भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय

IIT INDIAN INSTITUTE OF TECHNOLOGY
BANARAS HINDU UNIVERSITY

कुलसचिव कार्यालय
(Office of the Registrar)

Ref. No. : IIT (BHU)/Budget/2026-27/ 7853 Dated : 03.11.2026

All the Deans/Associate Deans,
All the Heads of Departments/Coordinators of Schools/Centers
The Coordinators/Incharges of Units/Centres/Offices
The Professor Incharge, Main Workshop/Main Library/T&PC/CIF
The Chairman, IIPC/PIC/IWD
The Chairman, Council of Wardens
The Superintending Engineer, Institute Works Department
The Chief Counicllor, Gymkhana,
The Coordinator, GTAC,
The Chief Proctor,
The Dy. Librarian
IIT (BHU), Varanasi

Subject : Delegation of Administrative & Financial Powers Rules of the Institute.

Dear Sir/Madam,

In supersession of Notice no. IIT (BHU)/Budget/2019-20/3408 dated 11.07.2019 and subsequent amendments thereon from time to time as well as in compliance with Finance Committee Resolution No. 23.3, dated 29.09.2026, a copy of Delegation of Financial Powers, in respect of General Principles of Delegation of Financial Powers and Delegation of Administrative and Financial Powers Rules of the Institute, duly approved by the Board of Governors, vide Resolution 25.3 dated 29.09.2026, is enclosed for information and necessary action.

The aforesaid Delegation of Administrative and Financial Powers comes into force with immediate effect.

Yours sincerely,

03.11.2026

Registrar

कुलसचिव
Registrar
भारतीय प्रौद्योगिक संस्थान
काशी हिन्दू विश्वविद्यालय
Indian Institute of Technology
(Banaras Hindu University)
वाराणसी

Encl. : As above

Copy forwarded to following for information and necessary action:

1. The Chairman, Web Management & Email Services Committee, IIT (BHU) with the request to kindly place the same on Institute's website.
2. All the Joint Registrars/Deputy Registrars, IIT (BHU).
3. All the Assistant Registrars (Sr. Scale), IIT (BHU).
4. All the Assistant Registrars, IIT (BHU).
5. The P.S. to the Director, IIT (BHU).
6. The P.A. to the Registrar, IIT (BHU).

Registrar

Encl. : As above

General Principles of Delegation of Financial Powers

The following General Principles are proposed to govern the exercise of delegated financial powers in the Institute:

1. No Institute official shall incur any expenditure or enter into any liability involving expenditure unless prior approval/sanction has been obtained from the competent authority.
2. All expenditure shall be subject to availability of budget provision/funds/grants under the relevant head.
3. In cases where expenditure sanction becomes necessary before actual receipt of funds/grants, the sanction order shall specifically indicate that the expenditure is subject to receipt/disbursement of such funds/grants.
4. Unless specifically renewed, every sanction shall lapse after 12 months from the date of issue, subject to:
    - expiry of the validity period specified in the sanction itself; or
    - closure of the concerned financial year where expenditure is linked to a specific financial year.
5. Delegated powers shall be exercised strictly in accordance with the Institute Act and Statutes, Government of India rules, General Financial Rules (GFR), Institute regulations, manuals, policies, and procedures and subject to availability of funds.
6. Unless otherwise specifically provided, all delegations shall operate on a per occasion basis. Splitting of proposals to avoid higher approval shall not be permissible.
7. The Competent Authority may delegate additional powers to any faculty member/officer whenever considered necessary.
8. The Competent Authority may withdraw, restrict, or impose conditions on any delegated powers.
9. Delegated powers shall not be further delegated unless specifically authorized.
10. In case of ambiguity or conflict between the DFPR and extant Government rules/laws/GFR/manuals, the provisions of prevailing laws and original statutory instructions shall prevail.
11. Delegation relating to procurement of goods, consultancy, services, works and other services shall be governed by the Institute Purchase Manual as amended from time to time.
12. Every authority exercising delegated powers shall observe standards of financial propriety, transparency, accountability, economy, and fairness.

