



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/2026-27/18 दिनांक/ Date: 21st May 2026

The undersigned is directed to convey that the competent authority has approved the recommendations of the 8th SRIC Advisory Board meeting for the following item:

Implementation of SRIC Project Leave Module for Faculty members in EIMS along with Tour approval.

The module provides the following key functionalities:

1. Online submission of leave applications by PI/Co-PI.
2. Defined workflow for approval by HoS/HoD/Competent Authority.
3. Enforcement of leave limits restricted to a maximum of four (04) days per month and fifteen (15) days per semester, as per approved SRIC norms.
4. Monthly and yearly leave tracking in accordance with approved norms.
5. The EIMS leave manual is enclosed as Annexure-A.

This order shall come into force with immediate effect.

सह कुलसचिव (श्रीक)
Assistant 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

Instruction for PI's and Co-Pi's

Step 1 :-

- Fill up Online Journey/Advance Application Form.
- Fill up all mandatory field and non-mandatory field(if required).
- Click on 'SAVE' button to save.

Step 2 : -

- Click on check box to 'Send to SRIC for approval'.

The Link in ERP:

Login to ERP->SRIC-->SRIC Approval-->Journey/Advance Approval and follow the instructions.

******* Note: In case of insufficient project balance request for advance amount may not be allowed.

STEP:1

1. To show instruction document.

2. To create New Approval.

3. Fill up all mandatory field and non-mandatory field (if required).

4. Select PI Name

[How to Apply](#) [New Approval](#) [View](#)

***Application Type** : Approval for Journey ▼

***Tour Type** : Indian ▼

***Assign Faculty** : Select Faculty--- ▼

Leave From Date : Forenoon ▼

***Station Leaving From Date** : Forenoon ▼

***Purpose of TA With Brief Description/Justification** :

***Project Code** : RP415 , Principal Investiga ▼

Leave To Date : Forenoon ▼

***Station Leaving To Date** : Forenoon ▼

Remarks (if any) :

***Place of Visit** :

Attachment (PDF, max 1MB) : No file chosen

(*)Mandatory Field

*****Select the Project Principal Investigator for approval.(it is mandatory for multiple PI)**

PI Name	Dept	Select PI
Syed Hilal Farooq(120026)	EO	<input checked="" type="checkbox"/>

*****Effective Fund=Avl.Fund-(In-Billing Amount+Fund Booking Amount)=
2330856.00- (1525.00+0.00)= Rs.2329331.00/=**

Bill No	Advance Bill Date	Bill Amount	Advance Bill Status	Adjusted Status
Nil	Nil	Nil	Nil	Nil

5. Click on 'SAVE' button to save.

STEP:2

8.To get **approval status** (View Mode)

5.Click on view link.

7.Download Intimation Slip for claiming journey/ advance adjusted amount.(It will visible only approved from SRIC by DEAN/Asso.Dean(SRIC)

[How to Apply](#) [New Approval](#) [View](#)

Type:	Select Type---	Application From Date:		To Date:		Project Code:		View Details	Reset
Sl No	Application No & Project Code	Leave From & To Date	Station Leaving From & To Date	Place of Visit & Purpose	Advance Amount & Remarks	Send For Approval	Approval Status	Whether Reject or Cancel With Remarks	
1	Journey Approval; Application Date: 26-11-2025 TOUR/CP897/25-26/1 Project Code: CP897	Leave FromDt: 26-11-2025 Leave From Time: Forenoon Leave ToDt: 26-11-2025 Leave To Time: Afternoon	Station Leaving FromDt: 26-11-2025 From Time: Forenoon Station Leaving ToDt: 26-11-2025 To Time: Afternoon	Place of Visit: Test Place Testing purpose Purpose:	Advance Amount: 0.00 Testing Remarks Remarks:	<input checked="" type="checkbox"/>		<input type="text"/>	

6.Click on this check box for online the application.(tick mark indicated your application has been online and pending for approval in another node.

***Note: Background colour change indicated your application has been approved. Otherwise it is pending for approval.

PI

How to approved Co-Pi Application form By PI???

STEP: 1

Process details:

1. **SRIC_JR_APV_CO_PI**: Journey Approval for Co-PI.
2. **APV_FOR_CONTG_ADV_CO_PI**: SRIC Journey Approval For CO-PI.
3. **SRIC_FOREIGN_JR_APV_PI**: SRIC Journey International Approval For CO-PI.

The Link in ERP : Login to ERP->Home->Pending Work.

Click on Home Button

Pending work to show all pending details

Click on this count to show no of pending work

The screenshot shows the ERP system dashboard. At the top, there is a navigation bar with the user's name (SWAPNA BANERJEE), a home button, and a 'Pending Work' link. Below the navigation bar, there are several modules: Monitoring, SRIC, Academic, PIS, Work Alloc., and Establishment. The main content area is divided into three columns. The first column shows 'Mails [From ERP Stakeholders]' with a count of 110. The second column shows 'Pending Work (17) Click to get details' with a table of tasks. The third column shows 'Alerts [Generated from ERP applications]'. At the bottom, there is an 'Important Information' section and a footer with copyright information.

Welcome: SWAPNA BANERJEE (81007) | Home | Forgot Passphrase | Gadget | Complaint Box | Logout

Monitoring SRIC Academic PIS Work Alloc. Establishment

Please Click on Module to Get Menus Under it.

[Click here](#) to view the network configuration details to open ERP System successfully in your machine within the Institute.

