

INDIAN STATISTICAL INSTITUTE
203 BARRACKPORE TRUNK ROAD
KOLKATA 700 108

No. D.O./2022/ 273

15 September 2022

OFFICE ORDER

Sub: Delegation of Administrative and Financial power and responsibilities to Professor-in-Charge of six Scientific Divisions, Head, SQC & OR Division and Dean of Studies.

In supersession of all previous orders issued on the subject mentioned above, the following administrative and financial power will be exercised by the Professors-in-Charge of Scientific Divisions, Head, SQC & OR Division and Dean of Studies as mentioned below, so long as they hold their respective offices, with effect from 18 September 2022.

1. Professor Pradipta Bandyopadhyay (Roll No. 9095), Professor-in-Charge, Theoretical Statistics and Mathematics Division: He will have the power and responsibilities of Head of a Division as laid down in SSO in respect of academic/scientific/technical/ administrative workers employed in his Division. He will also act as Controlling Officer for the purpose of approval of tour programme (within India) of all staff attached to the Division, within the financial power as given hereunder. Professor Bandyopadhyay's own tour programme will, however, be approved by the Dy. Director/Director.

Professor Bandyopadhyay will have financial power to sanction expenditure pertaining to his Division upto Rs.3,00,000/- (Rupees three lakhs) only for any single item under the heads 'General', 'Salary' and 'Capital' within the budget provision. He will also sanction upto Rs.5,00,000/- (Rupees five lakhs) only for any single item under the heads 'General', 'Salary' and 'Capital' in respect of externally funded projects/schemes pertaining to the concerned Division, duly approved by the Dy. Director/Director, subject to availability of fund and item-wise budget approved by the Funding Agency. He will also have financial power to sanction payment of honoraria for lectures/seminars delivered by outside experts, upto a maximum as specified in Office Order No. D.O./2019/368 dated 27 August 2019 (Rs.5000/- only per day) or as amended from time to time, within the budget provision. For expenses on TA, except foreign travel, he will have the power to sanction and pass all bills within the budget provision of the Division. He will approve and sanction all expenses related to CPDA of the faculty members, strictly as per the prevailing office order. Any deviation in this respect as also foreign travel is to be approved by the Dy. Director/Director. As Professor-in-Charge, he will also sign the academic leave order of the entitled workers of his Division once the proposal has been approved by the Dy. Director/Director and the order has been prepared by the Personnel Unit. However, for payment of honorarium, extra remuneration, wages etc. for Institute workers, prior sanction of the Dy. Director/ Director for each item is necessary.

2. Professor Smarajit Bose (Roll No. 8969), Professor-in-Charge, Applied Statistics Division: Same power and responsibilities as given in (1) above in respect of the Applied Statistics Division.
3. Dr. Abhishek Mukherjee (Roll No. 9442), Professor-in-Charge, Biological Sciences Division: Same power and responsibility as given in (1) above in respect of the Biological Sciences Division.
4. Professor Rajat Kumar De (Roll No. 9156), Professor-in-Charge, Computer & Communication Sciences Division: Same power and responsibilities as given in (1) above in respect of the Computer & Communication Sciences Division.
5. Professor Niladri Sekhar Dash (Roll No. 9007), Professor-in-Charge, Social Sciences Division: Same power and responsibilities as given in (1) above in respect of the Social Sciences Division.
6. Professor Sarbani Patranabis Deb (Roll No. 9009), Professor-in-Charge, Physics & Earth Sciences Division: Same power and responsibilities as given in (1) above in respect of the Physics & Earth Sciences Division.
7. Professor Biswabrata Pradhan (Roll No. 9062), Head, Statistical Quality Control and Operations Research Division: Same power and responsibilities as given in (1) above in respect of all workers of SQC & OR Division.
8. Professor Saurabh Ghosh (Roll No. 9256), Dean of Studies: Same power and responsibilities as given in (1) above in respect of the Teaching and Training Division. In addition to this, Professor Ghosh will also have the financial power to sanction Stipend, Fellowship, Contingency Bill pertaining to Students, Fellows, Post-doctoral Fellows, Research Associates of the Teaching & Training Division and honorarium for part-time teachers within the budget provision of heads 'General', 'Salary' and 'Capital' and for fund from External agencies. He will also have financial power to sanction Recurring (erstwhile Non-Plan) expenditure not exceeding Rs.1,00,000/- (Rupees one lakh) only for any single item relating to repair and maintenance of equipment, purchase of stationeries, local conveyance charges and contingent expenses only in emergent cases within the budget provision approved by the Dy. Director/Director for this purpose. He is also authorized to sign the Ph.D. registration documents for the students/Research Fellows/PLPs/external Ph.D. candidates registering at other institutes/universities and sign all other documents on behalf of the Dy. Director/Director except the cases where new financial approval is involved.

Contd. 2/-

Note: As approving/sanctioning authorities, Professors-in-Charge, Head. SQC & OR Division and Dean of Studies should satisfy themselves that the approvals have been accorded/expenses have been incurred following laid down procedures/norms/rules. Provisions of GFR should be adhered to. Necessity may be ascertained and verified while approving any expenditure specially for the purchase of furniture and computer & its accessories.

All the Professors-in-Charge and Head SQC & OR Division are delegated with the power to issue project related advertisements, constitute the corresponding Selection Committees, issue project related appointment letters, approve extension of tenure and accept joining and resignation letters in consultation with the Personnel Unit for Project-linked Personnel and Director's Office for Project Assistant and others, subject to the budgetary provision and necessity of the Institute. Initial approval from the Dy. Director/Director is needed for the above mentioned recruitments. The Principal Investigator of the concerned project will be the Member-Convener of the Selection Committee. The Institute's convention for the formation of Selection Committees should be followed.

They are also authorized to forward scientific project proposals of their Division, financed by bodies other than the Institute to C-CAIR for further processing.

Payment Vouchers/Bills relating to payment of Honorarium to Visiting Scientists (who are appointed on the basis of administrative approval of the Dy. Director/Director)/payment of different Fellowship bills like J.C. Bose, SwarnaJayanti, Ramanujan, Ramalingaswamy etc. in the Headquarter will now be sanctioned by the respective Professors-in-Charge of Divisions/Head, SQC & OR Division, even if the bills are beyond their delegated financial powers. It may, however, be noted that the principal/administrative approval, relating to cases mentioned above, must have been issued by the Dy. Director/Director.

In all the bills of expenditure, the account number with corresponding appropriation and the balance as on date must be displayed.



(Sanghamitra Bandyopadhyay)
Director

To: Professor Pradipta Bandyopadhyay
Professor Smarajit Bose
Dr. Abhishek Mukherjee
Professor Rajat Kumar De
Professor Niladri Sekhar Dash
Professor Sarbani Patranabis Deb
Professor Saurabh Ghosh
Professor Biswabrata Pradhan

Copy to: Head of all Centres
Chief Executive (A&F)
Heads of all Divisions/Departments/Sections/Units including outlying
branches/centres for circulation amongst the workers.
Deputy Chief Executive (Finance)
Council Section
Personnel Unit
Director's Office.