Definitions

The following key definitions are proposed to form part of the DFPR framework:

1. **"Appropriation"** means the assignment to meet specified expenditure of funds included in a primary unit of appropriation;
2. **"Building and Works Committee"** means the Building and Works Committee of the Institute;
3. **"Contingent Expenditure'** means all incidental and other expenditure including expenditure on stores which is incurred for the management of an office, for the working of technical establishment such as a laboratory, workshop, office expenses and the like but does not include any expenditure, which has been specifically classified as falling under some other Head of expenditure, such as 'Works', 'Tools';
4. **"Faculty"** means Professor, Associate Professor and Assistant Professor (Regular as well as Contract)
5. **"Financial Year"** means the year beginning on the 1st of April and ending on the 31st of March following;
6. **"Government"** means the Central Government;
7. **"Institute'** means the Indian Institute of Technology, (Banaras Hindu University), Varanasi;
8. **"Miscellaneous expenditure"** means all expenditure other than expenditure falling under the category of pay and allowances of Government servants, leave salary, pensions, contingencies, grant-in-aid, contributions, works, tools and plant and the like;
9. **"Non-recurring expenditure"** means expenditure other than recurring expenditure;
10. **"Re-appropriation"** means the transfer of funds from one primary unit of Appropriation to another such unit;
11. **"Recurring expenditure"** means the expenditure which is incurred at periodical intervals for the same purpose. Expenditure other than recurring expenditure are non-recurring expenditure;
12. **"Works"** means civil works and irrigation, navigation, embankment and drainage works etc.

DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS RULES OF THE INSTITUTE, IIT(BHU), VARANASI

S. No.	Subject	Description			Approving Authority
1	**Accounts**	1.1	Release of annual audited financial statements		BOG: Full Powers
2	**Budgets**	2.1	Approval of Institute Annual Budget		BOG: Full Powers
		2.2	Allocation and re-appropriation of funds		Director: Full Powers (within BOG approved Institute budget)
3	**Financial Power**	3.1	**Expenditure Sanctioning Authority (ESA) and Advance Payment Authority** (from OH-31, OH-35 & OH-36 and any other funds of the Institute)		
			Administrative Heads	*For approval of all expenditure including Works, Purchases & Procurement of Goods and Services (₹)*	*For approval of advances for all expenditures (₹)*
		3.1.1	Director and/or Chairman, B&WC	Full powers in all cases	Full powers in all cases
		3.1.2	Dean, R&D – For Sponsored Research projects/ Consultancy projects/any CEP related matters (within the already approved grant) including already approved Institute projects/ Institute level projects/PDA/DDF/ legal expenses/ other expenses out of overhead/ savings of RISE Unit.	50.00 Lakhs	10.00 Lakhs
		3.1.3	Chairman, IIPC	50.00 Lakhs	10.00 Lakhs
		3.1.4	Associate Dean	10.00 Lakhs	2.00 Lakhs
		3.1.5	Deans (other than Dean, R&D)	10.00 Lakhs	2.00 Lakhs
		3.1.6	Registrar #	10.00 Lakhs	2.00 Lakhs
		3.1.7	HOD / HOC / HOS / Co-Ordinator/ PIC / Chairman, COW/ Chief Proctor	10.00 Lakhs	2.00 Lakh
		3.1.8	PIC, IWD	25.00 Lakhs	5.00 Lakhs
		3.1.9	SE, IWD	5.00 Lakhs	--
		3.1.10	Principal Investigator or concerned faculty (related to Sponsored Research project/ Consultancy project/any CEP related matters, as the case may be)	5.00 Lakhs	-
		3.1.11	Joint Registrar / Deputy Registrar /	2.00 Lakhs	--

