



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान
तिरुवनंतपुरम
(मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
THIRUVANANTHAPURAM**

(An Autonomous Institution under MHRD, Government of India)

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**DELEGATION
OF
ADMINISTRATIVE & FINANCIAL
POWERS**

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No. IISER (T)/Admn/080/2013-14

Date: 29.7.2013

OFFICE MEMORANDUM

Subject: Delegation of Administrative and Financial Powers

Pursuant to the approval of Board of Governors in the 16th meeting held on 03rd June 2013 (Resolution no.2/Agenda Item BoG 16.3/FC14.5), the delegation of administrative and financial powers contained in the Schedules I (IA, IB, and IC) and Schedule II (IIA, IIB, IIC) annexed hereto will come into force with effect from 01.8.2013.

The delegation of powers in respect of 'Works' executed by Engineering Department which remains unchanged as prescribed in the O.M. no. IISER (T)/Adm/010/2010 dated 09.3.2011 is also included in Annexure III for completeness.

The O.M. nos. IISER (T)/Adm/010/2010 dated 09.3.2011 and dated 21.11.2011 and dated IISER (T)/Admn/080/2012-13 dated 24.9.2012 and O.M. IISER (T)/Adm/029/2011-12 dated 30.3.2012 stand amended/superseded accordingly.

The exercise of the powers delegated in the above is subject to the applicable rules, administrative procedures & guidelines and financial limitations of the general and special character as outlined in General Financial Regulations (GFR), Fundamental & Supplementary Rules, and other rules and orders on the subject by Government of India as well as Board of Governors of IISER-TVM. The same shall also be subject to any regulations / restrictions / instructions of Director, IISER TVM.

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Copy to:

All Deans / Associate Deans / Coordinators of Schools / Coordinators, BS-MS and PhD Programmes / Officer I/C, Purchase & Stores / Consultant (F & A)
Chief Consultant (Constructions) / Consultant (HR)
Deputy Registrar (F & A) / Deputy Registrar (A & A)
Project Engineer-cum-Estate Officer
Assistant Librarian / Scientific Officer (IT) /
Assistant Registrar (A & A) / Assistant Registrar (F & A) / Security Officer /
P.S. to Director / P.A. to Dean Academic Affairs
By email: All Faculty Members

Schedule – I

(Annexure to Office Memorandum No. IISER (T) /Admn/080/2013-14 Dated: 29.7.2013)

Delegation of Administrative & Financial Power

Schedule IA

Personnel matters of Faculty Members

Item	Extent of Power		
	Director	Dean, Faculty Affairs	Heads of School or Centre / Coordinators of School
1. To approve official tour programme of faculty members within India/abroad	Full (Except for self in case of travel abroad for which approval of Chairman, Board of Governors is to be taken)	Full within India (except for self)	-
2. Countersigning the TA bills for the tours of faculty members	Full	Full for travel within India	Full for travel within India for tours approved by Director/Dean (except for self)
3. Grant of leave of any kind other than Study / Sabbatical Leave to faculty members.	Full	Up to 30 days (except for self)	-
4. Self-Controlling Officer	In addition to Director, all Professors will be Self-Controlling Officer on the tour programme approved by Director		
5. Grant of Study Leave / Sabbatical Leave to faculty members	Board of Governors		



