



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Office of the Dean
Sponsored Research and Consultancy
(SRC), IIT Hyderabad

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FAQ AND INFORMATIVE DOCUMENT OF SRC



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DISCLAIMER

While every care has been taken to ensure that the contents of these FAQs are accurate and up to date till August 2023. The FAQs are merely suggestive in nature. They are an attempt to facilitate information to the faculty, staff & students. In case of any conflict between the provisions stipulated in these FAQs and in the original source such as General Financial Rules (GFR), OMs of Dept. of Expenditure (MoF), Accounting manuals and BOG norms, the provisions contained in the GFR, OMs of Dept. of Expenditure (MoF), Accounting manuals and BOG norms shall prevail. These are subject to change, from time to time, based on the Instructions of BOG meetings, Concerned Ministry, Government of India.

1. Brief about the SRC office

The Sponsored Research and Consultancy, hereinafter called SRC (erstwhile Research and Development section) office at IIT Hyderabad, deals with all the Projects of the faculty right from the endorsement of project to its formal closure/ completion with a mandate to provide administrative and financial management of project funds. The various categories of projects are External Projects (Grant-in-Aid, Sponsored and Consultancy Projects), Internal Projects (Seed grants, SOCH) and Miscellaneous Projects (Testing and Evaluation both internal and external, Travel Grants, Workshops in the projects etc). The Dean (SRC) is the controlling authority and authorized signatory on behalf of IIT Hyderabad for all agreements and memorandums, MOUs/ MOAs, NDAs as per the delegation of powers conferred by the Director. In addition, the SRC office liaisons with the internal and external audits and other sections and provides data to FC, BOG, Parliamentary Questions, ATNs, replies to the audit and RTIs.

2. Definition of Project heads and terms

- 2.1 Research Personnel Cost/ Human Resource:** All the human resources-related funds are provided under the manpower/ research personnel head. This fund may be used for engaging the human resources in a project in different capacities, as envisaged in the project proposal and as per actual sanction. The research personnel may include JRF, SRF, RA, PDF, Project Assistant, Project Associate, etc., and students of IITH who would be paid with Stipend and Fellowships; Intern payment, Top-up payment etc.. The salary/ remuneration may include a House Rent Allowance subject to the terms and conditions of the Sponsoring Agency. The HRA to the project staff/ students/ fellows/ interns shall not be paid under any circumstances if they are residing in a Hostel or Quarters of IITH or in any Government Accommodation.

Further, the remuneration being paid shall be as per the extant norms of the GOI/MoE/DST etc and also internal guidelines of IITH. It shall be ensured that under no circumstances the amount paid shall be lesser than the entitled.

- 2.2 Contingency:** All unforeseen and immediate expenditures may be booked under the contingency head (except capital assets).
- 2.3 Consumables:** The items which are intended to be used up and then replaced / perishable for official purposes, such as Stationery, chemicals, cartridges, etc., may be booked under the consumables head. All consumable items purchased shall be entered in the stock register of the Department concerned of the PI.
- 2.4 Equipment:** All the capital assets, machinery, industrial plant, scientific equipment and supply, import, testing, commissioning charges, customs duty and clearing charges, etc of the equipment are also booked under the equipment head. Stock entry in the Asset Register maintained by the Stores & Purchase section is mandatory to accept the claim. Installation and Commissioning report as applicable should be submitted.

2.5 Institute overhead: The overhead is the institute's mechanism for recovering administrative and facilities costs associated with conducting research and other sponsored activities. While submitting the project proposals, care shall be taken to specify the overheads as per the IITH norms. If there are any ceilings specified (lower than IITH norms) in the call for proposals of GOI agencies, the same shall be adhered to. However, in all Privately funded projects, state government funded projects, PSU sponsored projects overheads shall be as per IITH norms.

2.6 Consultancy: Consultancy charges are the amount envisaged in the consultancy projects to compensate the time spent by the PI in consultancy works. It is in the nature of remuneration for consultancy works. In the case of consultancy projects, the consultancy amount after deducting the institute overheads and GST will be kept under the consultancy head. If the PI wishes to draw to the salary account of PI, additional overheads of 10% are charged over and above 20% overheads. If opted to transfer to RDF, overheads shall be 20%.

2.7 Travel: The travel head contains the fund that can be used to take official tours (domestic/ international) and incidental travel expenses (Viz. DA on Travel) as per the terms and conditions of the sponsoring agency. This cannot be used for private travels or travels not related to the projects terms and conditions.

2.8 Interest: The interest accrued on the closing balance of the project will be maintained at the interest head of the project. Usually, every government agency will ask to refund the interest amount back to them. Therefore, the interest amount cannot be used in the project as a source of funds.

2.9 TSA/ ZBSA: The Department of Expenditure, Ministry of Finance, Government of India has implemented revised flow of funds for all Central Sector Schemes. In pursuant to this, all the ministries/ departments (Viz. DST, DBT, MeITY, NTTM etc) implemented the revised flow of funds via a Central Nodal Agency (SERB, TDB, NII, C-DAC, STPI NIFT, as the case may be) for each scheme to its Sub Agencies (IIT Hyderabad) in two different models.

Model 1-Through TSA: In case of schemes having an annual outlay of more than ₹500 Crores, the scheme will be implemented through Treasury Single Account (TSA). For each Central Sector Scheme, the concerned Ministry/ Department will designate an Autonomous Body as a Central Nodal Agency (CNA) all the implementing agencies will be notified as Sub Agencies (SAs). The CNA and SA will open scheme wise TSA accounts with the Reserve Bank of India. The funds for the respective projects will be assigned in the TSA account by the CNA and IIT Hyderabad (SA) makes payments to the vendors/ beneficiaries electronically using a Digital Signature Certificate (DSC) subject to the limits assigned by the CNA for the concerned project. The available drawing limit will get reduced by the extent of utilization.

Model 2- Through Scheduled Commercial Banks: In case of Central Sector Schemes having (a) annual outlay of less than ₹500 crores or (b) the schemes are

being implemented by agencies of the State Governments exclusively or (c) other schemes not covered under Model-1, the concerned Ministry/ Department will designate a Central Nodal Agency (CNA) for implementing each Central Sector Scheme. The CNA will open a Central Nodal Account for each Central Sector Scheme in a Scheduled Commercial Bank authorized to conduct Government business by the Ministry/ Department concerned.

Implementing Agencies (IAs) down the ladder will be designated as Sub-Agencies (SAs). The SAs will open a Zero Balance Subsidiary Account (ZBSA) in the same bank at the nearest branch in which the CNA opened an account. All ZBSAs will have allocated drawing limits to be decided by the CNA concerned from time to time and will draw on a real time basis from the Central Nodal Account of the scheme as and when payments are to be made to beneficiaries, vendors etc. The available drawing limit will get reduced by the extent of utilization.

3. Queries related to Grant-in-Aid Projects

3.1. I am a newly appointed faculty member; how should I get funding for my research?

A newly joined faculty of IITH (Assistant Professor on a contract or Assistant Professor/Associate Professor/Professor etc) will be eligible to apply for a seed grant of up to ₹ 25-30 Lakhs based on the project proposal submitted to the Dean (SRC)/. Detailed information about the seed grant is mentioned at S. No. 4. Usually IITH calls for proposals in three cycles in a year depending upon the available number of new faculty and also on availability of internal funds for the same. All rules and regulations as applicable to GOI projects will apply in toto for internally sponsored projects too.

3.2. What should I do if a funding agency agrees to fund my project?

The faculty needs to submit the duly filled-in endorsement or agreement and project proposal copy to the Office of the Dean SRC at least 2 working days in advance to enable the Dean SRC office to get the approval of the Dean (SRC). A copy of the budget with clear indication of percentage of institute overheads and a copy of the proposal (even a draft copy) should be enclosed. Overheads shall be as per IITH norms or Sponsor agency (GIA) norms whichever is higher. The approved endorsement or agreement will be forwarded to the concerned faculty and a copy will be kept as a record at the SRC office. Once the endorsement is issued, PI may follow the conditions assured therein.

3.3. In which account does the fund get credited and how can I use the fund?

There are different modes of receipt of funds by the SRC office.

1. Direct receipt of funds: In respect of all privately funded projects, PSUs, Foreign projects etc, funds are received directly based on the invoice or contingent bills raised as per the sanction orders. For this SRC operates two bank accounts. The SRC office will provide the bank account details of the IITH SRC account.

2. Assignment of funds through PFMS: As per the Ministry of Finance, Dept. of Expenditure OM No. 1(18)/PFMS/FCD/2021 dated. 09.03.2022, subsequent OM issued from time to time and various Ministries and Departments' OMs/ Instructions, the SRC Office started implementing the revised flow of funds for the central sector schemes at IIT Hyderabad, which is a sub-agency (TSA/ ZBSA are mentioned in detail at S. No. 2.9). These funds will be transferred by the Central Nodal Agency (CNA) designated by the concerned Department/ Ministry. Accordingly, separate Treasury Single Account (TSA) / Zero Balance Subsidiary Accounts (ZBSAs) have been opened at various banks for different PFMS schemes of Ministries/ Departments. The illustrative details of such accounts is provided below: These are primarily for the projects sanctioned by Central Sector Schemes of GOI.

