



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3449

Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 139th meeting held on 23.09.2025, the Board of Governors at its 217th meeting held on 23.09.2025 approved the recommendations of the 131st meeting of Building and Works Committee held on 16.09.2025. Details are given in the **Annexure**.

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To

1. Dean, Administration
2. Dean, Infrastructure (Civil & Mechanical)
3. Dean, Infrastructure (Electrical, Electronics & Computing)
4. Joint Registrar (F&A)

Copy to :

1. Associate Dean, Infrastructure (Civil & Mechanical)
2. Associate Dean, Infrastructure (Electrical, Electronics & Computing)
2. Chief Engineer
3. Superintending Engineer (Electrical)
4. Joint Registrar (Audit)
5. Secretary to Director
6. Secretary, Deputy Director's Office
7. Secretary, Registrar's Office
8. Web Notice Board

BoG: 217-3, FC:139-3



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3450
Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 139th meeting held on 23.09.2025, the Board of Governors at its 217th meeting held on 23.09.2025 ratified revision of delegation of financial powers to the Institute functionaries. Details are given in the **Annexure**.

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To

1. Dean, Administration
2. Dean, Research and Development
3. Registrar
4. Joint Registrar (F&A)

Copy to :

1. Joint Registrar (Audit)
2. Deputy Registrar, E-I
3. Deputy Registrar, E-II
4. Senior Executive Officer, E-III (CDN)
5. Secretary to Director
6. Secretary, Deputy Director's Office
7. Secretary, Registrar's Office
8. Web Notice Board

BoG: 217-3, FC:139-4



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Office Order No. Estt / 507 / 2025 Dated August 14, 2025

The undersigned is to convey that the Director has been pleased to approve the delegation of Financial Powers of the following Administrative Heads of the Institute.

SI No.	Administrative Heads	For Approval of All Expenditure including Works, Purchase & Procurement of Good and Services (Rs.)	For approval of Advances for all Expenditure (Rs.)
1	Dean, Administration	75 Lakhs	05 Lakhs
2	Dean, Research & Development	75 Lakhs	05 Lakhs


कुलसचिव / Registrar

To

1. Dean, Administration
2. Dean, Research and Development

Copy to:

1. All Deans / Associate Deans
2. All Heads of Department/Centre/School/Section/Unit
3. All Chairpersons / Professor-in-Charge
4. Chairman, CELC
5. Chief Vigilance Officer
6. Chairman, ERP
7. Professor-in-Charge, Security
8. Head, Institute Information Cell(IIC)
9. Head, B.C Roy Technology Hospital
10. Librarian, Central Library
11. President, Technology Students' Gymkhana
12. All Warden / Assistant Wardens, Halls of Residence
13. Chief Engineer/Supdt. Engineers/Sr. Executive Engineers/Executive Engineers
14. All Joint Registrars/ Deputy Registrars/ Assistant Registrars/Executive Officers
15. Senior Executive Officer (E)- **with a request to report the matter to the next BoG Meeting**
16. Public Relations Officer
17. Senior Security Officer
18. Secretary to Director
19. Secretary, Deputy Director's Office
20. Secretary, Registrar's Office
21. Apna IITKGP



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3451
Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 139th meeting held on 23.09.2025, the Board of Governors at its 217th meeting held on 23.09.2025 ratified the revised modality for disbursement of telephone charges to faculty members, other eligible Group A officers and Staff members. Details are given in the **Annexure**.

This is for information and necessary action please.

Encl: As stated


Registrar &
Secretary, BOG

To

1. Dean, Administration
2. Registrar
3. Joint Registrar (F&A)

Copy to :

1. Deputy Registrar, E-I
 2. Deputy Registrar, E-II
 3. Senior Executive Officer, E-III (CDN)
 4. Secretary to Director
 5. Secretary, Deputy Director's Office
 6. Secretary, Registrar's Office
 7. Web Notice Board
- BoG: 217-3, FC:139-5



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR



Office Order No. Estt / 564 / 2025 Dated September 04, 2025

Sub: Discontinuation of Payment of Telephone Allowance along with Monthly Salary

The undersigned is to convey that the payment of Telephone Allowance (Non-Taxable) along with monthly salary has been discontinued with effect from the month of August 2025 for all faculty members and eligible Group A officers/Staff members. In this regard, the following guidelines are effective from the month of August 2025.

