

## Indraprastha Institute of Information Technology-Delhi

### Finance & Accounts Division (Including IRD-F&A) Processes Document (Version 3/2023)

(For the Use of the Staff and the Faculty)

(For any information on the Personal Entitlements/Limits, please contact the HR Division)

S. No.	Process	Periodicity	How to Request/Where to Submit	Documents Required	Timeline of Payments (SLAs) (from the day of Receipt in the F&A/IRD Division-Working Days)	Whom to Contact (Any change will be notified via email)	Escalation Matrix Points of Escalation (PoE)	
							1 <sup>st</sup> PoE	2 <sup>nd</sup> PoE
1	2	3	4	5	6	7	8	9
1	<b>Salary (incl. salary software related), NPS and Reimbursement Claims:</b> <ul style="list-style-type: none"> <li>Telephone/Mobile/Data Card Recharge</li> <li>Local Conveyance</li> <li>Honorarium for visiting on off-days/weekends</li> <li>PDA-Institute and PDA-IRD</li> <li>PhD Contingencies</li> </ul>	Fortnightly	<p>The related Form available at the link: <a href="https://www.iiitd.ac.in/form_docs">https://www.iiitd.ac.in/form_docs</a> may be filled up and submitted to the F&amp;A Division.</p> <p>For PDA-IRD, please submit to the IRD-Admin.</p>	<ul style="list-style-type: none"> <li>Claim Form, duly filled up for the required information, including approvals as required.</li> <li>Bills in original, including e/digital copies</li> <li>INR conversion proof for payments made in forex.</li> </ul>	Within 4-5 days from the close of the fortnight.	<p>Sh. Harsh Gupta (<a href="mailto:harsh@iiitd.ac.in">harsh@iiitd.ac.in</a>). Tel. Extn.-429 for Claims.</p> <p>Sh. Bijay Chaubey (<a href="mailto:admin-accounts@iiitd.ac.in">admin-accounts@iiitd.ac.in</a>), Tel. Extn.-516 for Salary related Matters.</p> <p>Sh. Imran Khan (<a href="mailto:imran@iiitd.ac.in">imran@iiitd.ac.in</a>), Tel. Extn.-594 for IRDD related reimbursements</p>	<p>Sh. Shishir Jain, Manager (A/c) (<a href="mailto:shishir@iiitd.ac.in">shishir@iiitd.ac.in</a>) Tel. Extn.-124</p> <p>Sh. Kapil Dev Garg (<a href="mailto:kapildev@iiitd.ac.in">kapildev@iiitd.ac.in</a>) Tel. Extn.-119</p>	<p>Sh. Kapil Chawla at <a href="mailto:kapil@iiitd.ac.in">kapil@iiitd.ac.in</a> Tel. Extn.418</p>
2	<b>Children Education Allowance</b>	Yearly (In April/May)	<p>The related Form available at the link: <a href="https://www.iiitd.ac.in/form_docs">https://www.iiitd.ac.in/form_docs</a> be filled up and submitted to the F&amp;A Division.</p>	<ul style="list-style-type: none"> <li>Claim Form duly filled up for the required information.</li> <li>Bills in original, including</li> </ul>	Within 7-10 days from the close of the submission date.	Sh. Harsh Gupta	Sh. Shishir Jain	Sh. Kapil Chawla