Mails [From ERP Stakeholders]
Received Mails(110)Click to get details

Pending Work(17) Click to get details
*C - Completed; *P - Pending; *W - Coming Soon as Pending;
Task Details [Node Wise]

SUBJECT_PROPOSAL	P	C	W
AS- [7]HOD	4	0	0
SRIC_JR_APV			
AS- [6]HOD/HOC/HOS	13	3	0

Alerts [Generated from ERP applications]

Important Information

- Digital Signature
- Faculty : Digital Signature Validation Procedure

Copyright © ERP Systems, IIT Kharagpur Help Line - 032222-81017/81018/81019

PI

How to approved Co-Pi Application form By PI???

STEP: 2

Select all to approve the application

Welcome: SWAPNA BANERJEE (81007) | Home | Forgot Passphrase | Gadget | Complaint Box | Logout | Norton SECURED

Monitoring SRIC Academic PIS Work Alloc. Establishment

Please Click on Module to Get Menus Under it.

Process : SRIC_JR_APV | Process Status[for SWAPNA BANERJEE] : Pending | Involvement in the process as : HOD/HOC/HOS

Get Process Instances

List of Pending Work items of SRIC_JR_APV process as HOD/HOC/HOS.

1 - 10 of 13 Older > Oldest >>

Sno	Applicant(EC,DEPT,PROJECT)	Appv.Type and Details	Effective Balance	Project Tenure	Started On	Work Status for SWAPNA BANERJEE Instance Status(Total)	Remarks/Comments (in ascending order of entry time)	Process Status	Work Details Select All Remarks for All <input type="text"/> APPROVE
1	AMITABHA BHATTACHARYA(07021,EC,KPE),Remarks:On the way to Brussels on 27th June, I want to hold project discussion with BARC scientist at Kolkata on 26th June.	Journey Approval; From:26-06-2014 ToDt:26-06-2014;Purpose:Project Discussion at Kolkata	265488.00	DOC:01-04-2009;Closing DT:31-03-2015	21-06-2014 07:01:55	HOD/HOC/HOS : PENDING(From : 21-06-2014 07:01:55) Total Status:RUNNING	No Remarks Available	<input type="checkbox"/>	<input type="text"/> Click to Open/Hide Work Details
2	INDRAJIT CHAKRABARTI(04085,EC,SVM),Remarks:	Journey Approval; From:25-06-2014 ToDt:26-06-2014;Purpose:Technical Discussion with Dr. Rezaul Karim	816000.00	DOC:21-10-2013;Closing DT:20-10-2016	21-06-2014 02:01:06	HOD/HOC/HOS : PENDING(From : 21-06-2014 02:01:06) Total Status:RUNNING	No Remarks Available	<input type="checkbox"/>	<input type="text"/> Click to Open/Hide Work Details
3	GOUTAM SAHA(02017,EC,UTI),Remarks:	Journey Approval; From:22-06-2014 ToDt:22-06-2014;Purpose:Discussion	1990044.00	DOC:01-04-2013;Closing DT:31-03-2015	19-06-2014 04:26:19	HOD/HOC/HOS : PENDING(From : 19-06-2014 04:26:19) Total Status:RUNNING	No Remarks Available	<input type="checkbox"/>	<input type="text"/> Click to Open/Hide Work Details
4	GOUTAM SAHA(02017,EC,VLS	Journey Approval; From:14-06-2014 ToDt:14-06-2014;Purpose:Discussion	1066000.00	DOC:01-04-2010;Closing DT:31-03-2015	11-06-2014 04:26:19	HOD/HOC/HOS : PENDING(From : 11-06-2014 04:26:19) Total Status:RUNNING	No Remarks Available	<input type="checkbox"/>	<input type="text"/> Click to Open/Hide Work Details

STEP: 1

How to approved PI/Co-Pi Application form By HOD/HOS/HOC/CHAIRMAN???

Process details:

1. SRIC_JR_APV: SRIC Journey Approval for PI.
2. SRIC_JR_APV_CO_PI: SRIC Journey Approval For CO-PI.
3. SRIC_FOREIGN_JR_APV_PI: SRIC Journey International Approval For CO-PI.

The Link in ERP : Login to ERP->Home->Pending Work.

Click on Home Button

Pending work to show all pending details

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The screenshot displays the ERP system dashboard. At the top, there is a navigation bar with the user name 'SWAPNA BANERJEE (81007)', a 'Home' button, and a 'Logout' button. Below the navigation bar, there are several menu items: 'Monitoring', 'SRIC', 'Academic', 'PIS', 'Work Alloc.', and 'Establishment'. A message below the menu items says 'Please Click on Module to Get Menus Under it.' and 'click here to view the network configuration details to open ERP System successfully in your machine within the Institute.'

The main content area is divided into three columns. The left column is titled 'Mails [From ERP Stakeholders]' and contains a section for 'Received Mails(110)Click to get details'. The middle column is titled 'Pending Work(17) Click to get details' and contains a table with columns 'P', 'C', and 'W'. The table has two rows of data:

Task Details [Node Wise]	P	C	W
SUBJECT_PROPOSAL			
AS- [7]HOD	4	0	0
SRIC_JR_APV			
AS- [6]HOD/HOC/HOS	13	3	0

The right column is titled 'Alerts [Generated from ERP applications]' and is currently empty. At the bottom of the dashboard, there is a section for 'Important Information' with a list of links: 'Digital Signature' and 'Faculty : Digital Signature Validation Procedure'. The footer of the page contains the copyright information: 'Copyright © ERP Systems, IIT Kharagpur Help Line - 032222-81017/81018/81019'.

STEP: 2

How to approved PI/Co-Pi Application form By HOD/HOS/HOC/CHAIRMAN???

Select all to approve the application

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Monitoring SRIC Academic PIS Work Alloc. Establishment

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