- (i) The telephone allowance of Rs. 54,000/- available under CPDA for each faculty members in every block of three years (i.e. Rs. 1500/- per month, Rs. 18000/- per year) will now be merged with total contingency expenses.
- (ii) Faculty members may utilize this amount for the purchase of books and other stationary under eligible contingency categories/heads.
- (iii) The Monthly Telephone Expenses will now be made reimbursable to all eligible faculty members, Group-A officers and other staff members as per the existing rates approved by BOG and shall be claimed twice in a year i.e. after 31st December and 30th June in every year on submission of bills. The bills submitted by the individuals shall not exceed the maximum amount approved by the BOG.

This is issued with the prior approval of the Competent Authority.


कुलसचिव / Registrar

Copy to:

1. All Deans / Associate Deans
2. All Heads of Department/Centre/School/Section/Unit
3. All Chairpersons / Professor-in-Charge
4. Chairman, CELC
5. Chief Vigilance Officer
6. Chairman, ERP- *with a request to make necessary modification in ERP*
7. Head, Institute Information Cell(IIC)
8. Head, B.C Roy Technology Hospital
9. Librarian, Central Library
10. President, Technology Students' Gymkhana
11. All Warden / Assistant Wardens, Halls of Residence
12. Chief Engineer/Supdt. Engineers/Sr. Executive Engineers/Executive Engineers
13. All Joint Registrars/ Deputy Registrars/ Assistant Registrars/Executive Officers
14. Senior Executive Officer (E)- *with a request to report the matter to next BoG Meeting*
15. Public Relations Officer
16. Senior Security Officer
17. Secretary to Director
18. Secretary, Deputy Director's Office
19. Secretary, Registrar's Office
20. Apna IITKGP



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3453

Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 139th meeting held on 23.09.2025, the Board of Governors at its 217th meeting held on 23.09.2025 approved interest free loan of Rs. 50 Crore from the Internal Revenue Generation (IRG) towards operationalization of IIT Kharagpur Research Park Foundation over a period of five years.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Dean, Administration
2. Registrar
3. Joint Registrar (F&A)

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 217-3, FC:139-7



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3455

Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 139th meeting held on 23.09.2025, the Board of Governors at its 217th meeting held on 23.09.2025 ratified utilization of funds by the Institute under the World Class Institution Scheme.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Joint Registrar (F&A)

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 217-3, FC:139-9



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3456

Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 139th meeting held on 23.09.2025, the Board of Governors at its 217th meeting held on 23.09.2025 approved Revised Estimates for the financial year 2025-26 and Budget Estimates for the financial year 2026-27.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Joint Registrar (F&A)

Copy to :

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board

BoG: 217-3, FC:139-10



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3458-A

Dated: 24th October, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 139th meeting held on 23.09.2025, the Board of Governors at its 217th meeting held on 23.09.2025 approved revision of DA/ Hotel Accommodation rates in respect of the person visiting abroad. **Details are given as under :**

- (i) **Daily Allowance:** Per diem / DA will be USD 150/125/100 depending on the country of visit as per enclosed Annexure MEA Order No. Q/FD/695/03/2000 dated 25th September, 2023 subject to maximum duration of 7 days at a time. For visits exceeding 7 days, existing rates of Government of India, will apply.
- (i) **Hotel Accommodation:** As no panel of hotels have been drawn up in line with the above order, for conferences, symposiums, workshops and other official visit as applicable the maximum limit will be USD 300 per day for a maximum of 7 days against submission of proper bills and proof of payment.
- (ii) **Applicability:** The above rates will be applicable for Faculty/ Staff/ PDF and equivalent. However, the existing rate and other norms will remain same for the students.

