



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

కందీ, సంగారెడ్డి, తెలంగాణ రాజ్య-502284 | Kandī, Sangareddy, Telangana State-502284

F. No. IITH/Dir/01/2025/130  
19<sup>th</sup> May 2025

**कार्यालय आदेश सं | OFFICE ORDER No.25/2025**

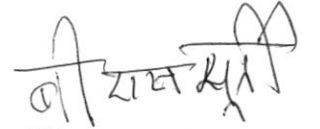
**Subject: Budget Allocation for the Financial Year 2025-26**

The Budget allocation for the financial year 2025-26 is as follows:

<i>Amount in Cr.</i>				
S. No.	Particulars	OH-31/ IRG	OH-35	Total
1.	Registrar	75.19	2.38	77.57
2.	Dean (Admin)	7.85	9.64	17.49
3.	Dean (Academics)	36.72	3.34	40.06
4.	Dean (ACR)	0.24	0.02	0.26
5.	Dean (IR)	0.15	0.08	0.23
6.	Dean (Faculty)	0.86	0.98	1.84
7.	Dean (Students)	8.18	10.27	18.45
8.	Director Office	0.72	0.05	0.77
9.	Dean (Planning)	9.00	0.00	9.00
10.	Chair (Computer Centre)	2.00	5.20	7.20
11.	Dean (ITS)	1.00	0.10	1.10
12.	Contingency Grant	1.85	0.00	1.85
13.	Directors Spl. Approval	5.63	2.95	8.58
<b>Total</b>		<b>149.39</b>	<b>35.01</b>	<b>184.40</b>

- 1) In detail budget is provided in the enclosed Annexure – I
- 2) MoE has allocated only **50%** of our demand (BE2025-26) under OH-31. However, to meet the essential expenditure for the smooth functioning of the Institute, some deficit amount shall be met from the IRG and/or if additional funds are provided by MoE.
- 3) The payments made during the Financial Year 2025-26, prior to the issue of the Budget Order will be adjusted against the current allocation.
- 4) Funds requirement exceeding the allocated funds under Major Budget Heads (OH-31 and OH-35) or within Minor Sub-Heads of OH-31/OH-35 requires approval of the undersigned.
- 5) The concerned official of the budget head is responsible for monitoring expenditure and prioritizing essential expenses within the allocated budget.
- 6) Approval of the Director is required for any payments that necessitate prioritizing IRG over Grants. Currently, no commitment is made from IRG under OH-35.
- 7) Any reappropriation/deviation from the allocated budget of a given head (as given in the Annexure - I) requires prior approval from the undersigned.
- 8) All the contingency expenditures are to be handled by the concerned authorities as per order.

- 9) HOD/HOS of the concerned Department/Section are informed to incur at least 30-35% of the allocated budget (OH-31) in the first Quarter. Any expenditure less the 30% of the allocated budget in the first quarter, the same will be adjusted in the fund requirements of the second quarter.
- 10) Further, the quarterly projections submitted by the Concerned Departments/Sections, subject to release/availability of funds, may be adhered to avoid lapse of Grants received from the MoE.
- 11) HOD/HOS of the concerned Department/Section are informed to ensure that all the Bills pertaining to each Quarter shall be submitted to the F&A Section on or before 05th June, 05th Sep, 05th Dec, and 05th March for the corresponding Quarters.
- 12) HOD/HOS of the Department/Section concerned are required to make arrangements to maintain the balance sheet for the allocated budget. Every bill (including any note for approval seeking approval for additional funds from the Director) should be accompanied by the Balance Sheet indicating the Budget allocated, Expenditure incurred and the Balance available.

  
निदेशक / Director

#### **Distribution**

- 1) All the concerned
- 2) Dean (Admin), Registrar, Dy. Registrar (F&A)
- 3) FiC (Web Admin): To post the Order on Institute website.

