



Indian Institute of Technology Jodhpur
Office of Research & Development

No. IITJ/R&D/2023-24/04

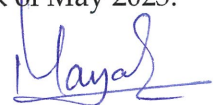
Date: 19.04.2023

Notification

Subject: Streamlining R&D office processes

1. It has been observed that several small amount bills such as Rs. 20, 50 or 500 are being received in the Office of R&D which increases the overall workload to process small reimbursements. Therefore, faculty members are highly encouraged to consolidate small bills and submit them together as one submission. Small bills of different projects should not be consolidated.

2. The Office of R&D is making processes smoother and simpler. Feedback and inputs from all PIs are highly valuable. In order to make the process smooth and collect feedback, at least one faculty interaction session in each semester will be organized by the Office of R&D. The first such session will be organized by the first week of May 2023.


Dean (R&D)

Distribution:

1. Director - for kind information
2. All Faculty Members / PIs
3. All Staff Members
4. All Project Staff
5. Associate Dean(R&D)
6. Deputy Registrar (R&D)