Schedule IB

Personnel matters of Non- Faculty staff

1	2	Extent of Power					
		3	4	5	6	7	8
Item		Director	Deans / Heads of Schools or Centres	Associate Deans / Coordinat ors of Schools	Registrar	Deputy Registrars / Project Engineer cum Estate Officer	Assistant Registrars/ Assistant Executive Engineers/ Scientific Officer(IT)/ Assistant Librarian/ Medical Officer/ Security Officer
1.	To approve tour programme of non-faculty personnel within India/abroad	Full	Full powers for tours within India	For tours within India of Group B and C staff working under them	Full powers for tours within India (except for self)	For tours of Group B/C personnel working under them within India	-
2.	Countersigning of TA bills in respect of non-faculty personnel	Full	Full powers for the tours approved by Self/ Director	For the tours approved by Self/ Director / Dean / Head of School/ Centre	For the tours approved by Self/ Director	For the tours approved by Self/ Director/ Dean/ Registrar (except for self)	-
3.	Grant of leave of any kind other than Study Leave and CL/RH/ Compensatory Leave to non-faculty personnel	Full	Full for staff posted /deployed /assigned in respective Office/ School/ Centre/ Laboratory/ IT & Computer Centre/ Library	Up to 30 days at a time for Group B/C staff posted/ deployed/ assigned in Office/ School/ Centre/ Laboratory/ IT & Computer Centre/ Library	Full other than Study Leave (except for self)	Up to 30 days at a time for Group B/C staff for personnel under them	-
4.	Grant of Restricted Holidays/ Compensatory Leave / Special Casual Leave /Casual Leave to non-faculty staff	Full	Full in respect of staff posted/ deployed/ assigned in respective Office/ School/ Centre/ Laboratory/ IT & Computer Centre/ Library	Up to 5 days at a time for staff posted/ deployed/ assigned in Schools/ Laboratory/ Computer Centre/ Library/ Offices of Deans /Faculty	Full in respect of staff covered in column 7 & 8	Up to 5 days at a time for personnel posted/ deployed/ assigned in respective office/ wing/ deptt./ section	Up to 2 days at a time for staff posted/ deployed/ under them
5.	Compensatory Leave – Credit for non-faculty personnel	Full	Full	-	Full	-	-
6.	Grant of Study Leave to non-faculty staff			For Group B/C	Director		
				For Group A	Board of Governors		



Schedule IC

Entitlement Claims of faculty and non-faculty staff

1.	2.	Extent of Power		
		3. Director	4. Registrar	5. Deputy Registrar I/C of Administration
1.	To approve reimbursement of Children Educational Allowance	Full	Full	Full
2a.	To approve reimbursement of Medical Claims	Full	Up to Rs. 50,000/- at a time.	Up to Rs.20,000/- at a time
2b.	To approve reimbursement of Medical Bills with condonation of delay in submission of bills	Full	-	-
2c.	Medical Advance in case of in-patient treatment	Full	-	-
3.	To approve advance and settlement of LTC	Full	Full (except for self)	Full powers for Group B/C personnel
4.	To approve Advances for purchase of Computer / Motor Car / House Building Advance	Full	Full powers	-
5.	To approve Other Advances (e.g. Festival Advance) as provided under GFR	Full	Full	Full

General Proviso: The exercise of above powers is subject to the applicable rules, administrative procedures & guidelines and financial limitations of the general and special character as outlined in General Financial Regulations (GFR), Fundamental & Supplementary Rules, and other rules and orders on the subject by Government of India as well as Board of Governors of IISER-TVM. The same shall also be subject to any regulations / restrictions / instructions of Director, IISER TVM.

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Schedule – II

(Annexure to Office Memorandum No. IISER (T) /Admn/080/2013-14 Dated: 29.7.2013)

Schedule II A

**Delegation of Administrative & Financial Power for Incurring Expenditure
other than those covered under institute's Purchase Rules**

(For expenditure to be incurred under the procedure of Purchase Rules of
the institute, the delegation of power given in schedule II B will be applicable)

Subject / Item		Extent of Power					
		Director	Deans / Heads of School/ Centre	Associate Deans/ Coordinators of Schools/ Academic Programmes or Activities	Registrar	Deputy Registrars / Project Engineer- cum-Estate Officer	Asstt. Registrar/ Asstt. Executive Engineer/ Scientific Officer (IT)/ Asstt. Librarian/ Security Officer / Medical Officer
1	2	3	4	5	6	7	8
1.	Expenditure from Cumulative Professional Development Allowance of faculty members including Travel abroad	Full	Up to Rs. 50000/- in each case (except for travel abroad)	-	-	-	-
2.	Travel Expenses / Honorarium/ Hospitality of Official Visitors / Experts from India & abroad	Full	Full powers for visits approved by competent authority (except for visitors from abroad)	-	Full powers for visits approved by competent authority (except for visitors from abroad)	-	-
3.	Printing	Full	-	-	Up to Rs. 1.0 lakh in each case	Up to Rs. 10000/- in each case	-
4.	Advertisements	Full	-	-	Up to Rs. 5.0 lakh in each case (as per DAVP rates)	Up to Rs. 50000/- in each case (as per DAVP rates)	-
5.	Legal Charges	Full	-	-	Up to Rs. 50000/- in each case	-	-
6.	Consumables for the administrative units / functions including stationery	Full	-	-	Up to Rs. 5.0 lakh at a time	Up to Rs. 1.0 lakh at a time	-