This is for information and necessary action please.

Note : The earlier memo issued vide No. MS/B-3(217)/2025/3458 dated 17th October, 2025 be treated as withdrawn.

Encl. : As stated


Registrar &
Secretary, BOG

To

1. Joint Registrar (F&A)

Copy to :

1. All Deans
2. All Heads of the Departments/Centres/Schools
3. Deputy Registrar, Academic
4. Deputy Registrar, E-I
5. Deputy Registrar, E-II
6. Secretary to Director
7. Secretary, Deputy Director's Office
8. Secretary, Registrar's Office
9. Web Notice Board

BoG: 217-3, FC:139-12

No. Q/FD/695/03/2000
Government of India
Ministry of External Affairs
(FD Section)

New Delhi, the 25th September, 2023

ORDER

In supersession of this Ministry's Order No. Q/FD/695/1/90 dated 11th November, 1996 in respect of above mentioned subject, sanction of the President is hereby accorded to the rates of Daily Allowance(DA) for journeys on duty in various countries as given in the Annexure.

2. (i) The rates of DA shall be the same throughout a country. However, for tours undertaken by officers within the country of their posting, or for tours from one Mission to another by officers posted abroad, DA rates for each tour shall be regulated as under.

For the first seven days	Full admissible DA
For the next seven days	75% of Full admissible DA
For subsequent additional days	50% of Full admissible DA

(ii) For tours, by officers posted in India, from India to one or more countries abroad, DA rates for each tour shall be regulated as under.

For the first fourteen days	Full admissible DA
For the next fourteen days	75% of Full admissible DA
For subsequent additional days	60% of Full admissible DA

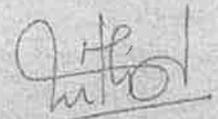
3. Admissibility of Daily Allowance for various officers/officials as defined in SR 17(as per 7th CPC) shall be as follows:-

- (a) Officers drawing pay in Pay Level-10 and above. : Full rates as indicated in the **Annexure**.
- (b) Officials drawing pay below Pay Level-10 but above Pay Level-1 : 75% of the prescribed rate.
- (c) Officials drawing pay in Pay Level-1 : 33% of the prescribed rate.

4. The rates of Daily Allowance fixed for various Pay Levels of officers do not include any element towards cost of transport for official journeys. Accordingly, the actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority will be reimbursed to the officers, as per admissibility, subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.

Contd...2

5. As regards accommodation, no monetary ceilings have been prescribed for hotel rentals but instead panels of hotels have been drawn up for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual room rentals (including service charges, taxes etc.). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular level of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted Daily Allowance at the rate prescribed for his grade.
6. Hotel entitlement of officers going abroad on non-representational visits such as training courses or seminars shall be one step below their normal entitlement.
7. Where an officer is treated as State Guest and is provided all meals free of cost, only 25% of the Daily Allowance rates shall be admissible.
8. No reimbursement on account of tips, in addition to Daily Allowance shall be admissible.
9. Where the hotel charges include breakfast charges, the Daily Allowance shall be reduced by 10%.
10. In the case of countries, where local currencies are freely convertible, the equivalent amount of prescribed Daily Allowance in US Dollars for the country concerned may be paid in the local currency. The local currency equivalent may be arrived at via Rupee, by using the official rates of exchange fixed by the Ministry from time to time. In the case of Missions where local currencies are not freely convertible, the prescribed Daily Allowance for the country concerned may be paid in US Dollars.
11. This issues with the concurrence of the Ministry of Finance (Department of Expenditure) vide their I.D Note No. 19035/1/2022 E-IV dated 13.09.2023 and IFD of this Ministry vide their Dy.No. 3835/Dir(Fin)/ dated 15.09.2023.
12. The above order will be effective from 21.09.2023

