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UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
DILSHAD GARDEN, DELHI-110 095

(RESEARCH CELL)

No. MC/RC/2023-24

Date: 25th April, 2023

NOTIFICATION

Please find enclosed herewith the revised guidelines for sponsored Research Projects for UCMS w.e.f. 1st April, 2023. This is for information and necessary action please.

CO-ORDINATOR

(RESEARCH)

Copy to:

1. The Head, Department of _____, UCMS.
2. The Joint Registrar, UCMS
3. The Deputy Registrar, UCMS
4. The Internal Audit Officer, UCMS
5. Assistant Registrar (Accounts/Central Stores/CCS/Establishment/P.O./Academic/General, UCMS)

UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
DILSHAD GARDEN, DELHI – 110095

REVISED GUIDELINES FOR SPONSORED RESEARCH PROJECTS FOR UCMS

w.e.f. April 1, 2023

(I) Submission of the project proposals

a. The Principal Investigator (PI) will be responsible for writing of Research proposals and will complete the Project Initiation Form.

b. All proposals for submission of Research project to the various funding agencies should be forwarded through the Head of the Department concerned who will certify that it would be possible for the department to accommodate the Research project work and its staff within the existing laboratory space. All research proposals should be presented and discussed at the department level. In case of interdepartmental research, it will be the responsibility of the co-Investigator to appraise his/her HOD. It will be the responsibility of PI that a copy of extramural research scheme is deposited in the office of main & collaborating department(s). The proposals must be cleared by Head of the department within seven working days.

c. To facilitate the administration/scientific handling of the project, PI should preferably have a Co-Investigator from the same department as that of PI.

d. No faculty member of the UCMS would be able to claim the status of PI or Co-Investigator of a project either in the College, or any other institution if the project has not been processed through the RPAC, UCMS. In case any faculty member is associated with any collaborative research project outside the UCMS, clearance for the same is required to be obtained from the RPAC, UCMS before participation in the project.

e. The project proposals to all funding agencies must ask for a minimum Overhead Charge as per norms/guidelines of the funding agency. If there are no prescribed guidelines of the funding agency regarding overhead charges, in that case a minimum of 20% overhead charges should be considered while submitting the project Proposal. (The PI should enclose the copy of the guidelines related to Overhead).

f. Teaching posts, *viz.* those of Professors, Associate Professor, and Assistant Professor should not be asked for in the project proposals. However, posts of Research Scientists of category A, B and C may be included in the proposal as per the UGC pay scales/level. Pay scale/level of the other posts asked in the project proposal should carry scales/level of pay identical to those of the corresponding posts in the college. The Post(s) on a consolidated salary, not exceeding the total emoluments at the minimum of the scale of the identical posts in the college may also be included in the budget proposal.

g. If the Project is awarded by or accepted from a non-government agency, a statement

on terms & conditions of the project including the rights of patents and royalties etc. must be clearly spelled out. If an MOU is to be signed later, the exact terms & conditions of the MOU including a summary of the finalized project should be submitted to the Chief coordinator, Research (UCMS) through Research Cell.

(II) Sanction of the Projects

The sanction letter and details of the amount sanctioned under different budget heads, duration of the Project and other terms & conditions should be communicated immediately to the Research Cell, UCMS as & when sanction letter has been issued by the funding agency. Further, a copy of every sanction letter as well as revision in the sanction letter/ release of funds shall be submitted to the Research Cell immediately by the PI upon receipt.

The Project Initiation Form must be submitted to the Research Cell, UCMS before the start of Project by the PI.

The date of start of project will be the date of actual receipt to first installment of the Grant sanctioned or as specified by the funding agency.

PIs may start the process for procurements of the equipment and recruitment of manpower, etc. after they receive a written communication of the sanction of the Project along with budgetary commitments from the funding agency. The commencement of the Project shall take place on receipt of the first installment of the Project.