7.	Payments for Electricity, Water Charges, & Statutory Taxes	Full	-	-	Full	Up to Rs. 1.0 lakh at a time	-
8.	Telephone, Internet including Leased line and Cable services	Full	-	-	Up to Rs. 5.0 lakh at a time	Up to Rs. 50000/- per month	-
9.	Non-Library Newspapers & Journals and Reference books etc. for offices	Full	-	-	Up to Rs.25000/- per month	Up to Rs. 10000/- per month	-
10.	Vehicle Repair & Maintenance	Full	-	-	Full power through company authorised workshop	Up to Rs. 25000/- through authorised workshop	-
11.	POL for Vehicles	Full	-	-	Full	-	-
12.	Fuel for Generator sets	Full	-	-	Full	Up to Rs.15000/- per month to be exercised by PE-cum-E.O.	-
13.	O & M of Teaching Lab Equipment including AMC	Full	Up to Rs. 1.0 lakh in each case	Up to Rs.15,000/- in each case	-	-	-
14.	O & M of Research Lab Equipment including AMC	Full	Up to Rs. 5.0 lakh in each case	Up to Rs.50,000/- in each case	-	-	-
15.	O & M of Computers & Peripherals	Full	Up to Rs. 1.0 lakh in each case	Up to Rs.15,000/- to be exercised by Coordinator (IT)	Up to Rs. 1.0 lakh in each case	-	-
16.	O & M of Office Automation Equipment other than above item (5)	Full	-	-	Up to Rs. 1.0 lakh in each case	Up to Rs.15000/- in each case	-
17.	For recurring contingent expenses not covered here above	Full	Up to Rs.50000/- in each case	Up to Rs.15000/- in each case to be exercised by Associate Deans	Up to Rs.50000/- in each case	Up to Rs.15000/- in each case	Up to Rs.5000/- at a time subject to maximum of Rs 25000/- per annum.
18.	For non-recurring contingent expenses not covered here above	Full	Up to Rs.75,000/- in each case	-	Up to Rs.75,000/- in each case	-	-

General Proviso: The exercise of above powers is subject to the applicable rules, administrative procedures & guidelines and financial limitations of the general and special character as outlined in General Financial Regulations (GFR), and other relevant rules and orders on the subject by the institute or Government of India as well as Board of Governors of IISER-TVM. The same shall also be subject to any regulations / restrictions / instructions of Director, IISER TVM.

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Schedule II B

Delegation of Administrative & Financial Power for expenditure under IISER TVM Rules and Manual of Procedures & Practices for Purchase of Goods and Services, 2012 (Annexure to Office Memorandum No. IISER (T) /Admn/080/2013-14 Dated: 29.7.2013)

S. No.	Type/Nature of purchase	Financial limits	Indent Approving authority	Competent authority for approving purchase/ procurement	Mode of procurement
1	2	3	4	5	6
1	A. Direct purchase of goods and services without calling for quotations for R&D items	Up to Rs 15000*	Faculty member	Coordinator/ Head of School/ Programme/ Department/ Centre	Directly on cash/credit basis
Principal Investigator (externally funded projects)			Respective Principal Investigator**		
Rs 15001 to less than Rs 1 lakh		Faculty member	Head of School / Coordinator of School / Centre / Programme	Purchase can be made through Purchase & Stores deptt. or by credit.	
		Principal Investigator (externally funded projects)	Respective Principal Investigator**		
	B. Direct purchase of goods and services without calling for quotations for non-R &D items	Up to Rs 15000*	Faculty member/ Coordinator/ Head of School/ Department/ Centre/ Programme/ Principal Investigator (externally funded projects) / Officers not below Group A	Dean)/ Registrar /Deputy Registrar / Project Engineer-cum-Estate Officer	Directly on cash/credit basis
<p>* Advance can be drawn for purchase up to the financial ceiling. ** Principal Investigator shall ascertain the availability project fund from Finance & Accounts.</p>					