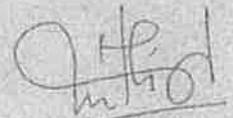


(Nithin Kunneparambil)
Under Secretary to the Government of India

Copy to:

1. All Indian Missions/posts abroad.
2. The Director of Audit, Washington/London.
3. The Director of Audit, CR, New Delhi.
4. The Chief Controller of Account, MEA, New Delhi.
5. The Chief Controller of Auditor General, New Delhi.
6. The Resident Audit Officer, MEA, New Delhi.
7. Fin./Cash-I/II/III/IV/GA Section, MEA, New Delhi.
8. All Ministries/Departments of Govt. of India.
9. Office of Chief Secretaries to State Govts./Union Territories
10. India International Centre, New Delhi.
11. Indian Council of Cultural Relations, New Delhi.
12. 50 spare copies.

They are requested to circulate these orders to all subordinate offices/PSUs under their control.



(Nithin Kunneparambil)
Under Secretary to the Government of India

Daily Allowance Rates 2023

ANNEXURE I

S.No.	Country	Daily Allowance (D.A)
1	Afghanistan	125
2	Albania	125
3	Algeria	125
4	American Samoa	100
5	Angola	125
6	Anguilla	125
7	Antigua	125
8	Argentina	125
9	Armenia	125
10	Australia	150
11	Austria	150
12	Azerbaijan	125
13	Aruba	125
14	Bahamas	125
15	Bahrain	125
16	Bangladesh	100
17	Barbados	125
18	Belgium	150
19	Belize	100
20	Belarus	125
21	Benin	100
22	Bermuda	125
23	Bhutan	100
24	Bolivia	125
25	Botswana	125
26	Bosnia Herzgovina	125
27	Brazil	125
28	British Virgin Islands	100
29	Brunei	150
30	Bulgaria	125
31	Burkina Faso	100
32	Burundi	100
33	Cameroon	100
34	Canada	150
35	Cape Verde Islands	100
36	Cayman Islands	100
37	Central African Republic	100
38	Chad	100
39	Chile	125
40	China	150
41	Colombia	125
42	Comoros	100
43	Congo	100
44	Cooks Island	100

S.No	Country	Daily Allowance (D.A)
45	Costa Rica	125
46	Croatia	125
47	Cuba	125
48	Cyprus	150
49	Czech Republic	125
50	Denmark	150
51	Djibouti	100
52	Dominica	125
53	Dominican Rep.	125
54	Ecuador	125
55	Egypt	125
56	El Salvador	125
57	Eritrea	100
58	Equatorial Guinea	100
59	Estonia	125
60	Ethiopia	100
61	Fiji	150
62	Finland	150
63	France	150
64	French Guyana	125
65	Gabon	100
66	Gambia	100
67	Gaza(PNA)/Ramallah	125
68	Georgia	125
69	Germany	150
70	Ghana	100
71	Gibraltar	150
72	Greece	150
73	Grenada	125
74	Guadeloupe	125
75	Guam	100
76	Guatemala	125
77	Guinea	100
78	Guinea Bissau	100
79	Guyana	125
80	Haiti	125
81	Honduras	125
82	Hong Kong	150
83	Holy See(Vatican)	150
84	Hungary	125
85	Iceland	150
86	Indonesia	125
87	Iran	125
88	Iraq	125

89	Ireland	150
90	Israel	125
91	Italy	150
92	Ivory Coast	100
93	Jamaica	125
94	Japan	150
95	Jordan	100
96	Cambodia	125
97	Kazakhstan	125
98	Kenya	100
99	Kiribati	100
100	Korea (North)	100
101	Korea (South)	150
102	Kuwait	125
103	Kyrgyzstan	125
104	Laos	100
105	Latvia	125
106	Lebanon	100
107	Lesotho	100
108	Liberia	100
109	Libya	100
110	Lithuania	150
111	Luxembourg	150
112	Macao	150
113	Madagascar	100
114	Malawi	100
115	Malaysia	125
116	Maldives	100
117	Mali	100
118	Malta	150
119	Martinique	125
120	Macedonia	125
121	Mauritania	100
122	Mauritius	100
123	Mexico	125
124	Micronesia	150
125	Moldova	125
126	Monaco	100
127	Montenegro	125
128	Mongolia	100
129	Montserrat	125
130	Morocco	100
131	Mozambique	100
132	Myanmar	100
133	Namibia	125
134	Nauru	100