S. No.	Ministry/ Department	PFMS Scheme Code	Central Nodal Agency	Account opened at
1.	DBT	Biotechnology Research & Development (0150)	National Institute of Immunology (NII), New Delhi	ICICI Bank
2.	DST	Innovation, Technology Development and Deployment (1819)	Science and Engineering Research Board (SERB)	Union Bank of India
3.	DST	Research and Development (3237)	Science and Engineering Research Board (SERB)	Bank of Maharashtra
4.	DST	Science and Technology and Human Capacity Building (1817)	Technology Development Board (TDB)	Bank of Maharashtra
5.	DSIR	Industrial Research and Development (1826)	CSIR	Canara Bank
6.	MeitY	IT/Electronics/CCBT (2354)	C-DAC Pune	RBI
7.	MeitY	Promotion of IT/ITeS Industries (2353)	Software Technology Parks of India (STPI)	Canara Bank
7.	DHE, MoE	National Initiative for Design Innovation (NIDI) (9027)	SPA New Delhi	UCO Bank

8.	Ministry of Textiles	National Technical Textiles Mission (NTTM) (3972)	NIFT New Delhi	Union Bank of India
9.	MoES	Reachout (0325)	INCOIS Hyderabad	Canara Bank
10.	DHE, MoE	SPARC (3614)	IIT KGP	SBI
11.	DHE, MoE	STARS (3668)	IISc Bengaluru	SBI
12.	DHE, MoE	UAY	IIT Madras	SBI
13.	Ministry of Power	SMART GRIDS (9336)	National Smart Grid Mission	ICICI Bank
14.	MoEFCC	Hazardous Substance Management (2402)	CPCB	Canara Bank
15.	Ministry of Heavy Industries	Development Council for Automobile and Allied Industries (DCAAI) (3383)	DCAAI	ICICI Bank
16.	MoES	Atmosphere and Climate Research - Modelling Observing Systems and Services (ACROSS) [0335]	Indian Institute of Tropical Meteorology, Pune (IITM12)	Bank of Maharashtra
17.	MoEFCC	Climate Change Action Plan (1738)		Canara Bank
18.	MeitY	Promotion of Electronics and IT HW Manufacturing (MSIPS, EDF and Manufacturing Clusters) (0540)	STPI	Canara Bank

There may be a change/ addition/ update to the above-said list of Central Nodal Agencies from time to time as per the communication/ orders from the respective Ministries/ Departments.

The released fund as per the sanction order will be maintained in the respective project and an internal project number will be assigned for each project based on the receipt of new project registration from the concerned PI. Head-wise sanction amount will be entered in the Project heads in the accounting software of SRC as per the sanction order. Once the project funds are received in the IITH SRC bank account, the same will be communicated to the faculty and the faculty must submit

the head-wise distribution of the received funds to enable the SRC office to update the head-wise receipt in its software. The faculty may submit the relevant forms to the SRC office or to the Stores & Purchase Section to utilize the funds as per the sanction order of the project. All the relevant forms are available on the [intranet of IIT Hyderabad and also on the new SRC website](#). The faculty has to use the allocated funds under each head within the specified project timeline and within the monetary limit of received funds.

3.4. My funding agency wants to transfer the funds through PFMS. Do we have PFMS with IIT Hyderabad?

Yes. IIT Hyderabad's PFMS code is "**IITHYD**" and uses the PFMS for REAT (Receipt, Expenditure, Advance and Transfer) Module. The revised flow of funds under the central sector scheme is also implemented through PFMS (Reference 2.9 & 3.3). If any fund-sanctioning authority transfers funds through PFMS, all the payments and advances will be processed through REAT Module. In such a case, any change of heads or change of expenditure from one project to another project is not possible as the booked expenditure in PFMS cannot be altered.

3.5. How do I apply and get the DRDO Project?

All the rules that are applicable to Grant-in-Aid projects are equally applicable to DRDO Cell-related projects. The Director/ Coordinator of the DIA CoE (DRDO Industry Academia Centre of Excellence) of IIT Hyderabad will monitor the status of the DRDO projects. For further information on various verticals on which proposals can be submitted, the Director, DIA-COE whose office is located at TRP building IIT Hyderabad may be contacted.

3.6. How do I access the details of expenditure and balance details?

PI may request for the same through email to : office.src@iith.ac.in. SRC office will facilitate the access to the google sheets of respective projects to the PI. (Access is given to all the existing project holders). SRC provides the Utilization Certificate and Statement of Expenditure (UC & SoE) to the faculty as per the project timelines, terms and conditions based on the prior request of the PI. Besides, PI wise google sheets are also shared with the PIs for project wise fund balances and also for RDF balances.

However, SRC advises to request for actual fund status of Tally is this is the real time status.

3.7. Can I show the committed funds as expenditure in the UC & SoE?

No. The commitments under any Project are not an expenditure and hence it will not be included in the Utilization Certificate. The reason is that commitments can be cancelled at any time by the PI. Therefore, commitments cannot be shown as expenditure in the UC/SOE.

4. Queries related to Seed Grant

4.1. What is the procedure for availing Seed Grant?

IIT Hyderabad supports newly joined faculty members (Regular faculties) for initiating their research work with a sum of Rs up to ₹25-30 Lakhs for each faculty member .

- SRC office will call for the proposal thrice a year inviting project proposals from the new faculty.
- The new Faculty member shall submit a seed grant proposal in ECR format to the Dean (SRC) within the stipulated time from the date of such notification .
- The new Faculty member will present the proposal to the Seed Grant Review Committee consisting of the Director / Dean (SRC).
- In case there are any modifications to be made to the existing seed grant proposal on the recommendation of the committee members, the proposal may be modified.
- After the approval is accorded by the Director, a seed grant project account will be opened by the SRC Office with detailed budgets.
- Furniture and travel are not allowed from the seed grant. In some cases where the field study is required, on a case-to-case basis, travel is allowed subject to the prior approval from the Dean (SRC) / Director subject to the initial proposal of the PI in the seed grant proposals..
- The duration of the seed grant will be normally for two to three years from the date of the approval by the competent authority.
- The faculty may purchase Equipment / Consumables from the respective Seed grant by following the standard purchase procedure of IITH.
- The faculty may also take advance towards the purchase of Consumable items up to ₹25,000/. After purchasing the consumables, the settlement of advance has to be submitted.
- Seed Grants are treated similarly to projects sanctioned by government agencies. Therefore, provisions of GFR shall apply in toto.

All the projects sanctioned internally by IIT Hyderabad are subject to review for their progress annually including Seed Grants and SOCH projects .

5. Queries related to Sponsored Projects

5.1. What is the procedure for getting approval for a sponsored project?

Faculty may watch for the call for proposals/RFQs/NITs of various government and non government organisations. Faculty interested may write the proposals as per the requirement and get the Endorsement Certificate / Agreement signed by the Dean (SRC)/ Registrar. Approval of the Dean (SRC) is essential to undertake the project. Once the project is sanctioned, based on the request for creation of the project by the PI, SRC Office will assign an internal Project No. and inform the respective Faculty. After the submission of the Agreement and invoice request form, the SRC office will prepare the Invoice / Contingent / Contract bill and submit the same to the respective PI for onward submission to the funding agency. If there is a provision for consultancy fees in the Sponsored Projects, an additional 10% will be deducted towards Overheads. The document for the distribution of overheads can be accessed [here](#).

Note:

- a. In case of multiple PIs are involved in the project as Co-PIs (whatever be the type of the project), % of share of OHs shall be indicated in advance at the time of registration of the project itself.
- b. In case if all faculties are considered as PIs (Not being Co-PIs), for internal creation of records, who shall be mapped with project ledgers/tally ledgers need to be indicated in the project registration format.

5.2. What are the overhead norms for a sponsored project?

At present, as per approved norms of BoG, 20% of the total grant received plus an additional 10% on the honorarium will be taken as the institute overhead. These overheads will further be distributed among Sponsored Research & Consultancy (SRC), Department Development Fund (DDF), Research Development Fund (RDF) and Research Equipment Maintenance Fund (REMF). The guidelines for distribution of overheads in the project have been approved by the BoG in its 33rd Meeting. The OM of the same may be downloaded [here](#).

5.3 May I submit a project without an overhead component.

In the ordinary course, NO proposals shall be submitted without an overhead component in the budget. However, where the sponsor agency supports smaller activities and if there is no provisions in the call for proposals, specific approval of Dean SRC shall be obtained in advance for such NIL overheads.

5.4 When the overheads are taken from the receipts in the project and allocated to RDF, DDF etc

As and when funds are received from the agency, proportionate overheads as due from the receipt shall be taken to SRC overheads. Therefore, PI need to allocate the receipts including the proportionate overheads. Distribution of overheads in the RDF/REMF/DDF etc will be done only after the submission of UC of previous F.Y. (not at the time of receipt of funds) and with no negative balance in the projects.

5.5 My sponsored agencies wish to provide the funds on a reimbursement basis. Does IITH allow it?

As per the practice, IITH discourages the release of funds on a reimbursement mode. This is mainly due to the fact that SRC does not have any specific fund/corpus to support such mode of funding. However, PIs are authorised to use their RDF or support from their DDF with the approval of HoD concerned and once funds are received on reimbursement mode from the agencies, SRC shall recoup the funds to respective RDF/DDF as the case may be.

5.6. My project is sanctioned but funds are not yet received. Should I register the project and use the negative funding.

Based on the sanction letter, project creation can be accepted. However, utilisation of funds shall be considered only after receipt of the funds either to SRC bank account or fund actual allocation in the PFMS under respective scheme.

5.7 What is the quantum of funds that are allowed for negative funding, in case of shortage of funds in a project due to delay in receipt from the agency?

Negative funding is allowed only in case of Research Personnel Cost. However, this is maximum to the extent of overheads actually received (not the overhead sanctioned in the project) till date in the project. Further, only renewal of the term of already engaged manpower is considered, not the fresh engagement and only in cases where the salary paid is strictly as per the norms of the government.

Negative funding for procurement shall not be considered as a matter of routine. However, where substantial funds are available under equipment, and to avoid delay in procurement, a minor share of funds shall be committed to clear the PO if there is a shortage of funds under equipment head. Provided, overall negative funding in the project (including manpower and purchase) shall not exceed the total overheads that are actually received in the project. This is the maximum ceiling. PIs may use RDF for funding their project negative funding which will be recouped when funds are received in projects.

