



# Indian Institute of Technology Bhubaneswar

(Office of the Continue Education)

IITBBS/CE/OO/01/25-26/

Dated 03.12.2025

## Office Order

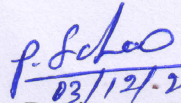
This is to inform that several programmes such as GIAN, SPARC, Faculty Development Programmes (FDPs), Conferences, Workshops, Short-Term Courses, and Certificate Programmes are conducted under the Continuing Education (CE) Section in each financial year.

It has been observed that the CE Section is not consistently receiving the required documents and relevant information from the respective Programme Coordinators upon completion of these programmes.

To ensure smooth and timely processing of payments and to meet statutory compliance requirements, the following documents must be submitted without delay upon successful completion of the programme:

1. Complete list of participants, along with details of registration fees collected
2. A brief report on the programme
3. List of resource persons involved
4. Statement of total funds received for the programme
5. All bills/invoices submitted in the prescribed format and in compliance with applicable GFR rules. The prescribed formats are available on the websites of CE, SPARC, and GIAN, wherever applicable.

All Programme Coordinators are therefore suggested to submit the above documents to the CE Section immediately after the conclusion of their respective programmes to ensure timely processing of payments, adherence to statutory requirements, and proper record maintenance.

  
03/12/2025  
Deputy Registrar (CE)

To

All Programme coordinators

Copt to;

1. All Heads of the School
2. All Heads of the Department