135	Nepal	100
136	Netherlands	150
137	Netherlands Antilles	125
138	New Caledonia	100
139	New Zealand	150
140	Nicaragua	125
141	Niger	100
142	Nigeria	100
143	Niue	100
144	Norway	150
145	Oman	125
146	Pacific Islands (Trust Territory)	125
147	Pakistan	100
148	Panama	125
149	Papua New Guinea	150
150	Paraguay	125
151	Puerto Rico	125
152	Principality of Liechtenstein (Valdez)	150
153	Peru	125
154	Philippines	125
155	Poland	125
156	Portugal	150
157	Qatar	125
158	Reunion	100
159	Republic of Palau	125
160	Republic of Slovenia	150
161	Republic of San Marino	150
162	Romania	150
163	Russian Federation	125
164	Rwanda	100
165	Samoa	100
166	Sao Tome & Principe	100
167	Saudi Arabia	125
168	Senegal	100
169	Serbia	125
170	Seychelles	125
171	Sierra Leone	100
172	Singapore	125
173	Slovak Republic	125
174	Solomon Islands	100
175	Somalia	100
176	South Africa	125
177	South Sudan	100
178	Spain	150
179	Sri Lanka	100
180	St. Kitts & Nevis	100

181	St. Lucia	100
	St. Vincent & Grenadines	100
182		
183	Sudan	100
184	Suriname	125
185	Swaziland	100
186	Sweden	150
187	Switzerland	150
188	Syria	125
189	Tajikistan	125
190	Tanzania	100
191	Thailand	125
192	Togo	100
193	Tonga	100
194	Trinidad & Tobago	125
195	Tunisia	100
196	Turkey	150
197	Turkmenistan	125
198	Turks & Caicos	125
199	Tuvalu	100
200	Uganda	100
201	U.A.E.	125
202	U.K.	150
203	U.S.A	150
204	Ukraine	125
205	Uruguay	125
206	US Virgin Islands	100
207	Uzbekistan	125
208	Vanuatu	125
209	Venezuela	125
210	Vietnam	100
211	Yemen	100
212	Wallis Future Islands	100
	Democratic Republic of Congo	100
213		
214	Zambia	100
215	Zimbabwe	125



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3459-A
Dated: 22nd October, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 139th meeting held on 23.09.2025, the Board of Governors at its 217th meeting held on 23.09.2025 approved the amendment of SRIC rules and guidelines. Details are given in the **Annexure.**

Note : The earlier memo issued vide No. MS/B-3(217)/2025/3459, dated 17th October 2025, may kindly be treated as withdrawn.

This is for information and necessary action please.

Encl. : As stated


Registrar &
Secretary, BOG

To

1. Dean, Research and Development
2. Joint Registrar, Finance & Accounts
3. Deputy Registrar, SRIC

Copy to :

1. All Deans
2. All Heads of the Departments/Centres/Schools
3. Secretary to Director
4. Secretary, Deputy Director's Office
5. Secretary, Registrar's Office
6. Web Notice Board

BoG: 217-8, FC:139-13



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3461
Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 139th meeting held on 23.09.2025, the Board of Governors at its 217th meeting held on 23.09.2025 ratified the revised delegation of powers of drawing and disbursing officer (DDO) and authorized signatories for signing of cheques/bank advices. Details are given in the **Annexure**.

This is for information and necessary action please.