5.8 My project has no provision for overheads. Can I get negative funding till such time funds are received.

No negative funding for the projects which bring NIL overheads to the institute. If required, PI may use its RDF and once funds are received, recoupment can be facilitated. Provided the funds are received within the same financial year.

5.9 Whether the PI is allowed to interchange the expenditure from one head to another in the same project and between the projects?

The expenditure once accounted in the books of accounts shall not be allowed in a routine manner for interchange the expenditure from one head to another in the same project or between the projects. However, in a genuine cases, where the PIs are given flexibility by the agency for re-distribution of funds among various heads, interchange of expenditure is permitted, provided the shifting of expenditure does not involve two Financial Years.

The fact to note is that once the Financial Year is closed and annual accounts are submitted to Parliament, no changes are allowed in any case.

5.10 The funding agency wants to execute an agreement for the project. What is the procedure for the same?

Whatever be the nature of agreement to be entered into, PIs are advised to use standard templates of agreements of IITH. These documents are available **on the intranet**. Fill the details, share with the agency and obtain their consent. If all **clauses** are agreeable, approval of the same from IITH is a **mere formality**.

Incase any clauses are amended or proposed to be inconsistent with the IITH standard clauses, then the same are to be **reviewed** in details and approval of competent authority shall be obtained. Then only agreement can be taken forward.

Note: Cost of stamp paper to be borne by the PIs.

6. Queries related to Consultancy Projects

- The procedure is similar to any other projects. The faculty may undertake Consultancy Projects with prior approval of the Dean (SRC). The respective Faculty has to submit all the relevant documents for approval from the Dean (SRC) in advance. However, consultancy works of smaller value upto Rs. 1 lakh may be taken up directly and post facto approval may be obtained in due course
- The SRC Office will assign an internal Project number and raise a proforma invoice. Soon after the receipt of funds, the SRC office will issue a tax invoice from the GST portal. Once a tax invoice is issued, it will not be changed under any circumstances as the same is generated online from the GST portal.
- GST is not an income to the institute. It is the statutory duty of the institute to levy, collect and remit the same to the government. The SRC Office will make the GST Payment by the 20th of the subsequent month.
- Direct tax invoice shall be issued on case to case basis based on the request of the PI with an assurance that in the event if funds are not received by end of the month of the invoice issued, amount equal to GST shall be taken from his/her RDF. Once funds are received, RDF shall be recouped with such amount of GST. Hence, due diligence may be taken to get the funds from the funding agencies on time.
- The faculty, after completion of the Consultancy work, may take the Consultancy fee into the RDF/salary by submitting the consultancy fund transfer form to the SRC Office and should mention the PI & Co-PI percentage of fund distribution compulsorily. The project work completion report has to be compulsorily enclosed with the request for transfer of funds to RDF/Salary. For this a copy of communication sent to the sponsor regarding work completion needs to be attached with the request to transfer the funds. Without this, funds cannot be transferred.
- If the Faculty wishes to take the fee into the salary account, the applicable TDS will be deducted and remitted to the government.

- TDS recovered by the agencies while releasing the funds shall be counted against the overheads. Once TDS refunds are received from the Government, the same shall be adjusted towards overhead, further allocation among other heads.

7. **Queries related to REMF (Research Equipment Maintenance Fund):**

The accumulated REMF portion of overheads (both faculty REMF and also faculty Equipment REMF) will be utilized only for repairs and maintenance of facilities, including expenditure for cleaning, overhauling, assembling and re-assembling, replacement of parts and spares, and all such expenditure as deemed necessary for the maintenance of facilities.

[Source: BOG approved OM.]

REMF Merger:

Currently each major equipment is tagged with an account and has a faculty incharge. Also, every faculty with a project has their own REMF account. There is too much of accounting involved with a very small amount of funds in an individual account (a few hundred to a few thousand INR). More importantly, at the time of shutdown of equipment X, funds may not be available in X account but available in Y amount which may not help a faculty. There are several requests from the faculty and from the Department (agenda in one of the HoDs meeting) for one common REMF per lab/faculty.

Hence, it has been decided that the Equipment procured through Institute funds, FIST, and JICA funds will be under the lab account (lab REMF), which can be managed by the Faculty-in-Charge of the lab. Equipment procured through project funds, will be under the supervision of Faculty PI, and will go into Faculty (PI) REMF.

There will not be any transfer of funds to and from Lab REMF to Faculty (PI) REMF and vice-versa.

8. **Queries related to Project Staff**

8.1. **What should I do to engage project staff in my project?**

After the Project gets sanctioned and receives the initial release of funds, faculty may assess the research personnel requirement in line with the project sanction and recruit the Project staff as per the provisions of the Project guidelines subject to the availability of funds.

The faculty may recruit Project staff by following the recruitment protocols in a given project. The respective faculty may obtain the prior approval of the Dean (SRC) by submitting the advertisement approval and selection committee form, post the approval, the faculty may forward the advertisement to the computer center for uploading the same on the website and at least three weeks time should be given to the candidates to enable them to apply for the project position.

The selection committee { (PI + 2 members (one member from other Department))}, may shortlist the applications, and an exam / Interview may be conducted by the selection committee to select the suitable candidates and submit its report along

with the complete CV of recommended candidates to the SRC office for further processing.

Initial contract can be maximum for 11 months and periodic renewals not exceeding 5 years can be given. Under any circumstances, the engagement cannot exceed 5 years in total in all projects together

The remuneration to be paid to the selected candidates may be submitted to the SRC office in the prescribed format along with the selection committee recommendations.

The salary/ remuneration/ fellowship of the engaged project staff will be based on the project sanction order under the manpower head.

In the case of project staff (JRF, SRF, RA-I/II/III) appointments in Grant-in-Aid Projects, the Designation, Eligibility, Emoluments and service conditions will be as per the Ministry of Education (Erstwhile MHRD) OMS and/ or as per the DST OM No. DST/PCPM/Z-06/2022 dated. 26.06.2023 as the case may be.

The SRC Office will give the Offer of Appointment to the selected candidates with the approval of the Dean (SRC).

NOTE:

- a. **Adhoc basis:** In case of exigencies, a faculty may appoint a Project staff on an Adhoc basis for 3 months. This Adhoc appointment may be extended for 3 months only, and further extension is not permitted. However, there is no change in the qualifications/ remuneration etc even in the case of adhoc appointments.
- b. **Appointment for less than 3 months duration,** PIs are authorised to engage the staff and propose to pay honorarium/salary directly without any appointment formalities. In such cases, no appointment order can be issued by SRC.
- c. If any **permanent faculty/staff of other Government Institutions** are engaged in the projects for any service/work, it is necessary to enclose a copy of permission letter obtained from their institution to make any payment.
- d. PI shall ensure fund availability in the project before proceeding to engage the staff for the entire duration of the engagement.

8.2 How can I pay for the Ph.D. Fellowship from my project?

If the project has a provision for manpower and funds have been sanctioned and released in the project, the PI may submit the duly filled-in fellowship payment form to the SRC office and enroll students in the project for grant of stipend/ fellowship provided they are not getting any other stipend/ fellowships. The form for enrolment of students for grant of fellowship may also be downloaded from the intranet.

The fellowship initiation and application process from Projects is mentioned below.

a) **Project:** The procedure of initiation of Ph.D. Project funding fellowship is as follows:

Step I: Application for fellowship (format available in intranet) should be submitted in SRC office (office.src@iith.ac.in) through Faculty in charge/ Project PI(Guide) preferably before the 10th of the month to process the fellowship in the same month.

Step II: The SRC office will prepare a financial commitment (with the details of fellowship amount and tenure) and will forward it to the Academic office (acad.phd@iith.ac.in).

Step III: Academic office will update the Project details in the AIMS portal. The same will be informed to the scholar concerned so that the scholar can apply for the fellowship in the AIMS portal. The Academic office will process the necessary action.

Step IV: The academic office forwards the consolidated list of scholars at the end of the month for processing the salaries.

b) **ICMR:** Scholars have to submit the joining report and other documents as mentioned by the funding agency in their respective funding agency website login. Upon receiving the funds from the funding agency, the SRC office will forward the information to the Academic office. The academic office will update the details in the AIMS portal then will inform the concerned scholar. Subsequently, the scholar can apply for the fellowship in the AIMS portal.

Note: In all the cases, the fellowship amount proposed shall be inline with the Government norms on the fellowships.

8.3 How to pay stipend to the students from my project?

If a provision for payment of stipend/ manpower/ fellowship has been made in the project sanction, the faculty (PI/ Co-PI), after the receipt of the funds, may submit the duly filled & signed stipend application form to the SRC office for processing of payment of stipend. The stipend application form may also be downloaded from the intranet.

A faculty member may pay top-up payment, intern payment and honorarium from the same project, provided sanction has been made and funds received in the particular project subject to actual working of the staff/ students in the project beyond normal working hours. These forms are also available on the intranet. Payment of Scholarships/ Stipends/ Fellowships from multiple sources at the same time to the same student/ fellow is not allowed. Top up payments shall not exceed the originally sanctioned stipend/ fellowship/ staff salary per month.(Basic fellowship, salary, excluding HRA).

CCE will be the central nodal point for all INTERNS to IITH. (Interns coming to IITH from other institutions).

In all the cases, stipends proposed from the projects especially from government funded projects shall be in line with the MoE stipends.

9. Queries related to Project Procurement

9.1. I would like to procure goods/ services from the sanctioned funds. How should I proceed?

A faculty may submit the duly filled Indent form to Stores & Purchase for purchase of Equipment/ Consumables/Contingency items from the respective Project. The Stores & Purchase section sends the concerned file to the SRC office for funds commitment. The SRC office commits the funds from the related sub head of the project based on availability of funds. The procurement of items through GeM, if available on GeM, is mandatory for GIA projects. Note: PI to ensure the fund availability before indenting for procurement.

