



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

छात्र कार्य/ Student Affairs

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दिनांक /Dt. 06/03/2025

Office Memorandum No. 21/2025

Sub: Payment of HRA to Research Scholars – Revised Guidelines

In continuation of Office Order No.107 dated 29-10-2010 (F.2-23/2010-Estt) and Office Memorandum of even number dated 18-01-2011 on the subject mentioned above, the undersigned is directed to convey that the issue of payment of HRA to Research Scholars has been further reviewed by the Competent Authority. Accordingly, it has been decided to regulate the payment of HRA as per the following revised guidelines:

1. House Rent Allowance (HRA) shall be provided to the eligible day scholars, who will be permitted to stay outside by the Competent Authority.
2. Status quo ante shall be maintained in respect of such Research Scholars who have already been permitted to stay outside prior to the issue of this Office Memorandum, and HRA shall continue to be paid to them as per the prescribed rate.
3. Any scholar after enrolment in the institute may opt for staying outside and may take permission from the Competent Authority subject to the proper justification and on the recommendation of his/her supervisor and the Head of the School/Department concerned. He/she would also furnish an Undertaking (Non-Judicial Stamp Paper) in the prescribed format as given in Annexure-1.
4. All Research Scholars, irrespective of their status, who have been granted permission to stay outside the campus must pay the Hostel Establishment Charges for each semester. However, these charges will be reimbursed as per Office Order No. IITBBS/SA/24-25/08 dated 13.08.2024, for those who have obtained permission to stay outside. The day scholars are not required to pay any mess dues or advances. If any advance has already been paid, the unutilized amount shall be refunded by the respective hostel

This Office Memorandum supersedes the earlier Office Memorandum dated 15.10.2012.

This is issued with the approval of the Competent Authority.


सहायक कुलसाचिव/Assistant Registrar
छात्र कार्य/Student Affairs

प्रतिलिपि/ Copy to

1. All Deans/ HoSs/ HoDs/PICs/Chairpersons/Wardens/Coordinators
2. Chairperson Warden Council
3. Faculty/Officers/ Staff
4. AR (SA & HM)/AR(F&A)
5. Office of the Director/Registrar
6. RS-Representative for the information of all Research Scholars