Encl. : As stated


Registrar &
Secretary, BOG

To

1. Dean (Administration)
2. Dean (Research & Development)
3. Joint Registrar (Finance & Accounts)
4. Deputy Registrar (SRIC)

Copy to :

1. Joint Registrar, Audit
 2. Senior Executive Officer (E-III)
 3. Secretary to Director
 4. Secretary, Deputy Director's Office
 5. Secretary, Registrar's Office
 6. Web Notice Board
- BoG: 217-3, FC:139-16

Item No. FC:139 – 16 To consider and approve revised delegation of powers of drawing and disbursing officer (DDO) and Authorized signatories for signing of Cheque / Bank Advice.
(Supplementary)

The Revised Delegation Powers are given below:

(i) Delegation Powers of Drawing & Disbursing Officer (DDO):-

Bill Value	Drawing Officer	Disbursing Officer
Up to Rs. 1,00,000	Senior Accounts Officer/ Account Officer/ Sr. Executive/Executive	Assistant Registrar (A/cs)/ Assistant Registrar (SRIC)/ Administrative Officer (SRIC)
Upto Rs. 5,00,000	Assistant Registrar(A/Cs) / Assistant Registrar (Finance)/ Assistant Registrar (SRIC)/ Administrative Officer (SRIC)	Deputy/Joint Registrar(F&A)/ Deputy Registrar (A/cs) Deputy/Joint Registrar (SRIC)
Upto Rs. 10,00,000	Deputy Registrar(A/cs)/ Deputy Registrar (SRIC)	Joint Registrar (F&A) Joint Registrar (SRIC)
Upto and beyond Rs. 10,00,000	Deputy/Joint Registrar (F&A)/ Deputy Registrar(A/cs) Deputy/Joint Registrar (SRIC)	Registrar/ Associate Dean (R&D) Dean (R&D)

Note: With the approval of the Director the Power of DDOs may be delegated to appropriate officers i.e. Executive Officer, Deputy Registrar, Assistant Registrar posted at SRIC, Technology Guest Houses, Office of the Continuing Education Cell, Hall Management Centre and Technology Students' Gymkhana etc.



(ii) Delegation Powers of Authorized Signatories for signing of Cheques/Bank Advice, Letter of Credit etc:-

Cheque/ Bank Advice	Signatory - I	Signatory - II
Upto Rs. 1,00,000	Assistant Registrar (A/cs)/ Administrative Officer (SRIC)	Assistant Registrar(Finance)/ Assistant Registrar (SRIC)
Upto Rs. 5,00,000	Assistant Registrar (A/cs) / Assistant Registrar(Finance)/ Assistant Registrar (SRIC)/ Administrative Officer (SRIC)	Deputy/Joint Registrar (F&A) / Deputy Registrar (A/cs)/ Deputy/Joint Registrar (SRIC)
Upto Rs. 10,00,000	Deputy Registrar (A/cs)/ Deputy/Joint Registrar (SRIC)	Deputy/Joint Registrar (F&A)/ Associate Dean(R&D)/Dean (R&D)
Upto and beyond Rs. 10,00,000	Deputy/Joint Registrar (F&A) / Deputy Registrar (A/cs) Deputy/Joint Registrar (SRIC)	Registrar/ Deputy Director/ Dean, Administration Associate Dean(R&D)/Dean (R&D)

Note:

1. Joint Signature of two (02) authorized signatories is mandatory for release of any payment or issue of Bank Advices.
2. With the approval of the Director the powers of Authorized signatories for signing of Cheques/ Bank Advices etc. may be delegated to appropriate Officers of the Institute i.e. Executive Officer, Deputy Registrar, Assistant Registrar posted at SRIC, Technology Guest Houses, Office of Continuing Education Cell, Hall Management Centre and Technology Students' Gymkhana etc.
3. In all cases, in absence of any Second Signatory, Registrar/ Deputy Director/ Dean, Administration is authorized to sign cheques /Bank Advice, Letter of Credit etc.

The matter is placed before the Finance Committee for kind consideration and recommendation to the Board of Governors for approval.

