs 50 lakh up to Rs 5 Crore	Director	Director	On recommendation of Technical & Purchase Committee (T&PC) or Special Services Evaluation Committee (in the case of Scientific and Technical services)
		(iv) Above Rs 5 Crore	(iv) Above Rs 5 Crore	Director	Board of Governors	
5	Limited Tender for Purchase of goods and services	(i) Above Rs 2 lakh up to Rs 50 lakh	(i) Above Rs 1 lakh up to Rs 10 lakh	Head/ Coordinator of School/Department/ Centre/ Principal Investigator (externally funded projects)/Director in case of Estate & Engineering Project Office Principal Investigator (PI) (externally funded projects)	Deputy Director/ Director (in case of Estate & Engineering Project Office)	On the recommendation of the Departmental Purchase Committee
		(ii) Above Rs 50 lakh up to Rs 1 Crore	(ii) Above Rs 10 lakh up to 50 lakhs	Head/ Coordinator of School/Department/ Centre/ Principal Investigator (externally funded projects) Director in case of Estate & Engineering Project Office	Director	On the recommendation of the Standing Purchase Committee or Special Services Evaluation Committee (SSEC) (in case of Scientific & Technical Services).
6	Open/Global tender for purchase of goods and services	(i) Above Rs 2 lakh up to Rs 50 lakh	(i) Above Rs 1 lakh up to Rs 10 lakh	Coordinator/Head of School/ Department/ Centre/Registrar/Dean/ Director in case of Estate & Engineering Project Office. Principal Investigator (PI) (externally funded projects)	Deputy Director/ Director (in case of Estate & Engineering Project Office)	On the recommendation of the Departmental Purchase Committee
		(ii) Above Rs 50 lakh up to Rs 1 crore	(ii) Above Rs 10 lakh up to 50 lakhs	Head/ Coordinator of School/ Department/ Centre/ Principal Investigator (externally funded projects), Director in case of Estate & Engineering Project Office	Director	On the recommendation of the Standing Purchase Committee or Special Services Evaluation Committee (SSEC) (in case of Scientific & Technical Services).

		(iii) Above Rs 1 crore up to Rs 5 Crore	(iii) Above Rs 50 lakh up to Rs 5 Crore	Director	Director	Advertised tender on recommendation of the Technical & Purchase Committee or Special Services Evaluation Committee (in the case of Scientific and Technical services)
		(iv) Above Rs 5 Crore	(iv) Above Rs 5 Crore	Director	Board of Governors	

****R&D: The financial limits specified under R&D are exclusively applicable to the procurement of scientific equipment and consumables for research purposes only. For any procurement falling outside this scope, the financial limits prescribed for non-R&D purposes shall be followed.***

Note:

- In case of any contradiction in the interpretation of rules, General Financial Rules shall prevail.
- The exercise of the above powers is subject to any regulations/ restrictions/ instructions of the Director, IISER TVM.