9.2. Is advance payment allowed?

The faculty may use the funds towards purchase of Equipment / Consumables etc. by using the standard purchase procedure of IITH. The faculty may also take a temporary advance towards the purchase of Consumables up to ₹25,000/- (in case of Govt. projects) and upto ₹1 lakh (in case of private funded projects). Only one advance at time will be given and the advance has to be settled within (mentioned in April 2, 2023 to all the faculty) / 3 months before the withdrawal of another advance. The temporary advance is available under SRC forms in the intranet.

The advance drawn may be settled using the settlement of advance form available on the intranet.

PI may note that under no circumstances, pending the settlement of advance already sanctioned (at least bills must have been submitted to SRC), subsequent advance shall be admissible.

9.3. The vendor is insisting on advance payment. How should I make advance payment to the vendor?

As per the existing provisions of GFR-2017, the advance payment provision is applicable on a case-to-case basis only after the submission of equivalent Bank Guarantee to the extent of advance requested, subject to the approval of the competent authority. For AMC, 50% advance for each 6 months if the service provider is a Govt. Agency.

Advance payments or prepayments shall be avoided whenever possible & efforts shall be made to make the payments after supply. In case of non-acceptance by vendor, advance payment may be allowed after receipt of equivalent bank guarantee.

The Indenter is responsible for verifying and ensuring the actual receipt of the goods/ services associated with the advance payment.

With regard to the internal guidelines on advance payment to vendors, following OM No. IITH/BoG-37-23/202-22/04 Date: 24.02.2022 is re-produced for information.

OFFICE MEMORANDUM

Sub: Revision of advance payments for purchase of Goods and Services – Reg.

The revision of advance payments for purchase of Goods and Services approved in the 37th BoG & 13th FC meeting held on 05th Oct 21 and confirmed in the 38th BoG & 14th FC meeting held on 16th Feb 22 are notified below for information and compliance.

A: Grant-in- Aid and Sponsored Projects (Govt Agencies):

The provisions as laid down in Rule 172(1) of GFR 2017 (attached) is to be strictly adhered to.

Funds Sponsored by Private Agencies:

(a) The advance payments may be granted to any Supplier up to 10 Lakhs without a Bank Guarantee subject to the recommendation of the three-member committee and approval from the Dean (R&D)/ Director.

(b) The advance payments beyond Rs. 10 Lakhs may be allowed to any Supplier only on submission of recommendations of the Purchase Committee and approval from the Dean (R&D) / Director on submission of equivalent Bank Guarantee etc.

In the case of funds received from private agencies, bank guarantees may not be insisted upon, if the private agency does not have adequate capital and the proposal of the Institute may be suitably

considered and it is important to ensure that processes are put in place and adequate checks & balances are established to ensure that no default takes place.

Note: Advance can be considered as commitment, but cannot be considered as expenditure in the UC/ SoE under any circumstances. Therefore, procurement plan shall be made as per the project timelines to ensure timely utilization of funds.

9.4. Can I shift the expenditure under different heads within a project or in different projects of consultancy?

The expenditure once accounted in the books of accounts shall not be allowed in a routine manner for interchange the expenditure from one head to another in the same project or between the projects. However, in a genuine cases, where the PIs are given flexibility by the agency for re-distribution of funds among various heads, interchange of expenditure is permitted, provided the shifting of expenditure does not involve two Financial Years.

The fact to note is that once the Financial Year is closed and annual accounts are submitted to Parliament, no changes are allowed in any case.

Note: Transfer of expenditure from private sourced projects to Government sponsored projects and vice-versa shall not be allowed under any circumstances.

9.5. Can I book the equipment expenditure under different projects?

Every sanctioned project comes with its own objectives and list of equipment to be procured under that project. Further, many government agencies mention in their sanction order that all the equipment purchased in the project funds are the property of that respective funding agency. Hence, purchasing a capital asset using the equipment budget of various projects funded by different funding agencies is strictly discouraged.

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9.6. What are my (PI) delegations of powers?

Purchase delegation to PI is as follows:

- Upto ₹1 lakh from project funds for direct purchase/ reimbursement. (If single purchase exceeds ₹25,000/-, it should be supported by LPC recommendation).
- Upto ₹2.5 lakhs through LPC (Issue of PO and approval of the Dean (SRC) is compulsory).
- All procurements upto ₹20 lakhs - Dean (SRC) is the approving authority.
- All procurements beyond ₹20 lakhs - Director is the approving authority.

Note: These delegation only in respect of project funds/RDF/DDF/REMF only. Not for IRG funds.

10. GFR 2017 and Purchase Procedure

The General Financial Rules (GFR), 2017 are applicable to IIT Hyderabad regarding the procurement of goods required for use in public service. The manual of GFR 2017 may be accessed from the link given below.

https://doe.gov.in/sites/default/files/GFR2017_0.pdf

The detailed purchase procedure can be found in the document on FAQs on procurement matters. The link for the same is provided below:

<https://drive.google.com/file/d/1ryE8AbP1z4Vs2drnh-KFZDFI0MKZvA0G/view?usp=sharing>

11. Queries related to Payments

11.1 How and when the payment to the vendors against PO is made?

The payments against the purchase orders will be made as per the terms and conditions of the purchase order. Once the vendor submits the tax invoice original / proforma invoice in original (in case of advance payment) to the Stores & Purchase section, the Stores section makes necessary entries in the relevant registers/asset entries etc and forward the invoice/ proforma invoice and the PO file, as the case may be, to the SRC office for making the payment.

If any books are purchased, the tax invoice in original along with the books shall be submitted to the library for stock entry (to enter in accession register). The tax invoice will be forwarded by the Library Section to the SRC office for making payment. As soon as the invoice/ proforma invoice is received at the SRC office, the payment will be made to the vendor in 7-10 working days.

11.2 I have purchased some consumables with prior approval. How do I get the reimbursement for the same?

You may submit the tax invoice(s) along with the duly filled-in Reimbursement expenditure form available on the intranet under the SRC forms tab as per the delegation of powers mentioned at S. No. 9.6. It is requested to mention the purpose. Please note that stock entry of all consumables at concerned Department is must for making the payment.

11.3 I have made some petty purchases for which the supplier/ vendor has not provided me with a tax invoice. What should I do?

For all purchases, a tax invoice is mandatory. However, in the case of some petty purchases/ services (viz. Auto fare etc.), a contingency form may be submitted to the SRC office. The total expenditure for contingency in any case should not exceed ₹2000/-. The contingency form is also available on the intranet. Cash payment beyond Rs. 2000/- in each case /day is not allowed.

12. Queries related to Testing the samples at IITH

IIT Hyderabad has state of art equipment and facilities. As part of the implementation of Govt. of India initiative I-STEM to “Link Researchers and Resources,” IIT Hyderabad extends the utilization of equipment and facilities by researchers, students, industries through reservations made in consultation with the concerned departments at a nominal cost for the benefit of the nation. While most of the equipment (wherever necessary) are being uploaded to the I-STEM portal.

All external testing related payments may only be made to the following testing bank account.

Account Name: IIT Hyderabad (IITH Research Equipment Maintenance Fund)

Account Number: 39798872918

IFSC Code: SBIN0014182

SBI, IIT Hyderabad

13. Queries related to Overheads

13.1 What are the overhead norms of IIT Hyderabad?

The Board of Governors in its 37th meeting held on 5th October, 2021 has approved the guidelines for distribution of overheads in Projects as follows.

Sl. No.	Type of Project	Percentage of Overhead	Distribution of Overhead			
			SRC	DDF	RDF (PI/ Co-PI)	REM F
1	Grant-in-Aid (GIA)	20% or Sponsor agency norms	52	08	20	20
2	Sponsored (SPP)	20% on the total grant received plus additional 10% on the honorarium.	52	08	20	20
3	Testing/ Evaluation	50%	20	10	-	70

The distribution of overheads in consultancy projects is made as detailed below:

% of Overhead	Distribution of Overhead (%)			
	SRC	DDF	Director's Discretionary Fund	REMF
20% on the total grant received + additional 10% on the honorarium	65	10	15	10

[Source: BOG overhead norms]

Note: As mentioned, distribution of OHs shall be done once FY is closed and UC/SOE are submitted by the PI.

13.2 How can I utilise my RDF and are there any guidelines?

You may refer the BOG Overhead norms as above. The faculty may utilise RDF for activities which are related to Research and Development like the ones mentioned below. Approval of Dean SRC is needed in case the expenditure exceeds the financial delegation of PIs.

- Consumables, Purchase of Books, Journal articles, and publication fee.
- Equipment
- Office furniture up to Rs.50000/- in a financial year.
- Conference registration fee and Travel expenses.
- Membership fee for professional bodies.
- Payment of communication expenses.
- Supporting students to attend national/international conferences.
- Other expenses (For official and R&D related only).

All the purchases from project funds, including RDF, should follow the Institute purchase policy.

Instructions of Govt. of India for 'Air Travel' are applicable while utilizing the RDF funds for travel. Submission of hotel bills for accommodation, production of tickets, boarding passes and booking invoices are mandatory for admitting the travel claim. The air tickets must be booked through authorised travel agencies only (M/s. Balmer Lawrie, M/s. Ashoka Travel and IRCTC).

[Source: BOG overhead norms]

Purchase of books by Faculty from RDF:

It was decided taking into consideration the life of books (present rate of Depreciation is 10% p.a) that, in the event of loss of books purchased from RDF, proportionate cost as on date of such loss/retirement/exit from service of PI may be recovered from the PI instead of recovery of full cost of the books. However, PI should report such loss of books immediately to the concerned (Librarian).

13.3 Expenditure from RDF after retirement/resignation:

The BoG in its 26th meeting held on 2nd August, 2017 has approved the proposal to automatically accord the status of 'Emeritus Professor' to the Professors of the Institute on their superannuation and also to provide space in the Department for professional work. The unspent balance in RDF of the individuals accumulated while in service is permitted to be used post-retirement. However, the balance of RDF may be expended for the same purposes as available to those while in service. Entitlements will be same as at the time of retirement, and the scheme will be operated on reimbursement basis with no advances being given by the Institute. This is allowed maximum for a period of 5 years of retirement.