3	<b>EL Encashment/NPL Bonus to Staff</b>	Yearly in January and November, respectively	The HR Division processes the EL request and an option is obtained by email.  The HR Division processes the NPL Bonus to eligible staff Members.	e/digital copies.  No documents required	Within 4-5 days from the receipt of complete proposal from the HR Division.	Sh. Bijay Chaubey	Sh. Shishir Jain	Sh. Kapil Chawla
4	<b>PDA Credit</b>  • <b>Staff</b>  • <b>Faculty</b>  • <b>Visiting Faculty</b>	Once, at joining  Yearly	No request is required. The F&A Division makes the credits in August.  No request to F&A Division. Upon receipt of details from the office of DoFA, the credits are made.  No request is required. The F&A Division makes the credits on the renewal/ extension or order.	Joining Letter  Extension/ Renewal order	Within 4-5 days	Sh. Bijay Chaubey	Sh. Shishir Jain	Sh. Kapil Chawla
5	<b>PDA Personal Compensation</b>	Yearly	No request to F&A Division. Upon receipt of details from the office of DoFA, the payments are made.	No documents required	Within 4-5 days from the date of receipt of proposal from the office of DoFA.	Sh. Bijay Chaubey	Sh. Shishir Jain	Sh. Kapil Chawla
6	<b>Advances (up to 90%/as applicable) for:</b> • <b>Salary/LTC</b> • <b>Travel</b> • <b>Events</b> • <b>Imprest</b> • <b>Others</b>	Daily	For Salary and LTC, Separate Forms are available at the link <a href="https://www.iiitd.ac.in/form_docs">https://www.iiitd.ac.in/form_docs</a> that be filled up and submitted to the HR Division.  For all others, request on the related file may be submitted to the F&A Division.	• For Salary Advance document in proof may need to be submitted to the HR Division.  • For all others, approval of the Competent Authority is required.	Within 4-5 days from the date of receipt of approval of the Competent Authority.	Bijay Chaubey for Salary/LTC  Sh. Harsh Gupta For all others.  Ms. Sarika for IRDD related.	Sh. Shishir Jain  Sh. Kapil Dev Garg	Sh. Kapil Chawla
6a	<b>Settlement of advances (other than salary)</b>	Daily	The payments be requested on the concerned file within 30 days of completion of the reason for which the advance was granted	• Bills in original, including e/digital copies. • In case of foreign travel,	Within 4-5 days from the date of submission of complete set	Sh. Harsh Gupta	Sh. Shishir Jain	Sh. Kapil Chawla

				INR conversion proof for Forex.	of documents			
7	<b>Travel Claims:</b> <ul style="list-style-type: none"> <li>• Out of Travel Budget</li> <li>• Out of PDA/Projects</li> <li>• Students' related</li> </ul>	Fortnightly	The Forms available at the link <a href="https://www.iiitd.ac.in/form_docs">https://www.iiitd.ac.in/form_docs</a> be filled up and submitted.	<ul style="list-style-type: none"> <li>• Travel Approval containing start and end dates.</li> <li>• Claim Form, duly filled up for the required information, including approvals as required.</li> <li>• Bills in original, including e/digital copies.</li> <li>• In case of travel, boarding pass/travel proof &amp; INR conversion proof for payment in Forex.</li> <li>• Complete bank details for transfer of funds .</li> </ul>	<p>Within 4-5 days from the close of the fortnight.</p> <p>Claim for payment of Publication Fee of journals, articles will be processed within 4-5 working days of the receipt.</p>	<p>Sh. Harsh Gupta for Travel Budget</p> <p>Ms. Varsha (varsha@iiitd.ac.in) Tel. Extn.-577 for Students related</p> <p>Sh. Imran Khan for IRDD related.</p>	<p>Sh. Shishir Jain</p> <p>Sh. Kapil Dev Garg</p>	Sh. Kapil Chawla
8	<b>Payments to Vendors/Service Providers for supply of goods and services</b>	Daily	The payments be requested on the concerned files.	<ul style="list-style-type: none"> <li>• Proposal on the concerned file containing approval of the Competent Authority.</li> <li>• Bills in original, including e/digital copies duly Security and Stock entered for supply of goods.</li> <li>• Inspection Report containing Satisfactory supply, Installation, etc.</li> </ul>	<p>Within 4-5 days from the receipt of proposal.</p>	<p>Bijay Chaubey for HR/Admin. Deptt.</p> <p>Ms. Varsha for Academics and Students' Affairs.</p> <p>Ms. Adeela for Stores and Purchase and IT Division.</p> <p>Sh. Uma Shankar for Corporate Communications, Alumni, Corporate Relations and Ent. and Director's Office, Departments, Centres and Labs.</p>	Sh. Shishir Jain	Sh. Kapil Chawla

