



भारतीय प्रौद्योगिकी संस्थान जोधपुर

Indian Institute of Technology Jodhpur

अनुसंधान एवं विकास कार्यालय / Office of Research & Development

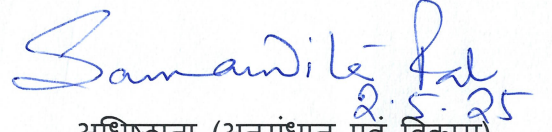
No. IITJ/R&D/2025-26/01

Date: 2nd May 2025

अधिसूचना / Notification

विषय/Subject: Guidelines for Negative Balance Policy for projects.

As per the approval of the Competent Authority based on the recommendation of the Institute Research & Development Committee (IRDC) in its 4th meeting, the guidelines for **Negative Balance Policy** for Projects registered with the Office of R&D is hereby notified and annexed as **Annexure A**. Form for negative balance support is attached as **Annexure B**.


अधिष्ठाता (अनुसंधान एवं विकास)
Dean (Research & Development)

वितरण / Distribution:

1. समस्त संकाय सदस्य / All Faculty Members

प्रतिलिपि / Copy to: केवल सूचनार्थ / for kind information

1. निदेशक / Director
2. उप निदेशक / Deputy Director
3. निदेशक के सलाहकार / Advisor to the Director
4. अधिष्ठाता (संकाय मामले) / Dean (Faculty Affairs)
5. समस्त अधिष्ठातागण / All Deans
6. समस्त विभागाध्यक्ष / All Heads
7. कुलसचिव / Registrar
8. Webmaster for updating the R&D webpage.

Annexure A: Negative Balance Policy

- The project may be registered on receipt of the sanction order from the funding agency on a zero-balance basis.
- After the project registration, all project activities including the procurement of equipment and recruitment of manpower can be initiated.
- For the projects with negative (and zero) balance the following guidelines will be followed:

1. Sponsored Project:

- a. **First year:** Upto a maximum of Rs.10 Lakhs or 50% of the first-year grant, whichever is lower, from the sanctioned budget for the first year (excluding overhead charges) will be admissible. Overhead amount will be deducted once the money is received.
- b. **Second year:** If the fund sanctioned for the first year has been received, upto Rs. 5 lakhs or 50% of the second-year grant, whichever is lower (only Recurring heads) will be admissible as a negative balance.
- c. **Third year:** If funds for the previous year have been received, the guidelines for the second year will be followed. Otherwise, upto 2.5 Lakhs or 50% of the third-year grant, whichever is lower for Recurring heads (only the salary of project staff) will be admissible as negative balance.

2. **Faculty Fellowships:** Negative balance for up to 3 months of fellowship amount will be allowed.
3. **Consultancy/Testing/PDA/LDA Projects:** Negative balance will not be allowed.
4. In case the PI fails to receive the funds from the funding agency and concludes the project, it is his/her responsibility to return the negative balance from the PDA/LDA or any other projects. In the event of failure to do so, recovery shall be made from the salary of PI.
5. The cases not covered under the above points will be considered by the competent authority on a case-to-case basis, depending upon the request submitted by the Project Investigator (PI) with justification and recommendation of the Dean, R&D.

Note- In case of non-receipt of the subsequent fund, PDA of the PI can be used to repay the negative balance amount of the project. The negative balance of a project has to be settled within 3 years time (starting from the project's closing date).

Indian Institute of Technology Jodhpur

Office of Research & Development

Form No: R&D/Acct-12

Form for Negative Balance Support (for Project-related work)

1.	Name of the PI	
2.	P.F. No.	
3.	Project No.	
4.	Project Title	
5.	Category of Project	
6.	Support required for year (First Year/Second Year/Third Year)	
7.	Head for which support is required	
8.	Amount (in Rs.)	
9.	Justification for Support (please use separate sheet, if required)	

Terms of Reference:

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Note- In case of non-receipt of the subsequent fund, PDA of the PI can be used to repay the negative balance amount of the project. The negative balance of a project has to be settled within 3 years time (starting from the project's closing date).

Signature of the PI

For Office use:

1. Project no. allotted :
2. Department / Academic Unit:
3. Project start date:
4. Project end date:
5. Remarks / Comments (if

any):.....
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Submitted for approval for the Negative Balance support as per the request PI.

<u>Dealing Assistant</u>	<u>Jr. Superintendent / Superintendent</u>	<u>Assistant Registrar / Deputy Registrar</u>	<u>Dean (R&D)</u>
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