***\* Hindi version of this office order will follow***

Detailed Budget Order for Financial Year 2025-26 in Crores			Amount	
1. Registrar				
S. No	Particulars		OH-31	OH-35
a) Management Services				
1	Ex-Service Men / Civilian Security Guards Salaries		10.000	0.000
2	Housekeeping Salaries		11.000	0.000
3	FMS to Admin Building		0.700	0.000
4	Manpower Salaries		7.000	0.000
5	Pest Control Services		0.190	0.000
6	Solid waste management services		0.500	0.000
7	Media & Publicity (Perception and Quant)		0.025	0.000
8	Telephone Charges- Landline		0.300	0.000
9	Telephone Charges- Mobile		0.100	0.000
10	Legal Charges		0.060	0.000
11	Independence, Republic Day and other events		0.060	0.000
12	Tea, Snacks & Lunches for various events of the Institute/Ministry		0.035	0.000
13	Transport (Internal Transport)		0.840	0.000
14	Transport Office (Cab/bus bookings, for Specialist Doctor's vehicle, Air Tickets, Vehicle Maintenance, etc.)		0.300	0.000
15	House Keeping Consumables		0.600	0.000
16	Postage		0.050	0.000
17	Specialist Doctors Expenditure		0.050	0.000
18	Ambulance		0.490	0.000
19	RTI 3rd Party Audit		0.010	0.000
20	Bio-metric Attendance		0.020	0.000
21	AMC for Water Dispensers		0.080	0.000
22	Conference Hall related expenses		0.010	0.000
23	Maintenance of SNCC		1.100	0.000
24	FMS to IGH *		0.000	0.000
25	FMS to CCE #		0.250	0.000
26	Pantry Room - 4th Floor Admin. Building		0.018	0.000
27	Installation of VoIP phones and related infrastructure		0.000	0.200
28	Grill-Type enclosures for Dustbins		0.000	0.015
b) Internal Audit				
29	Audit Expenses (Vehicle, food and other refreshments)		0.060	0.000
c) Security Office				
30	Recurring Expenditure		0.120	0.000
31	Non-Recurring Expenditure		0.000	2.170
d) Hindi Cell				
32	Annual Expenditure - Hindi Cell		0.030	0.000
e) Statutory and Other Payments				
33	Electricity Charges		28.080	0.000
34	Water Charges		12.880	0.000
35	Professional Charges		0.110	0.000
36	Operational expenses for IIT Council		0.010	0.000
37	Membership Fee for Association of Indian Universities		0.010	0.000
38	Digitalization of Records and upgradation of Tally, etc - F&A Section		0.100	0.000
Total			75.188	2.385

<b>2. Dean (Admin)</b>			
<b>S. No</b>	<b>Particulars</b>	<b>OH-31</b>	<b>OH-35</b>
<b>a) Green Office</b>			
39	New Plantation and regular Annual Maintenance excluding Manpower	0.200	0.060
40	Workforce for regular Plantation works i/c day-to-day Maintenance.	1.000	0.000
41	New Drip & Sprinkler irrigation System	0.000	0.050
42	Bicycle reimbursement	0.300	0.000
43	New Road Cleaning Machine	0.000	0.200
<b>b) HR Staff</b>			
44	Furniture & Computers for Newly joined Staff	0.000	0.157
45	Recruitment expenditure of Staff (Advertisement cost, TA/DA for applicants, Exam related expenditure, etc.)	0.050	0.000
46	Essential Expenditure towards Training for Staff	0.800	0.000
47	Office and Other Misc expenditure	0.030	0.000
48	Project staff salaries	2.480	0.000
<b>c) Hospital</b>			
49	Hospital Furniture/Hospital Equipment	0.000	0.100
50	Maintenance & Operational Expenses including consumables, AMC etc	0.120	0.000
<b>d) Stores &amp; Purchase</b>			
51	Printing & Stationery	0.140	0.000
52	Maintenance & Operating Cost of Stores Vehicles	0.020	0.000
53	Misc Works	0.000	0.030
54	NIC support for CPPP	0.070	0.000
55	Pending POs from previous years	0.560	2.720
56	Pending commitments	1.200	3.142
57	Insurance for HEFA Equipment	0.006	0.000
58	Hand pallets for all academic Depts.	0.000	0.050
59	Storage Racks for Stores	0.000	0.050
60	Replacement of old Desktops/Laptops for Staff and Faculty	0.000	1.650
61	Replacement of Old Furniture for Faculty on every 10 Years	0.000	0.880
62	Replacement of Old Office Printer for Faculty on every 5 years	0.000	0.270
63	AMC for Xerox machine for all admin sections	0.100	0.000
<b>e) Others</b>			
64	Bio-Safety	0.067	0.020
65	Institute Ethics Committee	0.027	0.000
66	Chemical - Safety	0.078	0.015
67	IGH non-consumables	0.000	0.200
68	Repairs/Modification/Installation/Movement of Equipment - Chemical	0.100	0.000
69	Repairs/Modification/Installation/Movement of Equipment - MAE	0.100	0.000
70	Repairs/Modification/Installation/Movement of Equipment - Civil Engg.	0.100	0.000
71	Misc Expenditure	0.100	0.050
72	GYA Annual Meeting and International conference @	0.200	0.000
<b>Total</b>		<b>7.848</b>	<b>9.644</b>