(III) Operation of the Research projects- Procurements

A. All purchases shall be recommended by a Committee called the "Project Purchase Committee (PPC)" for each project consisting of following members: PI (Convener), Co-PI, and two regular faculty members (out of which one member must be from the Teaching Faculty of any allied Department). The proposal to constitute the committee should be approved by the Principal, PPC shall be constituted in the beginning of the Project and would serve the entire duration of the project.

THE PROCUREMENT OF GOODS AND SERVICES THAT ARE AVAILABLE ON GeM WILL HAVE TO BE MANDATORILY PROCURED THROUGH GeM. GFR 2017 (AS AMENDED FROM TIME TO TIME) SHALL BE STRICTLY FOLLOWED FOR ALL PROCUREMENT/SERVICES

Guidelines for the same are as follows:

1. **Purchase of item(s) upto Rs.25,000/-** can be made by the PI/Co-PI by selection on GeM portal only (See Annexure I).

   If not available on GeM, then GeM non-availability Report of the Goods must be downloaded and it may be procured without inviting quotation from open market (See Annexure II). The following certification and non-availability report downloaded from the GeM portal must be submitted along with the bill for release of payment. (Rule 154 of GFR 2017)

   "I……, am personally satisfied that these Goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

2. **Purchases more than Rs. 25,000/- and up to Rs. 5,00,000/-** may be made through GeM by selecting L1 bidder out of the minimum 03 (three) different manufacturers on comparisonbasis (See Annexure III).

   If not available on GeM then the Rule155 of General Financial Rules 2017 (as amended time to time) must be followed for procurement up to Rs.2,50,000/- only i.e. purchase of Goods by PPC. The PPC will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier (See Annexure IV).

   Purchase order up to Rs. 2,50,000/- can be placed by the PI/Co-PI after following the procedure outlined in General Financial Rules 2017 on recommendations of the Project Purchase Committee and approval by Chief Co-ordinator, (Research) (See Annexure IV).

   Before recommending placement of the purchase order, the members of the Committee will jointly record a certificate as under:-

   "Certified that we……, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

3. **Above Rs. 5,00,000/-** and till Rs. 25 lakhs (if available on GeM), approval of Principal will be required before placing purchase order (See Annexure V).

4. **Above Rs.2,50,000/-** (if item is not available on GeM), it is mandatory to receive all bids

through E-Procurement portals in respect of all procurements (GFR160) (See Annexure VI)

Since the Rule 148 of the GFR 2017 which deals with Rate Contract has been abolished as such the procurement of the Consumables should be strictly following the Rules as mentioned in 1 and 2. If the consumables/ Glasswares etc. are not available in GeM it may be purchased by empanelment of the vendors through Expression of Interest mode from the Indian firms as per Rule 150 and procurement could be made as per rule 162 of GFR2017 from the empaneled vendors

Purchase above Rs. 2,50,000/- and upto Rs. 25,00,000/- shall require approval of the Principal, UCMS prior to placing the order (See Annexure VI) Above Rs. 25,00,000/- approval of the Chairman governing body (UCMS) is required prior to placing the order (See Annexure VII)

5. Out of overall overhead charges, 50% share will be given to the College Account. The amount could be utilized by the College for the overall development of the laboratories including the purchase of lab equipment, infrastructure development in the laboratories, repair and maintenance of laboratory equipment etc. In addition, the amount can be utilized for paying the college utilities bills, for engaging required contractual staff for the efficient maintenance and administrative support, for intramural research grants, for facilitating publication of research or for meeting any other exigency related to the implementation of research projects as per approval of the Principal, UCMS

6. Fifty percent (50%) of the overhead charges shall be at the disposal of the PI. The funds under this head could be utilized by the PI up to nine months beyond the tenure of the project. The project will be treated as completed as on the date of the completion of the tenure period. Any unspent amount from the fifty percent share of the PI (after Nine months) shall be transferred to the College Share of the project account

