

| Turn Around Time | | | | | |
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| Sl. No. | Details of the Service | Requirement from the stakeholders | 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, 0491-209 2073 |
| 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 1-2 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, installation/warranty certificate (if applicable), and supporting documents | Within 5-7 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 to provide the required information.