			Assistant Registrar (Sr. Scale),			
		3.1.12	Librarian/Deputy Librarian	2.00 Lakhs		-
		3.1.13	Assistant Registrar	0.50 Lakh		--
		3.2	**Powers to Drawing & Disbursing Officer (DDO)**			
			Bill value (₹)	*Drawing Officer*		*Disbursing Officer*
				Signatory-I (Drawing Authority)	*Signatory-II (Checking/forwarding Authority*	*Signatory-III (Passing Authority)*
		3.2.1	Upto 1.00 lakh	Superintendent / Sr. Superintendent	Superintendent / Sr. Superintendent/ Assistant Registrar, Accounts// Assistant Registrar (Sr. Scale), Accounts	-
		3.2.2	Upto 5.00 Lakhs	Superintendent / Sr. Superintendent	Assistant Registrar, Accounts / Assistant Registrar (Sr. Scale), F&A/ Deputy Registrar, F&A/ Assistant Registrar, RISE / Assistant Registrar (Sr. Scale), RISE / Deputy Registrar, RISE	-
		3.2.3	Upto and beyond 5.00 Lakhs	Superintendent / Sr. Superintendent	Assistant Registrar (Sr. Scale), F&A / Deputy Registrar, F&A / Joint Registrar, F&A / Assistant Registrar (Sr. Scale), RISE / Deputy Registrar, RISE / Joint Registrar, RISE	Registrar / PIC, Admin / Dean, R&D [Associate Dean (in absence of Dean, R&D)]
		3.3	**Authorized signatories for signing of Cheques, Bank Advices etc.**			
			Value of Cheque/ Bank Advice (₹)		*Signatory-I*	*Signatory-II*
		3.3.1	Upto 5.00 Lakhs		Assistant Registrar, Accounts / Assistant Registrar (Sr. Scale), F&A / Deputy Registrar, F&A/ Assistant Registrar, RISE / Assistant Registrar (Sr. Scale), RISE / Deputy Registrar, RISE	Assistant Registrar (Sr. Scale), F&A / Deputy Registrar, F&A / Assistant Registrar, RISE / Assistant Registrar (Sr. Scale), RISE / Deputy Registrar, RISE / Joint Registrar, RISE
		3.3.2	Upto and beyond ₹ 5.00		Assistant Registrar (Sr. Scale), F&A / Deputy Registrar, F&A / Joint Registrar, F&A / Assistant Registrar, RISE / Assistant Registrar (Sr. Scale), RISE / Deputy Registrar, RISE / Joint Registrar, RISE	Registrar / PIC, Admin / Associate Dean, R&D/ Dean, R&D
4	**Banking and Investments**	4.1	Opening/closing of Institute bank accounts		Director: Full Powers	