The following expenses can be made by the PI from her/his share of the overhead charges:

a. **Infrastructure**. All expenses related to Laboratory maintenance and renovation, purchase of furniture, personal computers including laptops, minor equipment costing upt o Rs. 2,50,000 and printers to be used as office equipment, repair of existing furniture, wooden work like partitions, shelves etc. flooring, making dust free rooms, water and electricity connections including labour charges, purchasing of air conditioners, invertors, voltage stabilizers, UPS and air curtains subject to availability of funds as per rule. Proper procedure as per GFR should, however, be followed. No structural changes can be made without the consent of the Principal and such changes can be made after certification by the college Engineering Dept.

b. Repair and up-gradation of scientific equipment, computers and peripherals, payment of annual maintenance/service contracts, purchase of minor accessories for equipment.

c. Cost of advertisements in newspapers for project positions as well as other notices.

d. Hiring manpower including secretarial assistance (typing/computer operator/accounting, etc.) subject to approval by the Principal, as appropriate at University approved rates. Assistance on part-time basis to Masters and Ph.D. students not getting any financial support can be provided on a fixed honorarium basis not exceeding the 50% of CSIR/UGC fellowship amount after getting approval of the Principal.

e. Expenses to meet local, domestic, or international travel, hotel expenses (actualupto100 Euro / 150 USD per day), DA / per diem (in addition to Hotel Expenses), registration fee towards the participation of PI, Co-PI and project staff in Conferences/Symposia and on visits to other laboratories (in India and abroad) for discussions in collaborative research work subject to prior approval of Principal.

f. Expenses to meet filing of Indian or USA or global patents or PCTs as per rules in consultation with AR (Accounts) and after getting prior approval of Principal.

g. Provision of communication facilities, including installation and periodical bill payment of telephone, intercom, and E-mail in office/Laboratory of the PI/Co-PI.

In addition to the above, reimbursement of telephone charges including broadband charges for project work may be paid from this head up to a ceiling of Rs. 12,000/- per financial year. The reimbursement of expenditure incurred on telephones bills and internet charges can be claimed by a PI irrespective of the number of projects being handled by a PI at one given time up to Rs. 1000/- p.m. per the following procedure:

i. For the PIs who are entitled to reimbursement of telephone/internet facility from the College: They may submit their claim for the amount spent over and above the entitled limit with a copy of the telephone/internet bill along with an undertaking that "The original bill has been submitted to the College and I have claimed and received Rs..... which was my entitlement against the same".

ii. In case bill for a separate telephone/internet connection is submitted for claim, the same should be registered in the name of the PI. The PI should give a undertaking that 'the same has not been submitted or will not be submitted for reimbursement from the college' and

iii. For PIs who are not entitled for reimbursement of their telephone bills from the College: they may submit their bills in original for claiming the same to the Research Cell.

h. Life membership or annual membership of the academic societies directly related to the activities of the project may be claimed by PI/ Co-PI.

i. Expenditure towards entertainment/hospitality/snacks/lunch etc. Due financial prudence be exercised by the PI while incurring such expenditure and PI should certify that such bills pertain to the concerned project.

j. Publication charges for the Publications.

k. The Research Cell, UCMS shall maintain the accounts of Overhead charges of all PIs, and if a PI has more than one project at his disposal, Research Cell may permit on approval of the Principal any permissible expenditure from the Overhead Charges of the another project of the same PI.

Note: In view of the exigencies that may arise during the work in the project, which is not covered

under the above provisions, the PI/Co-PI may with prior approval of Principal, UCMS/ Chief Coordinator (Research), meet such expenditure as may be necessary for the smooth functioning of theProject from the P.I. share of the overhead charges of the project.

Research project funded by agency other than government

- The proposal for Research Projects funded by Non-Government Agencies will be submitted with a minimum of 20% of the total cost as Overhead Charges.
- At least 10% of the total cost of the project will be retained and used by the Collage as overhead charge.
- Project in which sanctioned over head is more than 20% of the total cost over heads willbe divided equally between the College and PI.

After the completion of the Project, the equipment, furniture items and non-consumable items procured by the PI during the tenure of the project(s) must be transferred to the Department concerned/College and appropriate stock entries must be recorded in the Departmental Stock Register as well as the main Assets Register maintained by the Central Store.

