



Indian Institute of Technology Jodhpur
Office of Research & Development

No. IITJ/R&D/2021-22/09

Date: 08 September 2021

NOTIFICATION

Subject: Revision in R&D forms

As approved by the *competent authority*, the revised R&D Forms are hereby notified and annexed at **Annexure-A**. All revised forms are available in R&D website. (www.rnd.iitj.ac.in).

This issues with the approval of the competent authority.

Baikuntha Nath Sahu
Assistant Registrar (R&D)

Copy to:

1. Director – for kind information
2. Deputy Director
3. Dean (R&D)/ Associate Dean (R&D)
4. Registrar
5. All HoD/ Associate Deans
6. All Faculty Members
7. Deputy Registrar (R&D - Accounts)
8. Office of R&D
9. Webmaster for uploading in the Institute Website

Annexure-A: Revised R&D Forms

S. N.	Form No.	Title
R&D - Administration		
1	R&D/Admin-01	Check List for Project Proposal
2	R&D/Admin-02	New Project Registration
3	R&D/Admin-03	Subsequent Grant Registration for Research Project
4	R&D/Admin-04	Agreement Signing Note
R&D - Establishment		
4	R&D/Estb-01	Approval for Advertisement, upload on IITJ website and Selection Committee for Appointment in Project
5	R&D/Estb-02	Scrutiny Committee Report
6	R&D/Estb-03	Report of the Selection Committee
7	R&D/Estb-04	Joining Report
8	R&D/Estb-05	Claiming of House Rent Allowance (HRA) in Respect of Project Staff Living in Rented Accommodation
9	R&D/Estb-06	Form for the Extension of Duration of Project Appointment
10	R&D/Estb-07	Leave Application
11	R&D/Estb-08	No Dues Application
12	R&D/Estb-09	Ad-hoc Appointment
13	R&D/Estb-10	Bridge Appointment in a Project
14	R&D/Estb-11	Student Assistantship in project
R&D - Account		
15	R&D/Acct-01	Fund Approval for (Instalment/Grant wise) for procurement of Project Related Non-Recurring Items and <i>Recurring Items (Consumables only)</i>
16	R&D/Acct-02	Requisition for payment and reimbursement
17	R&D/Acct-03	Temporary Project Advance
18	R&D/Acct-04	Disbursement of Honorarium from Project
19	R&D/Acct-05	Statement of Accounts for Settlement of Temporary advance
20	R&D/Acct-06	Payment for Student Assistantship in Projects
21	R&D/Acct-07	Grant Utilization Certificate (UC) & Statement of Expenditure (SOE)
22	R&D/Acct-08	Project Closure Certificate
23	R&D/Acct-09	Asset Transfer Certificate
24	R&D/Acct-10	Transfer of Unspent balance to the funding agency
25	R&D/Acct-11	Transfer of Interest to Funding Agency
26	R&D/Acct-12	Transfer of fund to Professional Development Allowance Account
27	R&D/Acct-13	Submission of Proof of Investment for Income Tax Liability (TDS on Salary)
28	R&D/Acct-14	Invoice Request Form



S. N.	Form No.	Title
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R&D - IPR		
30	R&D/IPR-01	Form for Patent Filing
31	R&D/IPR-02	Questionnaire for Patent Filing
32	R&D/IPR-03	Invention Disclosure Form
R&D - Miscellaneous		
33	R&D/Misc-01	Application for International Research Mobility Grant
34	R&D/Misc-02	Annual Progress Report for Seed Grant Project
35	R&D/Misc-03	Form for Sanction of Seed Grant Project