S. No.	Type/Nature of purchase	Financial limits	Indent Approving authority	Competent authority for approving purchase/ procurement	Mode of procurement
1	2	3	4	5	6
2	A. Purchase of goods and services through Departmental Purchase Committees for R&D items	Rs 1 lakh to less than Rs 5 lakh	Coordinator/Head of School/ Department/ Centre	Coordinator/ Head of School/ Department/ Centre	To be processed through Purchase & Stores deptt. on recommendation of Departmental Purchase Committee (DPC)
			Principal Investigator (externally funded projects)	Principal Investigator of the project on recommendation of DPC	
	B. Purchase of goods and services through Departmental Purchase Committee for non-R&D items	Rs 15001 to less than Rs 1 lakh	Coordinator/ Head of School/ Programme/ Department/ Centre/ Principal Investigator (externally funded projects)/ Officers not below Group A	Coordinator/ Head of School/ Programme/ Department/ Centre/ Deputy Registrar/ Project Engineer-cum-Estate Officer	
3	Single tender purchase of goods and services	(i) Rs 5 lakh to less than Rs 25 lakh for R&D items	Coordinator/ Head of School/ Department/ Centre / Principal Investigator (externally funded projects)	Director	Single tender on recommendation of the Standing Purchase Committee (SPC) in case of purchase of goods and Special Services Evaluation Committee (SSEC) in case of Scientific and Technical services.
		(ii) Rs 1 lakh to less than Rs 5 lakh for non-R&D items	Coordinator/ Head of School/ Programme/ Department/ Centre/ Deputy Registrar/ Project Engineer-cum-Estate Officer / Principal Investigator (externally funded projects)	Director	
		(iii) Rs 5 lakh to less than Rs 25 lakh for non-R&D items	Director	Director	
		(iv) Rs 25 lakh and above	Director	Director	On recommendation of the Technical & Purchase Committee or Special Services Evaluation Committee (in case of Scientific and Technical services).

S. No.	Type/Nature of purchase	Financial limits	Indent Approving authority	Competent authority for approving purchase/ procurement	Mode of procurement
1	2	3	4	5	6
4	Proprietary/ Specific brand purchase of goods and services	(i) Rs 5 lakh to less than Rs 25 lakh for R&D items	Coordinator/ Head of School /Department/ Centre / Principal Investigator (externally funded projects)	Director	From Proprietary sources/specific brand on recommendation of a Technical Committee constituted by the Director. The purchase shall be approved on recommendation of SPC or T & PC as the case may be.
		(ii) Rs 1 lakh to less than Rs 5 lakh for non-R&D items	Head / Coordinator of School/ Department/ Centre / Programme/ Principal Investigator (externally funded projects)/ Deputy Registrar/ Project Engineer-cum-Estate Officer	Director	
		(iii) Rs 5 lakh to less than Rs 25 lakh for non-R&D	Director	Director	
		(iv) Rs 25 lakh and above	Director	Director	
5	Limited Tender for Purchase of goods and services	(i) Rs 1 lakh to less than Rs 5 lakh for non-R&D items	Head / Coordinator of School/ Programme/ Department /Centre/ Deputy Registrar/ Project Engineer-cum-Estate Officer/ Principal Investigator (externally funded projects)	Dean /Registrar	Limited tender on recommendation of the Standing Purchase Committee or Special Services Evaluation Committee (SSEC) (in case of Scientific & Technical Services).
		(ii) Rs 5 lakh to less than Rs 25 lakh for non-R&D items	Head / Coordinator of School/ Department/ Centre/ Programme/ Deputy Registrar/ Project Engineer-cum-Estate Officer	Director	Limited tender on recommendation of the Standing Purchase Committee or Special Services Evaluation Committee (SSEC) (in case of Scientific & Technical Services).