In case of resignation, any balance in RDF and REMF will be shared with DDF and SRC OH as 50:50. Faculty who will guide the students of the resigned staff will be informed about it and will be eligible to use it from DDF.

14. Queries related to Agreements/MOUs/NDAs, etc.

Queries related to MoUs with Industries and Private companies etc.

- IIT Hyderabad may enter into an Agreement with Industries and companies etc., for research collaboration. A draft agreement may be prepared by the respective company using the IITH standard templates and the PI may get the same vetted from the approved legal firm before signing the agreement by Dean SRC. The legal advice on the proposed agreements, MoUs and NDAs may be sought from the Lawyer (presently LS Devar & Co) identified by IITH on chargeable basis. The office of Dean (ITS) may be contacted on further questions related to the agreements.
- The PI/co-PI/student/staff who are working on the project have to mandatorily follow the confidentiality clauses mentioned in the agreement and need to sign a companion undertaking associated with the agreement.
- Fact to note that the actual work of R&D or fund receipt will be taken up only after successful conclusion of the agreements.
- After vetting of the document and signing of the agreements, MoUs, NDAs will be done by the Dean (SRC) on behalf of IIT Hyderabad. Please remember, Dean (SRC) is the authorised signatory for all R&D agreements, MOUs etc. PIs are not authorised to sign any agreements/MOUs/NDAs directly on behalf of the Institution.
- It may take 7 to 10 working days to revert on any MoUs, NDAs, Agreements, if SRC needs to examine and vetting the documents, without the legal counsel. An email for the same may be sent to hos.src@iith.ac.in with a copy to office.dean.src@iith.ac.in.

15. Queries related to IP Agreements

Who owns the IP from R&D works:

Intellectual property of any kind created by faculty, students, staff, project staff, visitors and others, such as trainees from other institutes, participating in IITH

programs or using IITH funds or facilities, are owned by IITH when either of the following applies:

- a) The intellectual property was created with the significant use of funds or facilities administered by IITH.
- b) The intellectual property was created (i) as a part of the normal professional duty or (ii) work for hire. Copy of agreement to be signed by faculty, researchers, and students assigning IP to institute is given as Appendix `A' of IPR policy of the IITH. Adherence to this Policy is considered a condition of, and in consideration of, employment, for all faculty, staff and students of IITH.
- c) The intellectual property was created in the course of or pursuant to a sponsored/consultancy research agreement with IITH. In such cases, specific provisions related to IP made in contracts governing such activity will determine the ownership of IP.
- d) The intellectual property was created as a part of academic research and training leading towards a degree or otherwise.

The basic guidance with respect to IP sharing are as follows:

- i. IITH may offer full IP rights to the sponsor of industrial consultancy projects where the faculty does not utilize IITH resources.

In the case of Sponsored R&D projects, the PI/co-PI will have the freedom to use the resources of IITH. As a general norm, IITH expects equal IP sharing between the sponsor and IITH.

For more on IPR, please refer to [IP Policy of IIT Hyderabad](#).

16. Institute IP Policy (Technology Transfer)

The institute's funding support for faculty to file intellectual property (IP) has been increased from Rs. 25,000 per year per faculty to **Rs. 1,00,000 per year per faculty**. This fund can be used for any expense related to IP activity, including filing, attorney fees, renewal of filed patents in the past, commercialization, technology transfer, etc.

The IP facilitation center (IPFC) (Room C-707, mail: office.ip@iith.ac.in) will help with the above process.

The Patent Review committee will be chaired by Dean (Innovation, Translation and Startups). If the patent applicant is Dean(ITS), then the Director will be the Chairman of the committee. FIC-Patent Cell will be another member. Two more members will be faculty with domain knowledge to be chosen by the Dean(ITS) for every patent. Every patent application, irrespective of whether the institute provides financial support or not, will be vetted by this institute-level committee. Once IDF is submitted (to be submitted to Dean(ITS) through a portal created for this, so that we create a repository of IDF and patent applications at IITH), the committee needs to be formed and the decision to be given within 2 weeks of submitting IDF.

17. Travel entitlement of faculty- national and international

The domestic travel entitlements of faculty are regulated as per the Ministry of Finance, Department of Expenditure OM dated. 13th July, 2017 and amendments issued from time to time.

18. Travel advance, conference advance and settlement

The travel claims are subject to budget availability/ meeting the Institute TA/ DA norms. On duty/ leave approval copy is to be attached. Fieldwork/data collection is also considered as on-duty leave, within the overall 30 days in a calendar year. The approval of the HoD is needed for local tours. The approval of the Dean (Faculty) is to be provided for the journey within India. In cases of International travel, a copy of approval from the Director is to be enclosed. The faculty may avail travel advance (max 90% of estimated cost of travel, stay and food) before undertaking the travel by submitting the travel advance form to the SRC Section.

Travel Advance can be drawn 60 days in advance and the faculty/ staff may submit the final travelling allowance claim within 15 days after the completion of the tour.

Revision of per diem to visit abroad: The Board of Governors (BOG) in its 10th meeting has approved a revised per diem to visit abroad. The travel may be availed as per the instruction mentioned therein in the OM.

Incentive to faculty for international exposure for research and various academic developments: In order to promote international exposure and encourage international research and academic developments, IIT Hyderabad incentivizes the faculty by providing financial support to travel abroad as per the IITH OM dated. 11.10.2013 .

Submission of hotel bills for accommodation, production of tickets, boarding passes and booking invoices are mandatory for admitting the travel claim. The air tickets must be booked through authorised travel agencies only (M/s. Balmer Lawrie, M/s. Ashoka Travel and IRCTC).

TA/ DA norms:

For Faculty and Staff: The TA and DA are paid as per the Department of Expenditure, Ministry of Finance, Govt. of India 7 CPC TA order.

For Project Staff: The TA/ DA norms for the project are paid as shown below:

S. No.	Particulars	Approved w.e.f 01.3.2023	
		Maximum Entitlement for travel	Maximum DA towards food & accommodation
1	Consolidated Emoluments as applicable for JRF/SRF/ & Above	Economy class by AIR/ 2AC by Train	₹ 3000 Per day
2	Consolidated Emoluments as applicable for below JRF/SRF	Economy class by AIR/ 2AC by Train	₹ 2500 Per day
3	Local Conveyance at tour destination	At actual on production of valid receipts/bills (upto ₹500)	
<p>➤ The above proposed norms are applicable for payments from project funds (Govt/ Pvt sponsored/consultancy) subject to availability of funds under travel head in the projects.</p> <p>➤ The norms are also applicable to travel from RDF funds.</p> <p>➤ If the project sanction orders stipulate specific travel entitlements, the same as in the sanction letter shall apply.</p>			

19. UC & SoE

The Utilization Certificate and Statement of Expenditure (UC & SoE) for Grant-in-Aid and Sponsored Projects will be provided based on the utilization of funds against receipt of funds during a given period of time. The UC & SoE will be prepared for a project based on the requests received from the concerned faculty on a first come first serve basis. A google form link is provided every year to all the faculty for UC during the month of April for preparation of yearly UC and SoEs..

20. BOG approved norms

The Board of Governors approved norms for overheads may be downloaded from the link provided below:

https://drive.google.com/file/d/1YTJmfr03_E6FXCw5lPf7b0GFHkcjjWzE/view?usp=sharing

21. Global Tender Enquiry (GTE) new guidelines and procedures.

The detailed guidelines, procedures and common queries pertaining to Global Tender Enquiry (GTE) is detailed below.

21.1 How to buy a Foreign Make Product through the tendering Process?

The import of foreign-made equipment is not allowed if the same equipment is available in India, as per the Make in India Policy. The equipment being bought should have a local content of more than 20% indigenous content. The following is the process in brief:

- (i) At first domestic tender will be floated inviting only the domestic bidders (i.e. Class I and Class II Local Suppliers),
- (ii) If no bids are received within the prescribed local percentage or technically qualified as per the specifications, then the request will be sent to the Ministry for approving Global Tender Enquiry (GTE)
- (iii) Once the ministry approves the request for GTE, then the tender will be again floated inviting Non-Local Suppliers also.

21.2. How are the Bidders classified as per Make in India Policy?

The bidders are classified under 3 categories:

- (i) Class I Local Supplier – means a supplier whose goods, services or works offered for procurement has local content equal to or more than 50%
- (ii) Class II Local Supplier - means a supplier whose goods, services or works offered for procurement has local content more than 20% but less than 50%.
- (iii) Non-Local Supplier - means a supplier whose goods, services or works offered for procurement has local content less than or equal to 20%.

21.3. How is Local Content defined?

Local content means the amount of value added in India, which shall be the total value of the item procured (excluding net domestic indirect tax) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percentage.

21.4. Is there an exemption for buying foreign products under the Make in India Policy?

The exemptions are given under the following categories:

- (i) The procurement where the estimated value is less than 5 lacs is exempted from the Make in India Policy.
- (ii) Exemption is allowed on procurement of spare parts of the equipment/Plant and Machinery etc. on a nomination basis from the Original Equipment Manufacturer (OEM), /Original Equipment Supplier (OES) or Original Part Manufacturer (OPM) on nomination basis, as no competitive tenders are invited in such cases.

21.5. Can Warranty/After Sales Support etc. provided by Local /Indian Agent be considered as Local Content?

Local Content cannot be in intangible terms, has to be physical components.

21.6. Can the eligibility criteria in the tender be considered as a point for rejection? If the Indian Manufacturers are not qualifying?