		4.2	Open/close bank accounts for professional activities e.g. conferences, projects etc.	Dean, R&D (related to Sponsored Research projects/Consultancy projects/any CEP related matters): As per power delegated to Expenditure Sanctioning Authority (ESA).
		4.3	Inter-bank account transfers (for cash management purposes)	Authorize transfer-Registrar: Full Powers; Dean, R&D (related to Sponsored Research projects/Consultancy projects/any CEP related matters): Full Powers; Sign Cheques / Bank Advices: As per delegation of Powers of Authorized signatories for signing of Cheques, Bank Advices etc.
		4.4	Short Term and Long-Term Investments	Director: Full powers (on the recommendation of Investment Committee)
5.	**Budget/ Account Heads**	5.1	Opening/closing of minor budget/account heads	Director: Full Powers
6	**New Pension System (NPS)**	6.1	Signing of bills and payment order	As per power delegated to Expenditure Sanctioning Authority (ESA).
		6.2	Signing of Cheques	As per powers authorized to the signatories for signing of Cheques, Bank Advices etc.
7	**Loan/ Advance**	7.1	Sanction of loan or advance for House Building or purchase of Vehicle, computer etc.	Director: Full powers in all cases; Registrar: As per Expenditure Sanctioning Authority (ESA).
8.	**Refunds**	8.1	Approval for refund of security deposits to suppliers	As per Expenditure Sanctioning Authority (ESA)
		8.2	Approval for refund of student caution money and/or fees, if any (following exiting norms of the Institute)	Registrar: Full Powers
9.	**Compensation**	9.1	Authorize compensation under Workmen's Compensation Act	Director: Full Powers
10.	**Approving Authority towards Tender / Works or Purchase (against duly sanctioned expenditure)**	10.1	**Authority for Estimated Purchase Price**	
		10.1.2	Estimated Purchase Price	Director and/or Chairman, B&WC: Full powers in all cases; Dean, R&D [Associate Dean (in absence of Dean, R&D)] – for Sponsored Research projects/ Consultancy projects/ any CEP related matters of the faculty (within the already approved grant): As per Expenditure Sanctioning Authority (ESA).
		10.1.3	Estimated Purchase Price upto and/or between ₹ 10.00 Lakhs and ₹ 50.00 Lakhs	Departmental Purchase Committee / Project Purchase Committee/ Any other Purchase Committee as notified for such purpose/Registrar.
		10.1.4	Estimated Purchase Price upto ₹ 10.00 lakhs	Concerned HoD / HoS / Principal Investigator or concerned faculty (related to Sponsored Research project/Consultancy project/any CEP related matters, as the case may be)/ Officer-in-charge, IP Cell.
		10.2	**Approving Authority for Purchase Indents and Sanction Sheets**	

		10.2.1	Consumables / Non-consumables (including creation of Assets)	Director and/or Chairman, B&WC: Full powers in all cases; Dean, R&D [Associate Dean (in absence of Dean, R&D)] – for Sponsored Research projects/ Consultancy projects/any CEP related matters of the faculty (within the already approved grant): As per Expenditure Sanctioning Authority (ESA); Other Authorities: As per power delegated to Expenditure Sanctioning Authority (ESA).
		10.2.2	Award of work, related to IWD, with call of quotation for urgent / necessary & important works either through web publicity of quotations or Spot quotations	As per power delegated to Expenditure Sanctioning Authority (ESA)
		10.2.3	Motorized vehicles, including two-wheelers, for the Institute and / or projects	Director: Full Powers in all cases
		10.2.4	Uniforms, Badges, and related items for employees as well as others	Registrar: Full powers in all cases
		10.2.5	Institute Promotion and Publicity/Advertisement	Director: Full powers in all cases Dean, R&D [Associate Dean (in absence of Dean, R&D)] – for Sponsored Research projects/ Consultancy projects/any CEP related matters of the faculty (within the already approved grant): As per Expenditure Sanctioning Authority (ESA);
		10.2.6	Insurance	Director and/or Chairman, B&WC: Full powers in all cases Dean, R&D [Associate Dean (in absence of Dean, R&D)] – for Sponsored Research projects/ Consultancy projects/any CEP related matters of the faculty (within the already approved grant): As per Expenditure Sanctioning Authority (ESA);
		10.2.7	Demurrage and Wharfage (following administrative approval and/or expenditure sanction by the Competent Authority)	Registrar: Full Powers Dean, R&D [Associate Dean (in absence of Dean, R&D)] – for Sponsored Research projects/ Consultancy projects/any CEP related matters of the faculty (within the already approved grant): As per Expenditure Sanctioning Authority (ESA)
		10.2.8	Freight Handling	Officer-in-charge, IP Cell / Deputy Registrar, RISE / Joint Registrar, RISE: Full Powers (in line with duly approved contract terms)
		10.2.9	Precious Metals	Director: Full Powers in all cases; PI concerned (for Sponsored Research & Consultancy project purchases): Upto ₹ 5.00 Lakhs