SETTLEMENT OF BILLS

1. The payment of bills and clearance of accounts is one of the most important aspects of the smooth running of Projects. If Research Cell, UCMS has procedural objections to a bill, it should be returned to the PI in a week's time. Bills which are in order should be cleared and the payment should be released through online/digital mode within three weeks of submission of the bills. If the bill is not settled within three weeks from the date of submission, PI should report to the branch head.
2. If any note-sheets/bills of purchase are sent to the Research Cell, UCMS, concerned branch should acknowledge the receipt of note-sheets/bills.

MAINTENANCE OF STOCK REGISTERS

1. Each project should have a separate stock register for assets, accession, consumable and non-consumable articles.
2. A separate account should be opened with full particulars for each article on a separate page, unless the transactions in respect of articles are less in number. In that case, one page may be utilized for recording receipts and issues for more than one article provided the accounts in respect of different articles are not mixed up on that page.
3. All entries in the stock book should be initialed by the Project-in-charge.
4. Physical verification of stock should be conducted at least once in a year. The result thereof should be reported to the Research Cell, UCMS.
5. Equipment purchased specifically for each project will be the property of the College on the termination of the project unless the sponsoring body desire otherwise and the Stock should be entered in the Departmental Stock Register clearly showing that it has taken from the respective project (give details) after the closure of the Project and a copy of handing over/ taking over duly signed by the PI and Head of the department should be submitted to the Research Cell, UCMS for record and verification by the Audit.

INTERNAL MONITORING OF PROGRESS OF RESEARCH PROJECTS

Each PI is required to submit a quarterly report of the project highlighting tangible/physical milestones achieved along with expenditure incurred & balance of funds available to the Research Cell to the Principal of the College, through Chief Co-Ordinator (Research).
The reports may be submitted in April, July, October, and January for the previous quarter. Projects which are not progressing satisfactorily may be recommended for discontinuation/stoppage and PI may be advised accordingly by the Chief Co-Ordinator (Research) through the Principal of the College.

INTERIM PROGRESS AND ACCOUNTS REPORTS OF THE PROJECT

The PI should prepare the Progress report along with the settlement of accounts which should be submitted to the in Research Cell, UCMS who would verify it within a week of submission of the accounts, duly approved by the Chief coordinator (Research). On verification, the reports and accounts with a forwarding letter should be returned to the PI for onward transmission to the funding agency. Any minor discrepancy should be solved mutually. In case of any major discrepancy, the PI shouldapproach the Principal, UCMS to get the matter sorted out.

The PI should prepare the Statement of Expenditure and Utilization Certificate of every project as per the time schedule prescribed by the funding agency. Committed expenses for which documentary proof (Invoice, etc.) is available with the Research Cell may be provided in the periodic/annual Utilization Certificate (UC) demanded by the funding agencies; however, the final UC has to be prepared only after the completion of the Project and once all acquired assets are transferred to the department and stock entries recorded both in the stock register of the departments and Central Store of the College. Normally, the timeframe for issue of UC should not exceed 3 weeks.

FINAL TECHNICAL, FISCAL REPORT OF THE PROJECT

Closure of the project should be done within six months of the completion of the project. The final technical and fiscal report should be prepared by the PI in accordance with the requirements of the funding agency and submitted to the Research Cell, UCMS for verification of the financial aspects and any discrepancy should be immediately removed by mutual discussions. In case of any major problems, the PI should approach the Principal, UCMS.

CLOSURE OF THE PROJECT

1. The Statement of final accounts showing the year-wise receipts and expenditure and a list of articles (consumables and non-consumables) left over at the time of termination of the project and purchased out of the project funds should be sent in triplicate to the Research Cell, UCMS in the prescribed Performa and verified by the Chief Coordinator, or Research and Internal Audit Officer of the College. These articles may be transferred to the Department stock register except where the sponsoring bodies do not allow the Department to retain the articles without paying them the book valueof the articles. In case the Department does not require said articles, the same may be auctioned or issued to other departments, if needed.
2. The list of articles will be given to the Head of the Department for entering the permanent

assets in the stock register of the Department within four weeks of the submission of the list. After making entries in the Stock Register of the Department, the list with proper entries of the pages of the stock register in the Performa to be supplied by the Accounts Branch/Central Stores should be sent to the Internal Audit Office for verification. It is mandatory for the Department to enter all items in the stock register and to reissue them to the teacher concerned for his research and to take back to the stores the items the PI does not want to use. It is also mandatory for the Head of the Department to move the papers for writing off ofany items which none of the teachers of the Department is willing to take and has been returned to the stores from the project (and is obsolete).

