Indraprastha Institute of Information Technology-Delhi

Finance & Accounts Division Processes Document

(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 (from the day of Receipt in the F&A Division- Working Days)	Whom to Contact (Any change will be notified via email)	Escalation Matrix Points of Escalation (PoE)	
							1st PoE	2nd PoE
1	2	3	4	5	6	7	8	9
1	**Salary (incl. salary software related) and Reimbursement Claims:** • Telephone/Mobile/Data Card Recharge • Local Conveyance • Honorarium for visiting on off-days/ weekends • PDA- Institute and IRD • PhD Contingencies	Fortnightly	The related Form available at the link: https://www.iiitd.ac.in/form_docs may be filled up and submitted to the F&A Division. For PDA-IRD, please submit to the IRD Admin.	• Claim Form, duly filled up for the required information, including approvals as required. • Bills in original, including e/digital copies • INR conversion proof for payments made in forex.	Within 4-5 days from the close of the fortnight.	Sh. Harsh Gupta (harsh@iiitd.ac.in). Tel. Extn.-429 Sh. Kapil Dev Garg (kapildev@iiitd.ac.in) Tel. Extn.-119, for PDA-IRD	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
2	**Children Education Allowance**	Yearly	The related Form available at the link: https://www.iiitd.ac.in/form_docs be filled up and submitted to the F&A Division.	• Claim Form duly filled up for the required information. • Bills in original, including	Within 5-7 days from the close of the submission date.	Sh. Harsh Gupta (harsh@iiitd.ac.in). Tel. Extn.-429	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418

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				e/digital copies.				
3	**EL Encashment/NPL Bonus to Staff**	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.	No documents required	Within 4-5 days from the receipt of complete proposal from the HR Division.	Sh. Harsh Gupta (harsh@iiitd.ac.in). Tel. Extn.-429	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
4	**PDA Credit** • **Staff** • **Faculty** • **Visiting Faculty**	Once, at the time of 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. Harsh Gupta (harsh@iiitd.ac.in). Tel. Extn.-429	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
5	**PDA Personal Compensation**	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. Harsh Gupta (harsh@iiitd.ac.in). Tel. Extn.-429	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
6	**Advances for:** • **Salary/LTC** • **Travel** • **Events** • **Imprest** • **Others**	Daily	For Salary and LTC, Separate Forms are available at the link https://www.iiitd.ac.in/form_docs 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.	Sh. Harsh Gupta (harsh@iiitd.ac.in). Tel. Extn.-429 for Salary/LTC/Travel. Ms. Priya (priya@iiitd.ac.in) Tel. Extn.-525 For all others. Sh. Kapil Dev Garg (kapildev@iiitd.ac.in) Tel. Extn.-119, for IRD related.	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124 Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418

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6a	**Settlement of advances (other than salary)**	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, INR conversion proof for Forex.	Within 4-5 days from the date of submission of complete set of documents	Ms. Priya (priya@iiitd.ac.in) Tel. Extn.-525 Sh. Kapil Dev Garg (kapildev@iiitd.ac.in) Tel. Extn.-119, for IRD related.	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
7	**Travel Claims:** • Out of Travel Budget • Out of PDA/Projects • Students' related	Fortnightly	The Forms available at the link https://www.iiitd.ac.in/form_docs be filled up and submitted.	• Claim Form, duly filled up for the required information, including approvals as required. • Bills in original, including e/digital copies. • In case of travel, boarding passes/travel proof & INR conversion proof for payment in Forex. • Complete bank details for transfer of funds	Within 4-5 days from the close of the fortnight.	Sh. Harsh Gupta (harsh@iiitd.ac.in). Tel. Extn.-429 for PDA/Travel. Ms. Priya (priya@iiitd.ac.in) Tel. Extn.-525 For Students related Sh. Kapil Dev Garg (kapildev@iiitd.ac.in) Tel. Extn.-119, for IRD related.	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124 Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
8	**Payments to Vendors/Service Providers for supply of goods and services**	Daily	The payments be requested on the concerned files.	• Proposal on the concerned file containing approval of the Competent Authority. • Bills in original, including e/digital copies duly Security and Stock entered for supply of goods. • Inspection	Within 4-5 days from the receipt of proposal.	Sh. Harsh Gupta (harsh@iiitd.ac.in). Tel. Extn.-429 for Purchase, HR, L&IC, CC, P&TO Divisions Ms. Priya (priya@iiitd.ac.in) Tel. Extn.-525 For Projects' Division, SAs Division, Departments, IT Division, FMS, DoFA	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124 Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418

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				Report containing Satisfactory Installation, etc. • Complete Bank details of the vendor/service providers.		Ms. Varsha (varsha@iiitd.ac.in) Tel. Extn.-577 For Academics Division. Sh. Kapil Dev Garg (kapildev@iiitd.ac.in) Tel. Extn.-119, for IRD related.	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	
9	**Honorarium to Experts (Doctors, Examiners, Guest Faculty, Yoga Instructor, etc.)**	Daily	The payments be requested on the concerned files.	• Proposal on the related file containing approval of the Competent Authority. • Attendance Details, as applicable.	Within 4-5 days from the receipt of proposal.	Ms. Priya (priya@iiitd.ac.in) Tel. Extn.-525 Ms. Varsha (varsha@iiitd.ac.in) Tel. Extn.-577 For Examiners related payments.	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124 Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
10	**Payments out of India**	Daily	The payments be requested on the concerned files.	• Proposal on the related file containing approval of the Competent Authority. • Complete address & Bank details of the beneficiary. • TRC/Form 10F for individuals. • Original Invoice/Bill for sellers/service providers. • Boarding passes, as applicable	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, hence 15-20 days.	Ms. Varsha (varsha@iiitd.ac.in) Tel. Extn.-577	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
11	**Payments for stipend to RAs/Interns,**	Monthly	Request over email to the IRD-Admin. mentioning the Project details.	• Email request to IRD-Admin. • Projects must	Last day of the Month for approved	Sh. Kapil Dev Garg (kapildev@iiitd.ac.in) Tel. Extn.-119, for		Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418

	etc. out of Research Project/Consultancy Assignments/Other External Funds				have positive balances, or approval of the DIRD.	cases and 4-5 for other cases.	IRD related.	
12	Financial Information for Academic Income, rankings, accreditation, RTI, etc.	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.	Manager (Accounts)- soon to join for Institute related information. Sh. Kapil Dev Garg (kapildev@iiitd.ac.in) Tel. Extn.-119, for IRD related.		Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
13	Issue of Receipts for the funds received by the Institute	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 (varsha@iiitd.ac.in) Tel. Extn.-577	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
14	Payment of Stipend to PhD Students	Monthly	The required information be requested over the concerned file.	• Names of students with amount for each to be paid • Approvals, as applicable	Last day of the Month.	Ms. Varsha (varsha@iiitd.ac.in) Tel. Extn.-577	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
15	Refunds of Security Deposit, Caution Money, Fee, etc.	Daily	The required information be requested over the concerned file.	• Details of students with complete bank details. • Approvals, as applicable	7-10 days from the date of receipt.	Ms. Varsha (varsha@iiitd.ac.in) Tel. Extn.-577	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
16	Issue of UC/SoE and adjustments in Projects/Main Accounts	Daily	Over email	Period of issue of UC/SoE	10-15 days	Sh. Kapil Dev Garg (kapildev@iiitd.ac.in) Tel. Extn.-119, for IRD related.		Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418

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