				<ul style="list-style-type: none"> <li>Complete Bank details of the vendor/service providers.</li> </ul>		Sh. Harsh Gupta for L&IC  Sh. Shishir Jain for Projects'/ FMS Division, Placement office and IRDD.  Ms. Sarika for IRDD related.	Sh. Kapil Chawla  Sh. Kapil Dev Garg	Sh. Kapil Chawla
9	<b>Honorarium to Experts (Doctors, Examiners, Guest Faculty, Yoga Instructor, etc.)</b>	Daily	The payments be requested on the concerned files.	<ul style="list-style-type: none"> <li>Proposal on the related file containing approval of the Competent Authority.</li> <li>Attendance Details, as applicable.</li> </ul>	Within 4-5 days from the receipt of proposal.	Ms. Varsha	Sh. Shishir Jain	Sh. Kapil Chawla
10	<b>Payments out of India</b>	Daily	The payments be requested on the concerned files.	<ul style="list-style-type: none"> <li>Proposal on the related file containing approval of the Competent Authority.</li> <li>Complete address &amp; Bank details of the beneficiary.</li> <li>Original Invoice/Bill for sellers/service providers.</li> <li>Boarding passes, as applicable</li> </ul>	Within 15-20 days from the receipt of proposal. The process involves preparation of Form on the Income Tax Deptt. Website, the certification of the CA, Bank, RBI and correspondent bank in the foreign country.	Ms. Varsha for Examiners related and Ms. Adeela Sugra for others.  Ms. Sarika for IRDD related.	Sh. Shishir Jain  Sh. Kapil Dev Garg	Sh. Kapil Chawla
11	<b>Payments for stipend to RAs/Interns, etc. out of Research Project/Consultancy Assignments/Other External</b>	Monthly	Request over email to the IRD-Admin. mentioning the Project details.	<ul style="list-style-type: none"> <li>Email request to IRD-Admin.</li> <li>Projects must have positive balances, or as per the Board Rules.</li> </ul>	Last day of the Month for approved cases and 4-5 for other cases.	Sh. Bijay Chuabey for payments out of Institute-PDA, Top-up, etc.,  Ms. Sarika for IRDD related.	Sh. Shishir Jain  Sh. Kapil Dev Garg	Sh. Kapil Chawla

	<b>Funds</b>							
12	<b>Financial Information for Academic Income, rankings, accreditation, RTI, etc.</b>	Daily	The required information be requested over email or the concerned file.	Format of Information required.	7-10 days from the date of receipt of request.	Sh. Shishir Jain, Manager for Institute related information.  Ms. Sarika for IRDD related.	Sh. Kapil Chawla  Sh. Kapil Dev Garg / Sh. Kapil Chawla	
13	<b>Issue of Receipts for the funds received by the Institute</b>	Daily	The required information be requested over email or the concerned file.	Details of receipt required.	4-5 days from the date of receipt of request.	Ms. Varsha	Sh. Shishir Jain	Sh. Kapil Chawla
14	<b>Payment of Stipend to PhD Students</b>	Monthly	The required information be requested over the concerned file.	<ul style="list-style-type: none"> <li>Names of students with amount for each to be paid</li> <li>Approvals, as applicable</li> </ul>	Last day of the Month.	Ms. Varsha for payments from Institute's funds.  Ms. Sarika for IRDD related.	Sh. Shishir Jain  Sh. Kapil Dev Garg	Sh. Kapil Chawla
15	<b>Refunds of Security Deposit, Caution Money, Fee, No Dues Certificate of Students, etc.</b>	Daily	The required information be requested over the concerned file.	<ul style="list-style-type: none"> <li>Details of students with complete bank details.</li> <li>Approvals, as applicable</li> </ul>	7-10 days from the date of receipt.	Ms. Varsha	Sh. Shishir Jain	Sh. Kapil Chawla
16	<b>Issue of UC/SoE and adjustments in Projects/Main Accounts</b>	Daily	Over email	Period of issue of UC/SoE	10-15 days	Sh. Shishir Jain for Institute's funds.  Sh. Kapil Dev Garg for IRDD related.		Sh. Kapil Chawla

**PS: Budget details, as applicable, may please be provided.**