

Indraprastha Institute of Information Technology-Delhi
Finance & Accounts Division Processes Document (Version 3.6/2026)

(For the Use of the Staff and the Faculty)

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

Please visit iiitd.ac.in/fa-division for answers to some of your queries
(Budget details, as applicable, may please be provided)

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 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 • Work Honorarium for visiting on off-working days/ weekends • PDA-Institute/IRD • Travel • Contingency Payments to PhD students 	Monthly 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 working days from the close of the week, i.e., claims received from Monday to Friday will be released by next Wednesday.	Sh. Bijay Choubey (bijay@iiitd.ac.in) Tel. Extn.-516 for Claims related to Institute's funds. Sh. Saqib (saqib@iiitd.ac.in) Tel. Extn.-181 for research projects	Sh. Shishir Jain, (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 working days from the close of the submission date.	Sh. Bijay Choubey	Sh. Shishir Jain	Sh. Kapil Chawla
3	EL Encashment/ NPL Bonus to Staff	Yearly in January and November /December, 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 working days from the receipt of complete proposal from the HR Division.	Sh. Bijay Choubey	Sh. Shishir Jain	Sh. Kapil Chawla
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. Upon receipt of details from the office of DoFA, the credits are made. PDA-IRD is credited upon completion of the financial year, or as per the received proposal. 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 working days	Sh. Bijay Choubey Sh. Saqib for IRD-PDA	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 working days from the date of receipt of proposal from the office of DoFA.	Sh. Bijay Choubey	Sh. Shishir Jain	Sh. Kapil Chawla
6	Advances (up to 90%, as applicable and approved by the Board of Governors) for: • Salary/LTC	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.	Within 4-5 working days from the date of receipt of approval of the Competent Authority.	Sh. Bijay Choubey Sh. Saqib for research projects	Sh. Shishir Jain	Sh. Kapil Chawla

	<ul style="list-style-type: none"> • Travel • Events • Imprest • Others 			<ul style="list-style-type: none"> • For all others, approval of the Competent Authority is required. 				
6a	Settlement of advances (other than salary)	Daily	The payments be requested on the concerned file within 30 working days of completion of the reason for which the advance was granted	<ul style="list-style-type: none"> • Bills in original, including e/digital copies. • In case of foreign travel, INR conversion proof for Forex. 	Within 4-5 working days from the date of submission of complete set of documents	Sh. Bijay Choubey Sh. Saqib for research projects	Sh. Shishir Jain	Sh. Kapil Chawla
7	Travel Claims: <ul style="list-style-type: none"> • Out of Travel Budget • Out of Institute-PDA and IRD-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 . 	Within 3 working days from the close of the week, i.e., claims received from Monday to Friday will be released by next Wednesday.	Sh. Bijay Choubey Sh. Saqib for research projects	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 	Within 4-5 working days from the receipt of proposal.	Ms. Dolly for Academics and Students' Affairs' Divisions. Ms. Varsha for Stores and Purchase, and IT	Sh. Shishir Jain	Sh. Kapil Chawla

			e/digital copies duly Security and Stock entered for supply of goods. • Inspection Report containing Satisfactory supply, Installation, etc. • Complete Bank details of the vendor/service providers.		Division, including calculation of WDV of assets. Sh. Dheeraj Kumar for Corporate Relations and Ent., Director's Office, Departments, and Labs Sh. Bijay and Shishir (presently) for L&IC, IRDD, and HR/Admin./DoFA office, internally funded Centres. Sh. Shishir Jain for Projects'/ FMS Division, Placement office, Corporate Communications, Alumni, and Section 8 Companies. Sh. Saqib for SAP and externally funded Centres Sh. Jitendra for SRPs and CEPs Ms. Sarika for CP/COP and WSs, Departments Sh. Sarthak for FAP and FP	Sh. Kapil Chawla	Sh. Kapil Chawla	
9	Honorarium to Experts (Doctors, Examiners, Guest Faculty, Yoga Instructor, Coaches, etc.)	Daily	The payments be requested on the concerned files.	• Proposal on the related file containing approval of the Competent Authority. • Attendance Details, as	Within 4-5 working days from the receipt of proposal.	Ms. Dolly for Guest Faculty and Examiners related matters. Sh. Shishir Jain (presently) for others	Sh. Shishir Jain	Sh. Kapil Chawla

				applicable.				
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 7-10 working 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. Dolly for Examiners related and Sh. Dheeraj Kumar for others. Ms. Sarika for research projects.	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 working days from the date of receipt of request.	Sh. Shishir Jain	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 working days from the date of receipt of request.	Ms. Dolly and Sh. Sarthak for research projects	Sh. Shishir Jain	Sh. Kapil Chawla
13	Refunds of Security Deposit, Caution Money, Fee, No Dues Certificate of Students, etc.	Daily	The required information be requested over the concerned file.	<ul style="list-style-type: none"> • Details of students with complete bank details. • Approvals, as applicable 	7-10 working days from the date of receipt.	Ms. Dolly and Ms. Sarika	Sh. Shishir Jain	Sh. Kapil Chawla
14	Financial Information related to Project balance, balance in PDA (IRD and Institute), etc.	Daily	The required information be requested over email or the concerned file.	Nature of information required may be specified	2-3 working days from the date of receipt.	Sh. Bijay Choubey and respective officers for research projects, as above.	Sh. Shishir Jain	Sh. Kapil Chawla

15	Payments for stipend to RAs/Interns, etc. out of Research Project/Consultancy Assignments/ Other External Funds	Monthly	Request over email to the IRD-Admin. mentioning the Project details.	<ul style="list-style-type: none"> • Email request to IRD-Admin. • Projects must have positive balances, or as per the Board Rules. 	Last day of the Month for approved cases and 4-5 for other cases.	Sh. Shishir Jain (presently) for payments out of Institute-PDA, Top-up, etc., Sh. Saqib for research projects	Sh. Shishir Jain	Sh. Kapil Chawla
16	Issue of UC/SoE and adjustments in Projects/Main Accounts	Daily	Over email	<ul style="list-style-type: none"> • Period of issue of UC/SoE 	10-12 working days on first come first serve basis.	Sh. Shishir Jain for Institute's funds. Sh. Sarthak for research projects	Sh. Shishir Jain	Sh. Kapil Chawla