3. The PI and Head of the Department should ensure that all pieces of equipment which are obsolete / beyond repair are written off after following due process. The PIs / teachers should give this in writing as soon as the situation arises. In case of any missing item / component of the items falling under this category, the cost to be recovered from the PI / Teachers (before issuing no dues certificate) will be decided / approved by competent authority, UCMS in consultation with the Head of the Department and Chief Coordinator (Research).

4. If a PI subsequently takes up another project and requires the same equipment, the Department shall re-allot the equipment to the PI on preferential basis and maintenance/repair of the same shall become the responsibility of the PI from the funds available for the new project. If the funding agency desires a certificate/declaration stating that particular equipment shall be available unhindered to the PI for the project in question, the same shall be given by the Head of the Department, which would *inter alia* facilitate the PI to demand funds for the maintenance of the equipment. This will help in saving institutional funds and also ensure continuous running and maintenance of the instruments by the PI. The PI may inform the Head of the Department about the need to retain the equipment's at its original location as created by PI (if required).

APPOINTMENT OF STAFF IN RESEARCH PROJECTS

1. For appointments to the posts under the Project, applications should be invited after giving wide publicity regarding the vacancies.

2. (i) The cases where the vacancies are for a period up to 6 months, such posts need not be advertised but should be circulated in the Departments of the University of Delhi and the website of the College.

   (ii) In cases where the vacancies are for more than 6 months and up to one year, such posts need not be advertised in the newspaper but circulated in various institutions in India including Departments of the University of Delhi and the website of the College and University of Delhi.

   (iii) In case the posts are for more than one year, the posts should be advertised in at least one national newspaper. The post should be displayed on the website of the College forat least three weeks.

   (iv) The contractual appointments against different posts made under provisions in 2(i) and 2(ii) shall normally not continue beyond 6 months. The contractual appointments made under the provisions in 2(iii) shall not continue beyond the duration of the project.

3. The applications will be processed by the Project-in-charge and applicants will be called forinterview before selection committee.

4. There will be an Appointment Committee for the selection of the candidates for the project. This committee, called the "Project Appointment Committee (PAC)" for each project shall consist of PI (Chairperson), Head of the Department, Co-PI (if any) and two members of the regular teaching faculty of the concerned department of which one must be a Professor. This committee shall be constituted at the beginning of the project by PI with the approval of Principal, UCMS and shall serve throughout the duration of the Project.

5. The appointment letters shall be issued to the selected candidates by the Project- in-charge except in the case of project in respect of which the appointment letters to the candidates are to be issued by the sponsoring bodies. A copy of the appointment letter should be sent to Research Cell, UCMS. All appointment letters should clearly indicate the terms and conditions of appointment. In case wherein approval of the funding agency is required, the appointment letters should be issued only when the clearance in writing is received from the funding agency.

6. Appointment of the above staff will be purely on a temporary basis and for the duration of the project only and the appointed staff will have no claim for regular appointment in the College on the termination of the project.

7. The staff employed in the projects will be governed by the same rules and conditions of service as applicable to temporary employees in the College from time to time except in those projects where the conditions have been laid down by sponsoring body.

8. The leave/leaves to the staff under projects will be admissible to the same extent as it is admissible to the corresponding employees of the College unless the sponsors specify otherwise. The Project-in-charge will be competent to sanction leave to the extent admissible.

9. The joining report of the selected candidates should be countersigned by the Project-in-charge and forwarded to the Research Cell, UCMS. A copy may be retained by the Project-In-charge.