Eligibility conditions in the tender, like turnover, production capability, financial strength, should not result in the unreasonable exclusion of Class I /Class II Local

Supplier who would otherwise be eligible, beyond what is essential for ensuring quality or creditworthiness of the supplier. For more clarity, please contact hos.snp@iith.ac.in

21.7. Is there any Purchase Preference to the Class I local supplier?

If L1 is not a Class I Local Supplier, the lowest bid amongst the Class I Local Supplier will be invited to match the L1 price subject to Class I local supplier quoted price falling within the margin of Purchase Preference. The Margin of Purchase Preference is 20%.

21.8. What is the mode of payments in Import Procurement?

The two modes of payment in Import Procurement is (1) By wire Transfer & (2) By Letter of Credit (LC)

21.9. What is the Custom Duty payable by IITH?

IITH pays Custom Duty on the assessable value. Assessable value is derived by converting the cost in INR based on the current exchange rate of that particular currency.

21.10. How is the shipment cleared at the Airport?

The shipment is custom cleared by an authorized Custom House Agent (CHA) once the shipment arrives at Airport, as per the contracted rates. The shipment if arrives in Courier mode from Fedex or DHL/Other courier agencies can be cleared by those couriers. However, if the shipment from Fedex /DHL/Other Agencies are in Cargo Mode, the same has to be cleared by CHA either by agencies (only if they have the provision) or by the institute-appointed agent.

21.11. Are there any restrictions on imports?

Import of Certain items requires the permission of the relevant Ministry /DGFT e.g. Radioactive items, Precious Metals, Live Animals, Radiofrequency equipment etc.

22. Guidelines for faculty to start a company in the i-tic foundation

The FIC TIC may be contacted for the same.

23. Retaining of equipment procured from the project funds: Guidelines

The equipment procured from the project may be retained subject to terms, conditions and approval of the fund sponsoring agency. Approval for retaining the equipment will be taken from the Competent Authority of IITH and a request letter will be issued to the fund sanctioning agency to retain the equipment in the institute and the equipment will be taken in the institute books of account.

24. I forgot to notice the end date of the project. How to use the funds available:

It is the prime responsibility of the PIs to keep track on the milestones of the project. If funds are available, PI may take it up with the agency to seek no cost extension, at least 3 months prior to such due date. Once such approval is provided, SRC can

facilitate use those funds. Remember, after expiry of end date, no expenditure can be allowed as Tally records bear data and time stamp of the entries.

25. Initiatives/ Streamline of activities undertaken by the SRC

- SRC Help desk (Ph: 23016781) is opened in Room No. 223, A-Block for quick disposal of requests received and made operational.
- 3 Faculty connect sessions were conducted to interact with the PI(s) to familiarise the SRC process and procedures..
- Additional burden on account of revision of GST rate from 5% to 18% was arranged to be shared from Institutes IRG 50% and RDF 50% wherever sought by PIs. Now not applicable.
- Issuance of Proforma invoice instead of Tax invoice was started to avoid cases of non-receipt/ delayed receipts against tax invoices esp. in Sponsored, Consultancy and Testing cases.
- 52 Nos of Seed Grants were sanctioned with value of ₹12.78 Crore in 2022-23 and 9 Seed Grants of ₹2.57 Crore are sanctioned in FY 2023-24.
- Negative RDF is allowed upto ₹2.0 lakh for new faculty joined in past 3 years and for other –ve RDF ranging from ₹50000 to ₹3.0 lakh depending on RDF opening balance as on 1st April. Total 35 faculty were supported with ₹45 lakh in total.
- 150 Nos summer internships were sanctioned for 2 months at ₹22 lakh approx.
- Old advances of faculty/staff/Students were cleared to some extent and work is still in progress. Quarterly review is decided and being followed.
- Negative funding in the project is allowed under manpower to max of OH receivable.
- Procedure for purchase of books from RDF relaxed w.r.t issue of books.
- Additional Rs. 1 lakh was allowed under CPDA from RDF in case of International travel.
- TA/DA for the students and project staff was revised (Last revised in 2012).
- Local conveyance charges per KM is revised to Rs. 18/- per km when own vehicle is used and claimed from Pvt funded projects . For Government projects/RDF/DDF etc, per km rate is Rs. 11/- is applicable when using your own vehicle. For any such claim, Toll receipts shall be attached (Except for within city travels).
- Legal firm was empanelled for the benefit of the PIs.
- All IITs Dean (RnD) conclave was organised and resolutions submitted.
- SRC new website is developed and hosted on the main website.
- RAC committee was reconstituted and quarterly meetings were held.
- Separate WhatsApp group is created to share important updates to PI s
- SRC is now on social media to showcase important RnD updates/achievements.
- RAC was re-constituted and the first meeting was conducted in OCT 2022. Recommendations of the RAC are implemented/being implemented.
- Reorganization of ledgers of REMF is under consideration.
- Internal re-arrangement of work in SRC is planned to further streamline the activities to bring in more efficiency in output.
- SRC website is being redesigned to provide more information to all the stakeholders.
- With the internal streamline of activities SRC is able to:

- ❖ Clear the payments from RDF within 1 to 2 days of its receipt.
- ❖ Purchase commitments are being cleared within 1 to 2 days of its receipt from S&P.
- ❖ Purchase payments are being verified and paid within 2-3 days of its receipt.
- ❖ Proforma invoices are being issued either on the same day or next working day of receipt of the request.
- **Negative balance from RDF**
 - ❖ For new faculty (within 3 years of joining): A negative RDF balance up to a maximum limit of 2.0 Lakhs INR.
 - ❖ For other faculty: In proportion to their RDF balance in the beginning of the F.Y.; with a maximum up to Rs. 3.0 Lakh is allowed as below:

RDF balance (Rs) as on 1.4.2022	Negative balance allowed (Rs)
<1.0 lakh	NIL
1.0-2.5 lakh	50,000
2.5-5.0 lakh	100000
5.0-10 lakh	200000
>10.0 lakh	300000

- ❖ For International travel under CPDA (as approved by the Dean Faculty), an additional 1.0 Lakh INR may be sanctioned from the RDF as a negative balance.
- ❖ As soon as funds are received from the funding agency, negative RDF balance will be adjusted first. In any case, a negative RDF balance must be settled within 12 months by the faculty.
- ❖ When sufficient balances are not available in Projects, negative balance in manpower only is allowed, limiting to the funds anticipated under manpower in the FY. Commitments for purchases/reimbursement claims are not allowed in negative balance cases till funds are received.

26. Other important information

- No financial transactions with own Start-ups to avoid any conflict of interest. This includes the following as per the Start-up policy of Gol in the below said clauses:
 Clause 7(c): The Faculty must clearly separate and distinguish on-going research at the Institute from the work conducted at the start-up/company.
 Clause 7(f): The faculty must not involve research staff or other staff of the institute in the activities at the startup and vice-versa.
- Ethical practices in engaging research personnel in the projects:

In the recent Dean's meeting, it was discussed and decided to inform the PIs NOT to engage their own blood relatives in their own projects or mentor their spouses directly. This is clearly against the ethical guidelines of the funding agencies.

- **Negative Balance in a Project:**

In one of the HoDs meeting and also in the February month Dean's meeting, the issue of huge negative balance in the projects was discussed and the following guidelines are decided:

- A. In a project, the maximum negative balance allowed will be equivalent to the sanctioned overheads.
- B. The negative balance will be allowed primarily in the Research Personnel head, not in the Capital grant head.
- C. Distribution of overheads in the RDF/REMF/DDF will be done only after the submission of UC of previous F.Y. (not at the time of receipt of funds) and with no negative balance in the projects.
- D. Wherever funds are short, PIs are allowed to use their own RDF or use DDF (after approval from the HoD) which will be allowed to recoup with the funds to be received later.

- **Works undertaken through CMD bills submitted directly to SRC for payment:**

All the bills related to works carried out through CMD shall be routed through the PI to the SRC with the remarks of PIs on the bills. An email confirmation from the PI for the work completion may also be attached along with the bills as an alternative to smoothen the process.

SUMMARY OF DECISIONS TAKEN IN VARIOUS PLATFORMS (RAC/HOD/DEANs MEETINGS) FOR PERUSAL AND ACTION TAKEN BY SRC

1. Negative funding in projects:

Institute may support ONLY manpower budget for the current F.Y. as per the sanctioned budget of the project. For other sub-heads like consumables, RDF should be used by the PI. Upon receipt of funds, Institute funds are to be settled first. In any case, no over expenditure beyond the sanctioned amount is allowed within a given sub-head.

For the projects which are due for final settlement and where final UC is/to be submitted: Institute may support a maximum sum up to differential amount as per the original sanction and total receipt. This is applicable for ALL projects including consultancy.

Resolution: Approved in Dean's meeting dated 19-10-2023

Action: This was notified vide email dated 2.4.2023

2. Partial support to absorb the GST hike on the scientific equipment purchase.

Institute may support 50% of the additional GST charges on the POs released for which delivery is pending and invoice to be paid. This is subjected to the balance 50% funds to be arranged by the PI from the project/RDF or DDF (after Department's approval). This provision is applicable only for this financial year (2022-23).

Resolution: Approved in Dean's meeting dated 19-10-2023

Action: Dealt with case to case basis. Not relevant now.

3. Negative RDF balance:

(a) For new faculty (joined after January 1, 2020): A negative RDF balance up to a maximum limit of 2.0 Lakhs INR (*New faculty: within 3 years of joining)

(b) For other faculty: In proportion to their RDF balance in the beginning of the F.Y.; with a maximum 3.0 Lakh INR

RDF Amount (INR) at the time of request	Percentage	Maximum loan up to
<1.0 Lakh		Nil
1.0-2.5 Lakh	20-50%	50,000 INR
2.5-5.0 Lakh	20-40%	1.0 Lakh INR
5.0-10 Lakh	20-40%	2.0 Lakhs INR
>10.0 Lakhs	30%	3.0 Lakhs INR

(c) For International travel under CPDA, an additional 1.0 Lakh INR may be sanctioned from the RDF as a negative balance.