		10.2.10	Renting of Land/Building	Director: Full Powers in all cases
		10.3	**Authority for issue of Purchase Order (PO)/Work Order (WO), variations against PO/WO, confirmation of delivery/installation etc.**	
		10.3.1	Signing of Purchase / Work Orders (against dully approved Purchase Indents and Sanction Sheets)	Officer-in-charge, IP Cell / Deputy Registrar, RISE / Joint Registrar, RISE: Full Powers; HOD / HOC / HOS / Librarian or Deputy Librarian / SE, IWD/ Principal Investigator or concerned faculty (related to Sponsored Research project/Consultancy project/any CEP related matters, as the case may be): ₹ 10.00 Lakhs.
		10.3.2	Approve any and all variation(s) to earlier approved terms of expenditure, including but not limited to: Extension of delivery period (with or without liquidated damages); accepting price increase against fixed-price contracts; release of Earnest Money Deposit (EMD) / Performance Security; relax / waive EMD / Performance Security requirement; relax / waive compensation / loss due to failure of supplier / contractor	As per Approving Authority for Purchase Indents and Sanction Sheets
		10.3.3	Confirm satisfactory delivery/ installation/commissioning of ordered goods / services	Purchase Indentor / Consignee
11	**Contracts/ Agreements/ MoU**	11.1	Signing of Contracts/ Agreements/MoU (following administrative approval and/or expenditure sanction by the Competent Authority)	Director and/or Chairman, B&WC: Full Powers in all cases; Dean, R&D [Associate Dean (in absence of Dean, R&D)]: Full Powers (for all contracts/agreements pertaining to Projects, Research and Development, including recruitment of projects employees, CEP related matters); Registrar: Full Powers (for all contracts/agreements related to General Administration; SE, IWD: Full Powers (for all contracts / agreement related to construction, maintenance, fabrication or manufacturing of machines or tools related to Institute's Works Department)
		11.2	Extend contracts (Monetary limit of 25% of over and above approved PO/WO)	Director and/or Chairman, B&WC: Full Powers in all cases; Dean, R&D (for all contracts/ agreements pertaining to Projects, Research and Development, including recruitment of projects employees, CEP related matters): As per Approving Authority for Purchase Indents and Sanction Sheets;

				Registrar: As per Approving Authority for Purchase Indents and Sanction Sheets; SE, IWD: Upto 10% (within the relevant delegated financial authority).
12	**Travel**	12.1	**Approving Authority for travel within India:**	
			For Director	Director: Full Powers
			For Deans	Director: Full Powers
			For Registrar/ Deans/ HoDs/ Coordinators/Prof. In-Charges/ Chairmen/ Chief Proctor/SE, IWD	Director: Full Powers
			For Faculty members, Guest Speakers (including honoraria)	Dean, Faculty Affairs: Full Powers
			For Students (including students' tours), M.S. / Ph. D Scholars, employees of Departments/ Schools from Department travel funds as per rules	HoD / HoS/Co-Ordinator concerned
			All travels in connection with attending conferences and other special cases by the students	HoD / HoS/Co-Ordinator concerned
			All travel in connection with visit of the External Examiners for examination / Ph D. viva purpose, QIP and PhD Thesis evaluation (including honoraria)	Dean, Academic Affairs
			All Group-A Officers and Non-Faculty Employees (including training)	Registrar: Full Powers
			All travel in connection with visit of the students for attending conferences and others special cases	Dean, R&D (Associate Dean, R&D, in absence of Dean, R&D: As per Expenditure Sanctioning Authority (ESA).
			From the Sponsored Research projects/ Consultancy projects/any CEP related matters	Dean, R&D (Associate Dean, R&D, in absence of Dean, R&D: As per Expenditure Sanctioning Authority (ESA).
			All other cases not covered above	Director: Full Powers
		12.2	**Approval of travel outside India, in all cases**	Chairman, BoG: Any travel of the Director; Director: Full Powers in all other
13.	**CPDA**	13.1	Sanction of expenses out of CPDA including travel within India	Dean, Faculty Affairs: Full Powers
14.	**Leave Travel Concession (LTC)**	14.1	Sanction for LTC / LTC Advance / 10 days' leave encashment while availing LTC (subject to leave having been pre-approved by the Competent Authority)	Registrar: Full Powers

