



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

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

F. No. IITH/Dir/01/2025/127  
19<sup>th</sup> May 2025

**कार्यालय आदेश सं | OFFICE ORDER No.22/2025**

**Subject: Sanction of Contingency Grant for FY 2025-26**

I am pleased to sanction the following amounts for meeting day-to-day contingent expenditure of various departments/sections:

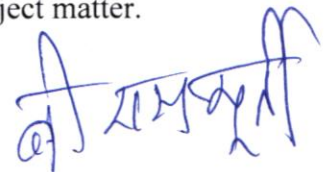
*Amount in INR*

S.No.	Department / Centre / Cell / Section	Monthly	Full year	Operated by
1	Dean (Academic)	7,500	90,000	Dean
2	Dean (Admin)	7,500	90,000	Dean
3	Dean (ACR)	7,500	90,000	Dean
4	Dean (Faculty)	7,500	90,000	Dean
5	Dean (IR)	7,500	90,000	Dean
6	Dean (ITS)	7,500	90,000	Dean
7	Dean (Planning)	7,500	90,000	Dean
8	Dean (SRC)	7,500	90,000	Dean
9	Dean (Students)	7,500	90,000	Dean
10	Asso. Dean (Planning)	5,625	67,500	ADean
11	Director's Office	1,05,000	12,60,000	AR
12	Director's Office (Vehicle)	22,500	2,70,000	AR
13	Registrar's Office	7,500	90,000	Registrar
14	Central Workshop	37,500	4,50,000	FIC
15	Computer Centre	37,500	4,50,000	Chair
16	CCE (from CCE Overheads)	15,000	1,80,000	Chair
17	RDC	7,500	90,000	Chair
18	CIP	18,750	2,25,000	Chair
19	TLC	7,500	90,000	Chair
20	Artificial Intelligence	37,500	4,50,000	HoD
21	Biomedical Engineering	75,000	9,00,000	HoD
22	Biotechnology	75,000	9,00,000	HoD
23	Centre for Computational Engineering	18,750	2,25,000	Chair
24	Chemical Engineering	75,000	9,00,000	HoD
25	Chemistry	75,000	9,00,000	HoD
26	Climate Change	18,750	2,25,000	HoD
27	Civil Engineering	75,000	9,00,000	HoD
28	Computer Science & Engineering	75,000	9,00,000	HoD

S.No.	Department / Centre / Cell / Section	Monthly	Full year	Operated by
29	Design	75,000	9,00,000	HoD
30	Electrical Engineering	75,000	9,00,000	HoD
31	Engineering Science	18,750	2,25,000	HoD
32	Entrepreneurship & Management	37,500	4,50,000	HoD
33	Heritage Science & Technology	18,750	2,25,000	HoD
34	Liberal Arts	37,500	4,50,000	HoD
35	Mathematics	37,500	4,50,000	HoD
36	MSME	75,000	9,00,000	HoD
37	Mechanical & Aerospace Engineering	75,000	9,00,000	HoD
38	Physics	75,000	9,00,000	HoD
39	Greenko School of Sustainability	18,750	2,25,000	Chair
40	Academic Section	5,625	67,500	DR
41	F & A Section	5,625	67,500	DR
42	Internal Audit	3,750	45,000	DR
43	Hostels Section	11,250	1,35,000	AR
44	Students Section	5,625	67,500	DR
45	HR Section	5,625	67,500	JR
46	MS Section	5,625	67,500	JR
47	S & P Section	11,250	1,35,000	DR
48	SRC Section (from SRC Overheads)	5,625	67,500	DR
49	Hospital	15,000	1,80,000	Dr. Raja Adarnath
50	OCS	5,625	67,500	FIC
51	Green Office ( <i>Part of plantation Budget</i> )	5,625	67,500	FIC
52	Guesthouse	5,625	67,500	FIC
53	JICA Cell ( <b>till September</b> )	1,875	11,250	JICA Staff
54	Bio Safety Office	1,875	22,500	TO(Biosafety)
55	Library	3,750	45,000	CLO
56	Security Section	5,625	67,500	FIC
57	Sports Section	5,625	67,500	FIC
58	Transport Cell	5,625	67,500	FIC
59	Superintendent Engineer (Civil)	5,625	67,500	SE (Civil)
60	Executive Engineer (Civil)	5,625	67,500	EE (Civil)
61	Executive Engineer (Electrical)	5,625	67,500	EE (Electrical)
62	AEE Civil (for Academic zone)	3,750	45,000	AEE (Acad zone)
63	AEE civil (for Residential zone and hostel)	3,750	45,000	AEE (Residence)
64	AEE Electrical	3,750	45,000	AEE Electrical
<b>Total</b>		<b>15,45,000</b>	<b>1,85,28,750</b>	

**Notes:**

1. At the end of the Financial Year, i.e. on 31.03.2026, the balance un-utilized will expire automatically. Therefore, FIC/Chair/HoDs/HoS are requested to ensure that the payment is released on or before the last working day of March 2026 for any expenditure incurred, commitment issued/reimbursement claim made. It may please be ensured that the claim reaches F&A Section by 21.03.2026 after due stock entry. Any payment pending after 31.03.2026 will be adjusted from the next year Contingency.
2. Under Contingency, the allowable expenditure heads are Purchase of Consumables, AMCs, License Renewals, Honorarium to Guest Faculty, Transport Expenses, working lunch, refreshments for meetings, and NOT ALLOWED for capital expenditure heads like Furniture, Office Equipment, Laptops, Desktops, etc, as the budget is allotted under OH-31.
3. The total contingency expenditure cannot be higher than the allocated amount.
4. Any purchase should be as per IITH purchase norms.
5. The advance amount should not be more than the power delegated to the Head/Chair/FIC for the purpose.
6. The Operating person shall be responsible for timely submission of bills/recovery or adjustment of the advance given to their staff out of this Contingency.
7. Original GST Invoice/Bills needs to be submitted after due stock entry and should avoid cash payments for the expenditure exceeding Rs.2,000/-.
8. Due to austerity measures the Contingency Grant has been reduced to 75% this year. The allocation will be reviewed again in the beginning of third quarter i.e. October 2025 based on the availability of funds at that time.
9. This order supersedes all orders/approvals issued earlier with respect to the subject matter.



निदेशक / Director

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