



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

प्रायोजित अनुसंधान एवं औद्योगिक परामर्श / Sponsored Research and Industrial Consultancy (SRIC)

F.28- 31/2026-27/R&R(SRIC)

कार्यालय आदेश सं. Office Order No. IITBBS/SRIC/2026-27/17 दिनांक/ Date: 21st May 2026

विषय / Sub: Leave Provisions for Project staff.

The undersigned is directed to convey that, as per the decisions of the 6th SRIC Advisory Board Meeting, the following leave provisions shall apply to all project personnel engaged under sponsored research projects of the Institute:

1. Leave for JRF, SRF and Post-Doctoral Research Scholars

The leave policy followed by the Academic Section of the Institute shall be applicable to those who are pursuing PhD/MSR from IIT Bhubaneswar. However, the specific terms and conditions stipulated by the project's external funding agency (e.g., DST, SERB, Industrial Sponsors, etc.) shall prevail over the Institute norms, wherever applicable.

2. Leave for All Other Project Staff

For all other project staff and in the absence of specific leave provisions prescribed by the external funding agency, the following leave provisions shall apply:

2.1 Leave Entitlement:

Project staff shall be entitled to a maximum of 30 days of accrued leave per calendar year, calculated at the rate of 2.5 days for each completed calendar month of service.

2.2 Leave Encashment:

Leave encashment shall not be permissible under any circumstances, including termination, completion of contract, or renewal thereof.

2.3 Leave Carry-Forward:

Unused accrued leave shall lapse automatically on 31st December of the concerned calendar year or upon termination of the project contract, whichever is earlier.

2.4 Project Duty Leave:

The Principal Investigator (PI) may grant duty leave for fieldwork, training programmes, or attending conferences/workshops as per project requirements, with the prior approval of the Dean (SRIC).

This order shall come into force with immediate effect.

सह कुलसचिव (श्रीक)
Asst. Registrar (SRIC)

Copy to:

1. All Faculties
2. DEAN (SRIC)
3. SAB Members
4. PS to Director for kind information of the Director
5. PS to Registrar for kind information of the Registrar
6. Office File