Resolved that :

The Finance Committee recommended to the Board of Governors for ratification of revised delegation of powers of drawing and disbursing officer (DDO) and authorized signatories for signing of cheques/bank advices.



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3462

Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that on recommendation of the Finance Committee at its 139th meeting held on 23.09.2025, the Board of Governors at its 217th meeting held on 23.09.2025 approved interest free loan of Rs. 204 Cr from the Institute Endowment Fund for projects inaugurated on the 75th foundation day viz. CREATE, SETU and AARAM.

This is for information and necessary action please.


Registrar &
Secretary, BOG

To

1. Dean (Alumni Affairs)
2. Dean (International Relation)
3. Dean (Outreach)
4. Dean, Infrastructure (Civil & Mechanical)
5. Dean, Infrastructure (Electrical, Electronics & Computing)
6. Chairperson, Platinum Jubilee Celebration Committee
7. Joint Registrar (Finance & Accounts)

Copy to :

1. Dean, Administration
2. Joint Registrar, Audit
3. Senior Executive Officer (E-III)
4. Secretary to Director
5. Secretary, Deputy Director's Office
6. Secretary, Registrar's Office
7. Web Notice Board

BoG: 217-3, FC:139-17



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3478

Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that, the Board of Governors at its 217th meeting held on 23.09.2025 took note with approval the signing of Memorandum of Understanding (MoU) between Indian Institute of Technology Kharagpur and Department of Higher Education, Ministry of Education, Government of India for the year 2025-26.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Director
2. Registrar

Copy to :

1. Dean, Administration
2. Secretary to Director
3. Secretary to Deputy Director's Office
4. Secretary, Registrar's Office
5. Web Notice Board

BoG: 217-18



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3479

Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that, the Board of Governors at its 217th meeting held on 23.09.2025 took note of creation of the Office of Strategy Execution (OSE) in the Institute and recorded with approval.

This is for information and necessary action please.


Registrar &
Secretary, BOG

To

1. Director
2. Dean, Strategy and Analytics
3. Registrar

Copy to :

1. Dean, Administration
2. Secretary to Director
3. Secretary to Deputy Director's Office
4. Secretary, Registrar's Office
5. Web Notice Board

BoG: 217-19



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3480

Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that, the Board of Governors at its 217th meeting held on 23.09.2025 took note of the scope of the new Dean Portfolios and recorded with approval.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Director
2. Registrar

Copy to :

1. Dean, Administration
2. Secretary to Director
3. Secretary to Deputy Director's Office
4. Secretary, Registrar's Office
5. Web Notice Board

BoG: 217-20



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3481

Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that, the Board of Governors at its 217th meeting held on 23.09.2025 took note of the enhancement of purchase limit from Rs. 1,00,000/- to Rs. 2,00,000/- for purchase of Goods without quotation for Scientific Equipment and Consumables to be used for research purpose only as per the amended Rule No. 154 of GFR and recorded with approval.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Registrar
2. Joint Registrar, Finance & Accounts
3. Joint Registrar, Audit
4. Assistant Registrar, Stores & Purchase

Copy to :

1. All Deans
2. All Heads of the Departments/Centres/Schools
3. Secretary to Director
4. Secretary to Deputy Director's Office
5. Secretary, Registrar's Office
6. Web Notice Board

BoG: 217-21



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. MS/B-3(217)/2025/3483

Dated: 17th October, 2025

M E M O

The undersigned is directed to convey that, the Board of Governors at its 217th meeting held on 23.09.2025 took note of the projects inaugurated on the Foundation Day (August 18, 2025) with approval.

This is for information and necessary action please.


Registrar &
Secretary, BOG

To

1. Director
2. Dean, Infrastructure (Civil & Mechanical)
3. Dean, Infrastructure (Electrical, Electronics & Computing)
4. Registrar

Copy to :

1. Dean, Administration
2. Secretary to Director
3. Secretary to Deputy Director's Office
4. Secretary, Registrar's Office
5. Web Notice Board

BoG: 217-23