<b>3. Dean (Academics)</b>			
<b>S. No</b>	<b>Particulars</b>	<b>OH-31</b>	<b>OH-35</b>
<b>a) Academics</b>			
73	MCM Scholarship, Institute SC ST Scholarship, MTech Fellowship, MDes Fellowship, PhD Fellowship, Conversion to MHRD and PDF	30.000	0.000
74	Conferences for PhD scholars	2.400	0.000
75	Additional Conference support to Research Excellence Awardees	0.300	0.000
76	Honorarium and other related expenditure for PhD Thesis evaluation	0.372	0.000
77	Stationery & Exam Materials	0.275	0.000
78	Convocation	0.200	0.000
79	Honorarium for External Faculty conducting Credit courses	0.100	0.000
80	Classrooms Furniture, Xerox machine, etc.	0.000	0.035
<b>b) Library</b>			
81	Print Books / e-Books	0.000	1.300
82	E-Resources / Database including Pending payments of PY	3.000	1.000
83	New Resources - (Recommendations)	0.000	1.000
84	Accessories - RFID Labels, Printer Labels, Cartridge, etc.	0.010	0.000
85	Newspapers, Magazines	0.010	0.000
86	Support Tools for Divyang Users	0.050	0.000
<b>Total</b>		<b>36.717</b>	<b>3.335</b>
<b>4. Dean (ACR)</b>			
<b>S. No</b>	<b>Particulars</b>	<b>OH-31</b>	<b>OH-35</b>
87	Corporate Relations	0.080	0.005
88	Office of Career Services (OCS)	0.100	0.000
89	Public Relations Office	0.050	0.000
90	Recording Studio (PR) & Equipment for all offices	0.000	0.015
91	Website and Database management	0.010	0.000
<b>Total</b>		<b>0.240</b>	<b>0.020</b>
<b>5. Dean (IR)</b>			
<b>S. No</b>	<b>Particulars</b>	<b>OH-31</b>	<b>OH-35</b>
92	IJCC, Japan Desk & OIR	0.150	0.075
<b>Total</b>		<b>0.150</b>	<b>0.075</b>
<b>6. Dean (Faculty)</b>			
<b>S. No</b>	<b>Particulars</b>	<b>OH-31</b>	<b>OH-35</b>
93	Expert Members Honorarium	0.200	0.000
94	Computers and Printer for Newly Recruited Faculty	0.000	0.900
95	Furniture for Newly Recruited Faculty	0.000	0.075
96	Adjunct faculty / Distinguished Professors visit (Travel, Accommodation and Food)	0.200	0.000
97	Recruitment expenditure including TA to the applicants	0.200	0.000
98	Prof of Practice salaries	0.260	0.000
<b>Total</b>		<b>0.860</b>	<b>0.975</b>