(d) Any negative RDF balance should be settled within 12 months by the PI.

Resolution: Approved in Dean's meeting dated 19-10-2022

Action: This was notified vide email dated 18-11-2022

4. It was proposed to conduct an annual review of all internal projects (Seed Grant, ID, RDC, SOCH) supported by the Institute.

Resolution: Approved in meeting dated 19-10-2022

Action : It is already implemented.

5. Revision of TA/DA for the Project Students/Projects staff to be paid from project funds-

- a. It was proposed to allow Economy Air Fare/2AC for all the Project students students/Project staff including MTech (RA) (actuals will be paid). However, depending on the availability of project funds under the travel head and subject to complying with specific stipulations in the project sanctions if any, PI can propose travel mode appropriately.
- b. Food and accommodation charges are proposed up to Rs. 2000/- per day for students (BTech/ MTech) working in projects (actuals will be paid).
- c. Food and accommodation charges are proposed up to Rs. 2500/- per day for project staff (MTech-RA and below JRF/SRF/PhD) (actuals will be paid)
- d. Food and accommodation charges are proposed up to Rs. 3000/- per day for JRF/SRF/PhD and higher project positions (actuals will be paid).
- e. Local conveyance charges per day basis will be reimbursed as 500/- for project students/staff and (actuals will be paid).
- f. It was proposed that guidelines of IITH/Government of India on travel, i.e., booking of Air/train tickets, submission of boarding passes/tickets, invoices, hotel bills for accommodation, etc., are applicable for projects too.

Resolution: Approved in meeting dated 18.1.2023

Action: Notified vide email dated 25.02.2023

6. Reimbursement /Advance Settlement bills of PIs (beyond Rs. 1.0 Lakh):

As per the existing norms of IITH, issued vide No. IITH/BoG-37-22/2021-22/ 05 dated 24.02.2022 & 08.03.2022, the PIs are delegated with financial powers up to Rs. 1.0 lakh for incurring expenditure subject to following the IITH purchase procedure. Advance of Rs. 25000/- in case of GIA projects and up to Rs. 1.0 lakh in other cases is allowed for the purchase of goods and services.

In this regard, it was discussed that while withdrawing advance, PI must give an undertaking that the total reimbursement bill against the advance, in any case, shall not exceed more than 20% of advance drawn.

Resolution: Approved in meeting dated 18.1.2023

Action → This was notified vide email dated: 2-4-2023.

7. Purchase of books by Faculty from RDF:

It was discussed that at present all the books purchased from RDF are entered in the accession register and recorded as issued the same to the PIs. There are some concerns expressed by the PIs about the return of the books at the time of exit from service, especially the books purchased from RDF. Therefore, it was recommended that the present procedure following in respect of books purchased from RDF may be re-investigated by the institute.

It was then suggested to consider the life of the books taking into consideration the rate of depreciation (presently 10% on books) and in the event of loss of books purchased from RDF, proportionate cost as on the date of such loss/retirement/exit from service may be recovered from the PI instead of the recovery of the full cost of the books. However, PI should report such loss of books immediately to the concerned.

Resolution: Approved in meeting dated 18.1.2023

Action: Notified vide email dated 16-5-2023

8. Ethical guidelines regarding hiring of project staff :

It has been observed in some cases that siblings/relatives have been hired by faculty members in different projects. Such practices should not be encouraged and approved.

Resolution: Approved in meeting dated 15.2.2023

Notified vide email dated 2-4-2023

9. Minimum duration of adhoc appointment in projects:

Minimum duration of adhoc appointments in the projects will be 3 months. For any duration less than 2 months, PIs may pay honorarium using the appropriate forms after availing the services.

Resolution: Approved in meeting dated 15.2.2023

Action: Notified vide email dated 25-2-2023

10. SRC section Financial Update: There is a large negative balances in the projects which is increasing every year

Total negative balances in a project must be restricted to the project overhead.

RDF component of the overhead to be transferred to PI only after the completion of the FY subject to submission of UC of that relevant year.

Negative funding to be restricted to only Research Personnel Cost (If the previous FY UC is submitted).

Resolution: Approved in meeting dated 1.3.2023

Action: Notified vide email dated 2-4-2023

11. Financial delegation to Director, DIA-COE

Resolution: He will have the same financial powers as Deans. Dean(SRC) will draft a note in this regard.

Resolution: Approved in meeting dated 19.4.20203

Action: Notified (Internal/SRC/Sections).

12. Budget Allocation & IMPREST Amount Revision

Discussion→ About 24 crores were requested for the SRC section. Budget breakup shown. Main budget heads are – (a) Furniture/Desktop/UPS/Scanner, (b) AMC/repair of R&D infrastructure, (c) SURE internship, (d) Institute postdoc fellowship, (e) Seed grant. Honourable Director has approved Rs. 10 crores for AMC/Equipment repair. Director also suggested to present a policy on Postdoc fellowship for consideration in future. The tentative approved budget by the Director is as follows:’

AMC and Repair of R&D infrastructure: 10.0 Cr

Seed grant for FY 2023-24: 5.0 Cr

c. Department IRG support: 2.0 Cr (as per the last year) (Will be provided after 2nd quarter)

Faculty IRG support: 1.5 Cr (50,000 INR as basic support to all faculty) (will be provided after 2nd quarter)

Resolution: Approved in meeting dated 21.6.2023

Point a& b are internal. Point C is notified vide email dated 11-9-2023

13. Payment to Legal Firm for Vetting Agreements/NDAs:

These documents should be routed through the Registrar. If needed, inputs from legal entity may be sought. Fee for legal entity service to be paid from IRG.

Resolution: Approved in meeting dated 16-08-2023

Action: Notified by Dean ACR vide email dated 19-06-2023

14(a). Rs. 50,000 support for each faculty from IRG to RDF: This must be utilized by March 31, 2024. RDF utilization norms as approved by the BoG will prevail as in regular cases. Unspent balance will be deducted in the next year's allocation.

14(b). Collaboration Travel Support (Rs. 50,000): Like last year, it will be on reimbursement basis based on a prior approval of Dean (SRC). No post facto reimbursement is permissible. It must be utilized on or before March 31, 2024.

Guidelines for the travel support

1. This amount can be used only for travel to various institutes/industries for exploring new collaborations or continuing existing collaborations both within the country and abroad

2. This is not meant for attending conferences for which you can spend from your CPDA/ RDF.
3. This will only support travel costs and the rest of the costs can be obtained from other sources.
4. This amount cannot be utilized for your students and is meant for your own travel.
5. This amount will not be transferred to your RDF. It will be on a reimbursement basis (advance can also be drawn, if needed) for any number of travels with the total expenditure not crossing Rs. 50,000.
6. You can also utilise this to invite your collaborator (up to a max. of Rs. 20,000 within the total of Rs. 50,000).
7. This will be handled by SRC section.

Resolution: Approved in meeting dated 6-9-2023:

Action: This was notified vide email dated 11-9-2023

15.Guidelines on issuing the proforma / tax invoice:

In order to avoid losses occurring to the Institute due to issuance of tax invoices and later non-receipt of funds, it was recommended to issue the proforma invoice. As soon as funds are received, tax invoice will be generated and shared with the vendor within next 1 working day.

In case, a vendor does not agree with this, GST amount paid by the Institute on generating the tax invoice in case of non-receipt of funds by 10th day of the next month will be credited to the Institute from the PI's RDF. A declaration in this regard will be submitted by the PI before requesting the tax invoice in advance. This is being followed now in SRC.

Resolution: Approved in Dean's meeting dated 19-10-2023

16.REMF Merger-Resolution:

To facilitate better management and utilisation of funds under REMF, it was discussed and approved that:

- Equipment procured through Institute funds, FIST, and JICA funds will be under the lab account (lab REMF), which can be managed by the Faculty-in-Charge of lab.
- Equipment procured through project funds, will be under the supervision of Faculty PI, and will go into Faculty (PI) REMF (i.e Project Equipment REMF and REMF allocation from overheads).
- There will not be any transfer to and from Lab REMF to Faculty (PI) REMF and vice-versa.

Resolution: Approved in Dean's meeting dated 16-11-2022

17.Internal funds payments for in house activities -transfer within IITH sections (from projects/RDF).

Citing the example of Guest House charges to be paid directly from the project without filling a form (to make PI & SRC task easy), an easy way of internal fund transfer mechanism (within IITH sections) needs to be established.

Resolution:

- Once the institute level ERP comes up, this will be automatically taken care.
- Until then, an email approval is sufficient (instead of submitting the form) for payments related IGH bills from projects.
- Faculty can mention the project source and sub-heads to Guest House in the proposed google form at the time of booking request. Guest house will generate the invoice and submit the invoice(s) with a copy of the google form to the SRC section for the funds transfer.

Resolution: Approved in Dean's meeting dated 16-11-2022

18.Works undertaken through CMD bills submitted directly to SRC for payment:

It was discussed that the bills related to works carried out through CMD shall be routed through the PI to the SRC with the remarks of PIs on the bills regarding work completion . An email confirmation from the PI for the work completion may also be attached along with the bills by CMD as an alternative to smoothen the process.

Resolution: Approved in meeting dated 18.1.2023

19.Institute event calendar:

A revised institute calendar was proposed by the Dean (SRC) which was agree upon. Dean (SRC) may share the same with all sections. .

Resolution: Approved in Dean's meeting dated 5.4.2023:

20.REMF to RDF Transfer: Some faculty members requested that the amount in REMF be transferred to RDF.