S. No.	Type/Nature of purchase	Financial limits	Indent Approving authority	Competent authority for approving purchase/ procurement	Mode of procurement
1	2	3	4	5	6
		(iii) Rs 5 lakh to less than Rs 25 lakh for R&D items	Head / Coordinator of School/ Department/ Centre/ Principal Investigator (externally funded projects)	Director	Limited tender on recommendation of the Standing Purchase Committee or Special Services Evaluation Committee (SSEC) (in case of Scientific & Technical Services).
		(iv) Rs 25 lakh and above	Director	Director	On recommendation of the Technical & Purchase Committee or Special Services Evaluation Committee (in case of Scientific and Technical services)
6	Open/Global tender for purchase of goods and services	Rs 25 lakh and above	Director	Director	Advertised tender on recommendation of Technical & Purchase Committee or Special Services Evaluation Committee (in case of Scientific and Technical services)
7	Emergency Purchase	(i) Up to Rs 5 lakh for R&D	Faculty / Head / Coordinator of School/ Deptt./ Centre / Pr. Investigator (externally funded projects)	Coordinator of the School/ Department/ Centre/ Dean	Purchase to be made with administrative approval of Director
		(ii) Up to Rs 5 lakh for non-R&D	Coordinator/ Head of School/ Department / Centre / Deputy Registrar/ Project Engineer-cum-Estate Officer/ Principal Investigator (externally funded projects)	Dean / Registrar	Purchase to be made with administrative approval of Director
		(iii) Rs 5 lakh to less than Rs 25 lakh	Head/ Coordinator of School/ Centre/ Department / Deputy Registrar/ Project Engineer-cum-Estate Officer	Director	Based on recommendation of Standing Purchase Committee for emergency purchases

General Proviso: The exercise of above powers is subject to the applicable rules, administrative procedures & guidelines and financial limitations of the general and special character as outlined in Rules of Purchase of Goods and Services & Manual of Procedure and Practices, 2012 of the institute, and the relevant provisions of General Financial Regulations (GFR) which are not included in the Institute's Purchase Rules, and other relevant rules and orders on the subject by Government of India as well as Board of Governors of IISER-TVM. The same shall also be subject to any regulations / restrictions / instructions of Director, IISER TVM.

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Schedule II C

(Cash Advance & Reimbursement)

(Annexure to Office Memorandum No. IISER (T) /Admn/080/2013-14 Dated: 29.7.2013)

Subject	Extent of Power						
	Director	Dean, Head of School/ Centre	Associate Dean/ Coordinators of Schools/ Coordinators of Academic Programmes/ Coordinators of activities/ subjects	Registrar	Deputy Registrar (A & A)/ Deputy Registrar (F &A) Project Engineer- cum-Estate Officer	Assistant Registrar (A & A)/ Assistant Registrar (F & A)/ Assistant Executive Engineer/ Scientific Officer (IT) /Assistant Librarian/ Security Officer/ Medical Officer	
1. To approve cash advances for expenses under schedule – II A and II B	Full	Up to Rs. 15000	Up to Rs. 10000	Up to Rs. 15000	Up to Rs. 10000	Up to Rs. 2500	
2. To approve reimbursement of expenditure incurred on official purposes - for expenses under schedule – II A and II B	Full	Up to Rs. 15000	Up to Rs.5000	Up to Rs. 15000	Up to Rs.5000	Up to Rs.1000	

General Proviso: The exercise of above powers is subject to the applicable rules, administrative procedures & guidelines and financial limitations of the general and special character as outlined in General Financial Regulations (GFR), Rules of Purchase of Goods and Services & manual of Procedure and Practices, 2012, of the institute and other relevant rules and orders on the subject by Government of India as well as Board of Governors of IISER-TVM. The same shall also be subject to any regulations / restrictions / instructions of Director, IISER TVM.

