



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

दिनांक/Dated: 28th Aug 2026

कार्यालय आदेश सं. Office Order No. IITBBS/SRIC/2026-27/82

Subject- Policy for Temporary Advance/Loan from SRIC Overhead Fund to Sponsored Research Projects.

The undersigned is directed to convey that the Competent Authority has approved the recommendations of the 9th Meeting of the SRIC Advisory Board held on 24/07/2026. Accordingly, the following procedure shall be followed for the sanction of temporary advances/loans from the SRIC Overhead Fund to Sponsored Research Projects.

1. Eligibility-

Temporary advance/loan from the SRIC Overhead Fund shall be provided only to Government-funded Sponsored Research Projects, subject to availability of funds and approval of the Competent Authority.

2. Settlement of Temporary Loan-

The temporary loan shall be settled within the same financial year in which it is sanctioned.

3. Salary of Project Staff –

- Salaries of project staff may be released from the temporary loan for an initial period of three (03) months.
- The period may be extended for an additional three (03) months, if required, subject to the discretion and approval of the Dean, SRIC.

4. Reimbursement of Project Expenditure-

Expenditure incurred towards consumables, travel and contingencies may be reimbursed from the temporary loan on submission of a request by the PI, subject to approval of the Competent Authority.

5. Ceiling of Temporary Loan-

The temporary loan for the expenditure mentioned above shall ordinarily be restricted to 50% of the expected funds to be received from the sponsoring agency. However, this ceiling may be relaxed under special circumstances at the discretion of the Dean, SRIC.

6. Application for Temporary Loan-

The Principal Investigator shall submit a duly filled application in the prescribed format for sanction of the temporary loan. The application form is enclosed as **Annexure-1** to this Office Order.

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

भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर/ INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
प्रायोजित अनुसंधान औद्योगिक परामर्श/ Sponsored Research Industrial Consultancy

Application for Temporary Advance from SRIC Overhead Fund

1. Project And Financial Details.

Particular	Details	Particular	Amount (₹)
Project Title		Total Sanctioned Amount	
Project Code		Amount Received	
Funding Agency		Amount Utilized	
PI Name		Balance Yet to be Received	
Department		Temporary Advance Requested	
Project Duration	From : To:	Expected Date of Fund Receipt	
Remaining Duration	Months		

2. Justification

Reason for requesting temporary advance:

.....

3. PI Declaration

I certify that:

- i) The requested advance is essential for continuation of the project.
- ii) The next instalment from the funding agency is expected.
- iii) I undertake to ensure adjustment of the temporary advance immediately upon receipt of funds.

PI Name:

Signature with Date:

For SRIC Office Use

SRIC Accounts Verification

- Recommended
- Not Recommended Remarks:

(JA/AS)

(AR/DR)

Approval

- Approved / Not Approved
- Amount Sanctioned ₹

Dean (SRIC)

DIRECTOR