

Turn Around Time					
Sl. No.	Details of the Service	Requirement from the stake holders	Check List	Maximum processing time for the office*	Contact details of the concerned official
1	Endorsement Certificate	Receipt of the requested certificate	Final Project Proposal, Certificate from the investigators mandated by the funding agency	Within 2-3 working days	ICSR Office, 04923 226 593
2	Registration of Project	Assigning Project Identification Number and Initiation of project	Sanction Order/ Project Agreement, Fund transfer intimation	Within 2-3 working days	
3	Uploading of recruitment notification of project staff	Advertising for the vacancy of project staff in official websites	Project Staff recruitment form, confirmation on receipt of funds	Within 2-3 working days	
4	Joining of Project Staff	Enrolling new project staff at ICSR	Joining forms and credentials	Within 2-3 working days	
5	Relieving of Project Staff	Relieving formalities of Project Staff upon resignation/ contract completion	Resignation Letter (if applicable), No Dues Certificate	Within 2-3 working days	
6	Approval of project purchase proposals & Release of Purchase Order	Approval for initiating the purchase from project/ seed grants & Release of PO to the L1 supplier	Indent form, Technical Specification, Purchase Committee details, GeM report, Quotations (min 3 nos), Technical Comparison, Financial Comparison, & Purchase Committee Recommendation	Within 4-5 working days	
7	Payment/ Reimbursement requests	Release/ reimbursement of expenses from projects	Original invoice, payment proof (if applicable), and supporting documents	Within 2-3 working days	

*Note: In case of an unavoidable situation or where insufficient details are provided and supporting documents are not available, the applicant will be intimated for providing required information.