<b>7. Dean (Students)</b>				
S. No	Particulars		<b>OH-31</b>	<b>OH-35</b>
99	Sports Related Expenses		0.700	0.000
100	Sports Related Expenses - capital items		0.000	0.400
101	Inter IIT Sports Meet		6.000	8.670
102	Student Activities		0.700	0.150
103	Hostel Coordinating Unit		0.300	0.930
104	Sunshine		0.100	0.019
105	NSS		0.048	0.002
106	NCC recurring expenditure		0.030	0.100
107	SPIC MACAY activities		0.300	0.000
<b>Total</b>			<b>8.178</b>	<b>10.271</b>
<b>8. Director Office (Director)</b>				
S. No	Particulars		<b>OH-31</b>	<b>OH-35</b>
<b>a) Office of Director</b>				
108	Recurring Expenditure		0.300	0.000
109	Non-Recurring Expenditure		0.000	0.050
<b>b) iCET Project</b>				
110	iCET Project Staff		0.258	0.000
111	Accommodation and Local Hospitality for Experts		0.040	0.000
112	Travel of the Chair		0.120	0.000
<b>Total</b>			<b>0.718</b>	<b>0.050</b>
<b>9. Dean (Planning)</b>				
S. No	Particulars		<b>OH-31</b>	<b>OH-35</b>
113	Recurring Expenditure (Civil and Electrical)		9.000	0.000
114	Non-Recurring Expenditure (Civil and Electrical)		0.000	0.000
<b>Total</b>			<b>9.000</b>	<b>0.000</b>
<b>10. Chair (CC)</b>				
S. No	Particulars		<b>OH-31</b>	<b>OH-35</b>
<b>NOC / Data Centre / IT Services</b>				
115	Recurring Expenditure		2.000	0.000
116	Non-Recurring Expenditure		0.000	5.201
<b>Total</b>			<b>2.000</b>	<b>5.201</b>
<b>11. Dean (ITS)</b>				
S. No	Particulars		<b>OH-31</b>	<b>OH-35</b>
117	Recurring Expenditure		1.000	0.000
118	Non-Recurring Expenditure		0.000	0.100
<b>Total</b>			<b>1.000</b>	<b>0.100</b>
<b>12. Contingency Grant</b>				
S. No	Particulars		<b>OH-31</b>	<b>OH-35</b>
119	Contingency Grant		1.853	0.000
<b>Total</b>			<b>1.853</b>	<b>0.000</b>

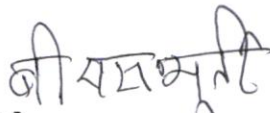
13. Directors Special Approvals				
S. No	Particulars		OH-31	OH-35
120	International Conference / Workshops @		0.300	0.000
121	Basic Research Funding and Collaborative Travel Grant		1.630	0.000
122	Outcome Based Support to Departments		3.000	0.000
123	Build Projects \$		0.100	0.000
124	Faculty Development		0.300	0.000
125	Laptop Reimbursement for 2024 BTech Batch		0.000	0.295
126	Book Grant		0.100	0.000
127	Interdisciplinary PhD students Contingency		0.200	0.000
128	Misc Electrical Wiring Works for Physics Dept		0.000	0.500
129	Misc Civil Works at Kapila Block		0.000	2.150
	<b>Total</b>		<b>5.630</b>	<b>2.945</b>
	<b>Grand Total</b>		<b>149.383</b>	<b>35.000</b>

\* Expenditure to be borne by IGH from their revenue.

# Amount over and above allocation to be met from CCE Overheads.

@ Amount sanctioned is towards seed money.

\$ Expenditure over and above sanctioned amount to be met from funds raised by Innovation Cell.

  
 निदेशक / Director

To  
 All Deans/HoDs/Chairs/FICs/HoSs  
 Dean (Admin), Registrar, HoS(F&A)  
 FiC (Web Admin): To post the Order on Institute website.