15.	**Retirement and/or Terminal Benefits**	15.1	Sanction of Pension/ Family Pension, Commutation of Pension, Gratuity, Restoration of Commutation of Pension etc.	Registrar: Full Powers
		15.2	Sanction of Leave Encashment (subject to leave record having been pre-approved by the Competent Authority)	Registrar: Full Powers
16.	**Provident Fund- GPF/CPF and NPS**	16.1	Sanction of temporary advance, final withdrawal and conditional withdrawal	Registrar: Full Powers
17	**Imprest**	17.1	Sanction of Imprest Fund	Director: Full Powers for first time approval; Registrar: Full powers for subsequent approvals
		17.2	Adjustment, Recoupment and Payment of Imprest	As per Expenditure Sanctioning Authority (ESA)
18.	**Write-offs**	18.1	Write-off materials/disposal of unserviceable items etc., losses due to theft, fraud, negligence etc.	BOG: Full Powers Director: Upto Rs. 1 Cr.
19.	**Payroll/Project / Non- payroll Positions**	19.1	Creation of posts	BOG: Full Powers Director (within sanctioned strength): Full Powers Dean, R&D (related to Sponsored Research projects/Consultancy projects/any CEP related matters): Full Powers
		19.2	Creation of posts (contractual)	Director: Full Powers
		19.3	Make appointment against approved payroll / project positions	BOG: Full Powers (for Group A posts) Director: Full Powers (for Group B and C posts) Dean, R&D (related to Sponsored Research projects/Consultancy projects/any CEP related matters): Full Powers
		19.4	Approval of pay fixation (following administrative approval process by the Competent Authority)	Director: Full Power Dean, R&D (related to Sponsored Research projects/Consultancy projects/any CEP related matters): Full Powers
		19.5	Outsource of whole / part of service and/or hiring of Manpower such as such as housekeeping, security, outsourced manpower etc.	Director: Full Powers Dean, R&D (related to Sponsored Research projects/Consultancy projects/any CEP related matters): Full Powers
20	**Medical Benefits to employees**	20.1	Sanction and Pass claims of outpatient medical expenses	As per Expenditure Sanctioning Authority (ESA)
		20.2	Sanction and Pass claims of in-patient medical	

			expenses	
		20.3	Sanction of Medical Advance	
21	**Scholarships**	21.1	MS / Ph D thesis evaluation and viva voce	Dean, Academic Affairs: Full Powers
		21.2	Thesis, books and contingency grants (for students)	Dean, Academic Affairs: Full Powers
		21.3	Extension of M.S./PhD scholarships	Dean, Academic Affairs: Full Powers
		21.4	Refund of Caution Money / withdrawal of fees	Registrar: Full Powers
		21.5	Pass monthly stipend and sign cheques	As per Expenditure Sanctioning Authority (ESA) and delegation of powers of Authorized signatories for signing of Cheques, Bank Advices etc.
22	**Award and Prizes**	22.1	Administrative approval for Award and Prizes	Director: Full Powers in all cases
23.	**Pre-Audit**	23.1	Pre-audit of: - All purchase proposals of estimated value of ₹ 5.00 Lakhs and above (indigenous and imports) including rate contracts; All pay fixation, retirement / terminal benefits, leave encashment (on resignation / retirement), transfer of services etc.	Officer-in-charge (Internal Audit): Full Powers
24.	**Engagement of professionals**	24.1	Engagement of Auditors, Tax consultants, Actuaries, Lawyers and other professionals	Director: Full Powers in all cases Dean, R&D (related to Sponsored Research projects/Consultancy projects/any CEP related matters): Full Powers
25	**Rent and Royalty**	25.1	Administrative approval for rent and royalty	Director: Full Powers in all cases
26.	**Endowment Fund and/or Alumni, CSR fund etc.**	26.1	Approval of expenditure for other than donations [interest earnings only] (following administrative approval and/or expenditure sanction by the Competent Authority)	Dean, R&A: Full Powers; Director: Full Powers (for development and/or to promote excellence)
		26.2	Pass claims and signing of cheques/Bank Advices	As per Expenditure Sanctioning Authority (ESA) and Delegation of Powers of Authorized signatories for signing of Cheques, Bank Advices etc. (as the case may be)
		26.3	Designated/Undesignated donations (including Alumni/CSR fund)	Director: Full Powers
		26.4	Approve Expenditure/ Investments	Director: Full Powers
		26.5	Pass claims and signing of cheques/Bank Advices	As per Expenditure Sanctioning Authority (ESA) and Delegation of