It was discussed in detail and the Director has mentioned that this is against the philosophy with which REMF has been started, hence cannot be approved. However, he clarified that REMF amount may be used for any related expenditure to run a facility including hiring a skilled resource person to operate that facility exclusively

Resolution: Approved in Dean's meeting dated 3.5.2023:

21. RAC recommendation on per KM rate for use of own car in official travels:

Payment of local conveyance on use of own vehicle – The rate to be increased from Rs. 11/- per km to Rs. 18/- per km. Accordingly, this local conveyance rate enhancement for private funded projects is approved. **(No change for GIA projects)**

Resolution: Approved in Dean's meeting dated 21.6.2023

22. Policy on RDF Balance if Faculty resigned/retired

Any balance in RDF and REMF will be shared with DDF and SRC OH as 50:50. Faculty who will guide the students will be informed about it and will be eligible to use it from DDF. In case of retirement, the Faculty may be allowed to use the RDF for a maximum of 5 years after superannuation. For Emeritus Professors, RDF usage may be enabled at par with other faculty

Resolution: Approved in Dean's meeting dated 16-08-2023

23. RAC Recommendations: (a) Consideration of Fieldwork as On-duty Leave; (b) Centralized system for Incoming Interns; (c) Exploring IITH Co-workspace in the City (preferably in T-Hub as an exchange offer) for wider visibility.

- (a) Proposal to consider fieldwork/data collection as on-duty leave, within overall 30 days in a calendar year, has been approved. A new proposal to consider 1 month visit to Industry/academic institutes within the vacation period as on-duty leave, on top of 30 days in a calendar year), is to be put up for BoG approval.
- (b) CCE will be a central nodal point for all Interns to IITH.
- (c) (Dean (ITS) to coordinate a meeting with CEO, T-Hub and IITH Director for an office space of 200-250 sqft in T-Hub for IITH. A similar office space to be provided to T-Hub at TRP, IITH. Dean (ITS) should come up with a plan of how to use the T-Hub space, if allocated, and how to make it self-sustaining. **(Action point is not related to SRC, pl consider to delete)**

Resolution: Approved in Dean's meeting dated 16-08-2023

24. Opening separate bank accounts for JICA Friendship projects

No separate bank account to be opened. A separate ledger will be opened and details of it can be shared monthly to JICA. If JICA still insists on a separate bank account, a 5% Overheads amount is to be paid to IITH for each account to maintain these accounts.

Resolution: Approved in meeting dated 16-08-2023

25. Issues of Concerns: (a) Subcontracting the project work to internal faculty in an arbitrary manner; (b) Frequent shifting of expenditure from one project to another; (c) Utilization of funds under resource personnel just a day before the end of the project; (d) ERP updates

Discussion

- a. Huge amounts are paid to the faculty from other projects as honorarium in an arbitrary manner. A proper justification needs to be provided.
- b. Frequent shifting of expenditure from one project to another is delaying finalization of accounts. Pls need to properly plan the expenditure. Pls to be sensitized about the issue.
- c. Proposals are being received for 30-40% of manpower utilization just a day before the last date of project.

The resolution is, that not only manpower but also bills for any expenditure must be submitted to the SRC office at least 15 days before the project closure date.

Resolution: Approved in Dean's meeting dated 16-08-2023

26. Repair/Upgradation Fund 2023-24 (~10 Cr INR sanctioned):

With regard to repair and upgrading existing equipment it was approved that at the time of PO release for the repair/upgrade, an undertaking from the Indenter Faculty and counter signed by the HoD should be submitted to Dean (SRC) stating the following.

- (a) All the equipment that is being repaired/upgraded through this equipment repair budget for 2023-24, from the department concerned, will be open for access through AIMS/I-STEM/future ERP portal across the institute to all departments/users by using the appropriate booking system.
- (b) Department will maintain a digital logbook that provides information on the details of the users for each equipment that is being repaired/upgraded. This information will be provided to the institute whenever asked.
- (c) The funds for future maintenance of these equipment will be raised through user charges which go into the REMF for individual equipment.
- (d) Department understand that the equipment repaired/upgraded now will not be supported in the next rounds of this funding. Department also understand that exceptional cases may be considered on a case-to-case basis, based on the extent of utilisation of the equipment.

Whatever proposal is approved based on the departmental request (as per the list already circulated) will be strictly followed and no additional equipment can be added to the list (FY 2023-24). Any additional cost incurred over and above what has been mentioned in the list has to be borne from the DDF of the department. The funds approved need to be spent by March 31, 2024, beyond which any balance funds will lapse

Resolution: Approved in Dean's meeting dated 6-9-2023:

27.Introducing an additional information page (in the google form process itself) during the issuance of the PO for any equipment beyond Rs. 5.0 Lakh from any source of funds that the equipment shall be mapped to i-STEM:

This information will be as per the requirement of the I-STEM portal so that the I-STEM IITH team can update the database and ensure that equipment is available for use for everyone

Resolution: Approved in Dean's meeting dated 6-9-2023:

28.Medical Facility & Accommodation for Project Staff

One floor of the new Girls block will be reserved for female postdocs and 1-2 floors in the new boys blocks will be reserved for male postdocs. Project fellows to be accommodated in Kapila. In total 150 + 50 (girls, supernumerary) SURE interns will be accommodated in the double-sharing rooms in ensuing internship.

Resolution: Approved in Dean's meeting dated 8.11.2023

29.Implementation of Dean's recommendation on Space in A, B, C & Chemistry Blocks

10% of the space is already fixed for the virtual departments and this resolution has already been conveyed to the departments

Resolution: Approved in Dean's meeting dated 8.11.2023

27.ORGANOGRAM

SRC Office

Dean (SRC)

DR (SRC)

Assistant Registrar

Assistant Registrar

Section
Officer

Executive
Assistant

Senior
Assistant

Assista
nt

Account
ant

Account
ant

Account
ant

Multi Skill
Assistant

28.CONTACT INFORMATION

Contact Information

SRC Office Help Desk	<u>office.src@iith.ac.in</u>	<u>040-2301 6781</u>
AR (SRC)	<u>ar.src@iith.ac.in</u>	<u>040-2301 6070/73</u>
DR (SRC) HOS, SRC	<u>hos.src@iith.ac.in</u>	<u>040-2301 6049</u>
Dean (SRC)	<u>dean.src@iith.ac.in</u>	<u>040-2301 6008</u>

29. TURNAROUND TIME

S.No.	Item of Work	Channel of Submission	Timeline (Maximum working days)
1	Entry of Receipts in respect of Grant-in-Aid, Sponsored, Consultancy Projects and Workshops.	Bank Statement >> DA >> AR	7 days.
2	For Entry in RDF, DDF and SRC	Bank Statement >> DA >> AR	7 days
3	For obtaining approval from Dean (SRC) for purchase fund commitments from respective Projects (GIA, Sponsored, Consultancy etc).	S&P >> AR >> DR>> Dean (R&D) >> S&P for release of Purchase Order	7 days
4	For obtaining approval from Dean (SRC) for purchase fund commitments from RDF/ DDF/REMF.	S&P >> AR >> DR>> Dean (R&D) >> S&P for release of Purchase Order.	5 days
5	For processing of payments after stock entry by stores section/ departments and services payments, reimbursements.	DA >> AR >> DR (R&D) / DDO / Registrar (as per delegation).	7 to 10 days (Max)
6	For approval of Temporary Advances from Dean (R&D) and Settlement of Advances.	Project Investigator >> DA >> AR >> Dean (R&D)	2 days.

7	For payment of Temporary Advances and Settlement of Advances after approval	DA >> AR >> DR (R&D)/ Registrar (as per delegation)	5 days.
8	For approval of Honorarium to Faculty from Consultancy Projects and RDF.	Project Investigator >> DA >> AR >>DR>> Dean (R&D)	5 days.
9	For payment of Honorarium to Faculty from Consultancy Projects and RDF.	Project Investigator >> DA >> AR >> DR / Registrar (as per delegation).	5 days after the commitment (Sl No 8)
10	For Manpower commitments of Project Staff, MTech / Ph.D. students from Projects.	Project Investigator >> DA >> AR >>DR>> Dean (R&D) – Admin & Academic	7 days.
11	For Manpower commitments of Intern students.	Project Investigator >> DA >> AR >> DR>>Dean (R&D)	7 days.
12	For payment to Project Staff and MTech. / Ph.D. students	Manpower List from Admin / Academic >> DA >> AR >> DR/ Registrar as per delegation	5 days to Project staff 3 days for MTech & Ph.D.
Note: Monthly salaries/Fellowships /Stipends are paid on the last working day of the month if list is received on time from academic unit. Other wise the same shall be released by 7 th of the subsequent month.			

13	Preparation of UC and SOE for Grant-in-Aid and Sponsored Projects. Note: If any changes/modifications suggested by PI, post issuance of UC, it will be added in the queue of UCs to prepared.	Project Investigator >> Dealing Assistant >> AR >> PI >> DR (R&D) >> Submission to UC to PI.	1-2 day after getting its turn. (FCFS)
14	Preparation of Invoices for Sponsored & Consultancy Projects	Preparation of Proforma invoice and project creation	3 days
		Preparation of tax invoice after the receipt of funds against proforma invoice>> DA>> AR >> Project Investigator >> Sponsored Agency.	4 days.
15	Research Equipment Maintenance Fund user charges	Preparation of Invoice after the receipt of funds for the testing	5 days
		DA to maintain equipment ledger and updating the same for the internal and external receipt of funds	7 days
16	Audit Reply	DA >> AR >> DR	5 days
17	Project related data to external agencies	DA >> AR >> DR	5 days
18	MOUs	DA>>AR>>DR>>Dean	7-10 days

This is subject to receipt all the relevant documents duly filled in all respects and receipt of supportive vouchers, bills and invoices.

30.ESCALATION CHAIN



If not resolved,
please write to
concerned EA/JA

Email:
office.src@iith.ac.in

If not resolved,
please write to
the AR(SRC)

Email:
ar.src@iith.ac.in

If not resolved,
please write to
DR(SRC) /HOS

Email:
hos.src@iith.ac.in

If not resolved,
please write to
Dean (SRC)

Email:
dean.src@iith.ac.in