

Indraprastha Institute of Information Technology-Delhi

Finance & Accounts Division Processes Document (Version 3.3/2024)

(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 st PoE	2 nd PoE
1	2	3	4	5	6	7	8	9
1	Salary (incl. salary software related), NPS and Reimbursement Claims: <ul style="list-style-type: none"> • Telephone/Mobile/Data Card Recharge • Local Conveyance • Honorarium for visiting on off-days/weekends • PDA-Institute 	Weekly	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.	<ul style="list-style-type: none"> • 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 3 days from the close of the week, i.e., claims received from Monday to Friday will be released by next Wednesday.	Sh. Harsh Gupta (harsh@iiitd.ac.in). Tel. Extn.-429 for Claims. Sh. Bijay Chaubey (admin-accounts@iiitd.ac.in), Tel. Extn.-516 for Salary related Matters.	Sh. Shishir Jain, Manager (A/c) (shishir@iiitd.ac.in) Tel. Extn.-124	Sh. Kapil Chawla at kapil@iiitd.ac.in Tel. Extn.418
2	Children Education Allowance	Yearly (In April/May)	The related Form available at the link: https://www.iiitd.ac.in/form_docs be filled up and submitted to the F&A Division.	<ul style="list-style-type: none"> • Claim Form duly filled up for the required information. • Bills in original, including e/digital copies. 	Within 7-10 days from the close of the submission date.	Sh. Harsh Gupta	Sh. Shishir Jain	Sh. Kapil Chawla
3	EL Encashment/NP	Yearly in January and	The HR Division processes the EL request and an option is obtained by		Within 4-5 days from the	Sh. Harsh Gupta	Sh. Shishir Jain	Sh. Kapil Chawla

	L Bonus to Staff	November, respectively	email. The HR Division processes the NPL Bonus to eligible staff Members.	No documents required	receipt of complete proposal from the HR Division.			
4	PDA Credit • Staff • Faculty • Visiting Faculty	Once, at joining Yearly	No request is required. The F&A Division makes the credits as and when informed by the HR Division. 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	Sh. Shishir Jain	Sh. Kapil Chawla
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	Sh. Shishir Jain	Sh. Kapil Chawla
6	Advances (up to 90%, as applicable) 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.	Bijay Chaubey for Salary/LTC Sh. Harsh Gupta For all others.	Sh. Shishir Jain	Sh. Kapil Chawla
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	Sh. Harsh Gupta	Sh. Shishir Jain	Sh. Kapil Chawla

7	Travel Claims: <ul style="list-style-type: none"> • Out of Travel Budget • Out of Institute-PDA 	Weekly	The Forms available at the link https://www.iiitd.ac.in/form_docs be filled up and submitted.	<ul style="list-style-type: none"> • Travel Approval containing start and end dates. • 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 pass/travel proof & INR conversion proof for payment in Forex. • Complete bank details for transfer of funds . 	<p>Within 3 days from the close of the week, i.e., claims received from Monday to Friday will be released by next Wednesday.</p> <p>Claim for payment of Publication Fee of journals, articles will be processed within 4-5 working days of the receipt.</p>	Sh. Harsh Gupta	Sh. Shishir Jain	Sh. Kapil Chawla
8	Payments to Vendors/Service Providers for supply of goods and services	Daily	The payments be requested on the concerned files.	<ul style="list-style-type: none"> • 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 Report containing Satisfactory supply, Installation, etc. • Complete Bank details of the 	<p>Within 4-5 days from the receipt of proposal.</p>	<p>Bijay Chaubey for HR/Admin.</p> <p>Ms. Varsha for Academics.</p> <p>Sh. Uma for Stores and Purchase and IT Division-related payments, including calculation of WD</p> <p>Ms. Priya for Corporate Relations and Ent. IRDD, Director's Office, Departments, Centres and Labs</p> <p>Sh. Harsh Gupta for L&IC and Students'</p>	Sh. Shishir Jain	Sh. Kapil Chawla

				vendor/service providers.		Affairs Sh. Shishir Jain for Projects'/ FMS Division, Placement office.		
9	Honorarium to Experts (Doctors, Examiners, Guest Faculty, Yoga Instructor, etc.)	Daily	The payments be requested on the concerned files.	<ul style="list-style-type: none"> • Proposal on the related file containing approval of the Competent Authority. • Attendance Details, as applicable. 	Within 4-5 days from the receipt of proposal.	Sh. Harsh Gupta	Sh. Shishir Jain	Sh. Kapil Chawla
10	Payments out of India	Daily	The payments be requested on the concerned files.	<ul style="list-style-type: none"> • Proposal on the related file containing approval of the Competent Authority. • Complete address & Bank details of the beneficiary. • 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.	Ms. Varsha for Examiners related and Ms. Priya for others.	Sh. Shishir Jain	Sh. Kapil Chawla
11	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.	Sh. Shishir Jain, for Institute related information.	Sh. Kapil Chawla	
12	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	Sh. Shishir Jain	Sh. Kapil Chawla
13	Refunds of	Daily	The required information be requested	• Details of	7-10 days	Ms. Varsha	Sh. Shishir Jain	Sh. Kapil

	Security Deposit, Caution Money, Fee, No Dues Certificate of Students, etc.		over the concerned file.	students with complete bank details. • Approvals, as applicable	from the date of receipt.			Chawla
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PS: Budget details, as applicable, may please be provided.