				Powers of Authorized signatories for signing of Cheques, Bank Advices etc.
27.	Special Fund	27.1	Sanction of funds out of Institute Development Fund	Director: Full Powers Registrar: As per Expenditure Sanctioning Authority (ESA).
		27.2	Approval of annual expenditure plan in respect of Department Development Fund, Student Welfare Fund, Library Fund, Academic Affair Fund, Hostel Development & Maintenance Fund, Gymkhana Fund, Orientation Fund, Training & Placement Fund etc.	Director: Full Powers (on recommendation of Committee constituted for the purpose of proposing annual expenditure plan for the Department/Unit/Office concerned)
		27.3	Mess Advance	As per Expenditure Sanctioning Authority (ESA)
28	**Emergent and unforeseen contingencies**	28.1	Expenditure to meet emergent, immediate and unforeseen contingencies	Director: Full Powers Registrar: Upto Rs.50,000=00
29	**Legal/Arbitration Matters**	29.1	Legal/Arbitration Matters	Director: Full Powers

NB:

Registrar as DDO shall have full powers with regard to all Statutory Payments i.e. Pay & Allowances; Wages of outsourced manpower; Medical Claims; Fellowships /Scholarships, in respect of approved personnel and students of the Institute, besides payment on account of Office Expenses like Electricity, Water, Telephone, Postage, Fuel and other bills for running of the Institute's establishment.

❖ In case of urgent/emergent works, the award of work with call of quotation through web publicity/spot quotation, Expenditure Sanctioning Authority will be as follows (as already approved by the BoG at its 23rd meeting held on 16.01.2026, as notified vide Ref No. IIT(BHU)/Budget/2025-26/2130 dated 13.03.2026):

Sl. No.	Estimated/sanctioned amount	Competent Financial Authority
(i)	Upto ₹ 1.00 Lakhs	HOD / HOC / HOS / Co-Ordinator/ PIC / Chairman, COW/ Chief Proctor
(ii)	Upto ₹ 2.50 Lakhs	SE, IWD
(iii)	Above ₹ 2.50 Lakhs upto ₹ 5.00 Lakhs	PIC, IWD
(iv)	Above ₹ 5.00 Lakhs upto ₹ 10.00 Lakhs	Chairman, IIPC
(v)	upto ₹ 10.00 lakhs	SE, IWD (to be awarded to L1 Bidder after limited tendering on CPP Portal)
(vi)	Above ₹ 10.00 Lakhs upto ₹ 100.00 lakhs	Director and Chairman, BWC (to be awarded to L1 Bidder after following due process of tender)

➢ Under the expanded scope of its functions, the Institute's Research and Development (R&D) Unit will now oversee the administrative coordination of all Continuing Education Programmes, including short-term courses, QIP, conferences, and seminars. In addition, it will manage activities related to CSR projects, international relations,

outreach initiatives, intellectual property rights (IPR), technology transfer, and other R&D-related matters.

In view of this broader mandate, the Institute has decided to rename the R&D Unit as the Research, Innovation & Strategic Engagement (RISE). This change reflects the Unit's evolving role and its commitment to supporting the Institute's diverse academic and collaborative initiatives in a more integrated manner.