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Schedule III

(Annexure to Office Memorandum No. IISER (T) /Admn/080/2013-14 Dated: 29.7.2013)

Delegation of Powers for "Works" of Engineering & Estate Department

(As per Office Memorandum No. IISER (T) /Admn/010/2010 Dated: 09.3.2011)

Sl. No	Subject	Designation/ Authority	Extent of Power
1	Approval of estimate/ Accord of technical sanction to detailed estimates	Project Engineer cum Estate Officer	Rs. 10.00 lakh in each case.
		Director	Rs. 100.00 lakh in each case.
		Building & Works Committee	Full Powers
2	Authorizing excess over estimates	Project Engineer cum Estate Officer	Excess up to 5% of the sanctioned amount. Excess over and above 5% of the sanctioned amount to be brought before Director/ Building & Works Committee for clearance/approval.
		Director	Full powers for estimates approved by Director (i.e.Rs.100.00 lakhs)
		Building & Works Committee	Full powers
3	Acceptance of lowest tender	Project Engineer cum Estate Officer	Rs. 10.00 lakh in each case.
		Director	Rs. 100.00 lakh in each case.
		Tender Committee	Rs. 200.00 lakh in each case.
		Building & Works Committee	Rs. 500.00 lakh in each case.
		Board of Governors	Full powers
4	Acceptance of Single Tender	Project Engineer cum Estate Officer	Rs.2.00 lakh in each case.
		Director	Rs.50.00 lakh in each case.
		Tender Committee	Rs. 100.00 lakh in each case.
		Building & Works Committee	Rs. 200.00 lakh in each case.
		Board of Governors	Full Powers
5	Award of work by negotiation with lowest tenderer/single tenderer	Project Engineer cum Estate Officer	5.00 lakh in each case.
		Director	Rs. 50.00 lakh in each case.
		Tender Committee	Rs. 100.00 lakh in each case.
		Building & Works Committee	300.00 lakh in each case.
		Board of Governors	Full Powers
6	Award of work by acceptance of a tender other than lowest	Director	-
		Tender Committee	-
		Building & Works Committee	Full Powers
7	Award of work without call of tenders	Project Engineer cum Estate Officer	Rs. 2.00 lakh in each case.
		Director	Rs. 5.00 lakh in each case.
		Building & Works Committee	Rs. 50.00 lakh in each case.
		Board of Governors	Full powers



8	Award of additional quantities against abnormally high/low rated items	Project Engineer cum Estate Officer	25000.00 in each case.
		Director	Rs. 1.00 lakh in each case.
		Tender Committee	Rs. 5.00 lakh in each case.
		Building & Works Committee	Full powers
9	Execution of agreement	Project Engineer cum Estate Officer	Full powers
10	Accord of sanction to extra/substituted items	Project Engineer cum Estate Officer	Rs. 1.00 lakh in each case.
		Director	Rs. 25.00 lakh in each case.
		Tender Committee	Rs. 100.00 lakh in each case.
		Building & Works Committee	Full powers
11	Grant of extension of time for completion of work	Project Engineer cum Estate Officer	Rs. 10.00 lakh in each case.
		Director	Rs. 100.00 lakh in each case.
		Tender Committee	Rs. 200.00 lakh in each case.
		Building & Works Committee	Full powers
12	Powers to levy compensation from contractors	Director	Rs.50.00 lakh in each case.
		Tender Committee	Rs.100.00 lakh in each case.
		Building & Works Committee	Full powers
13	Passing of bills (final bills and running bills)	Project Engineer cum Estate Officer	Full powers
14	Purchase of materials against sanctioned estimate/allocation for emergent work	Project Engineer cum Estate Officer	Rs. 5000/- at a time subject to a ceiling of Rs. 50,000 in a year
		Director	Rs. 50000/- at a time subject to a ceiling of Rs. 5 lakhs in a year

General Note: The exercise of above powers is subject to the applicable rules and procedures in respect of "Works" (CPWD manual and codes or works procedure adopted by the institute), and administrative procedures & financial limitations of the general and special character as outlined in General Financial Regulations (GFR), and other rules and order on the subject by the Ministry of Finance and the Ministry of Human Resource Development, Govt. of India as well as Board of Governors of IISER-TVM.

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