FIXATION OF PAY

The pay of employees will be fixed by the Project-in-charge as per the sanctioned letter issued by the Funding Agency or as per the minimum of the pay scale of the similar post.

ANNEXURE - I

FLOW CHART FOR PROCUREMENT

All procurements must be recommended by Project Purchase Committee (PPC)

PROCUREMENT UPTO Rs. 25,000/- THROUGH GeM

↓

After recommendation of PPC

↓

Search on GeM (by P I)

↓

If available on GeM

↓

Save the item in cart

↓

Purchase order (by P I)

ANNEXURE - II

FLOW CHART FOR PROCUREMENT

All procurements must be recommended by Project Purchase Committee (PPC)

PROCUREMENT UPTO Rs. 25,000/- WITHOUT GeM

↓

After recommendation of PPC

↓

Search on GeM (by P I.)

↓

If not available on GeM

↓

GeM non availability report

↓

Proforma Invoice by vendor

↓

Purchase order (by P I.)

ANNEXURE - III

FLOW CHART FOR PROCUREMENT

All procurements must be recommended by Project Purchase Committee (PPC).

PROCUREMENT FROM Rs. 25,000/- TO Rs. 5 LAKH THROUGH GeM

↓

After recommendation of PPC

↓

Search on GeM (by P.I.)

↓

If available on GeM

↓

Price comparison (L1) out of minimum 3 bidders (by P.I.)

↓

Save the item in cart

↓

Recommendation of PPC

↓

Purchase order (by P.I.)

ANNEXURE - IV

FLOW CHART FOR PROCUREMENT

All procurements must be recommended by Project Purchase Committee (PPC).

PROCUREMENT FROM Rs. 25,000/- TO Rs. 2.5 LAKH WITHOUT GeM

↓

After recommendation of PPC

↓

Search on GeM (by P.I.)

↓

If not available on GeM

↓

GeM non availability report

↓

Market survey by PPC

↓

Proforma Invoice by vendor

↓

Recommendation of PPC

↓

Approval of Chief Coordinator (Research)

↓

Purchase order (by P.I.)

ANNEXURE - V

FLOW CHART FOR PROCUREMENT

All procurements have to be recommended by Project Purchase Committee (PPC).

PROCUREMENT FROM 5 LAKH & UPTO Rs. 25 LAKH THROUGH GeM

↓

After recommendation of PPC

↓

Search on GeM (by P.I.)

↓

If available on GeM

↓

Price comparison (L1) out of minimum 3 bidders (by P.I)

↓

Approval of PPC

→ Save the item in cart

↓

Research Cell

↓

Chief Coordinator (Research)

↓

Approval of Principal, UCMS

↓

Purchase order (by P.I.)

ANNEXURE – VI

FLOW CHART FOR PROCUREMENT

All procurements have to be recommended by Project Purchase Committee (PPC).

PROCUREMENT FROM Rs. 2.5 LAKH TO 25 LAKH WITHOUT GeM

↓

After recommendation of PPC

↓

Search on GeM (by P.I.)

↓

If not available on GeM

↓

E-tendering

↓

Recommendation of specifications & tender document by PPC

↓

Research Cell

↓

Chief Coordinator (Research)

↓

Approval of Principal, UCMS to upload tender document & techno-commercial evaluation of bids

↓

Uploading of tender document

↓

Recommendation of PPC, w.r.t., techno- commercial evaluation of bids

↓

Research Cell

↓

Chief Coordinator (Research)

↓

Approval of techno-commercial evaluation by Principal, UCMS and permission for opening of financial bids

↓

Opening of financial bids

↓

Comparison of price bids, by PPC

↓

Recommendation of PPC

↓

Research Cell

↓

Chief Coordinator (Research)

↓

Approval of Principal, UCMS

↓

Purchase order (by P.I.) as per college format

ANNEXURE – VII

FLOW CHART FOR PROCUREMENT

All procurements must be recommended by Project Purchase Committee (PPC).

PROCUREMENT ABOVE 25 LAKH

↓

After recommendation of PPC

↓

Search on GeM (by P.I.)

↓

If not available on GeM

↓

E-tendering

↓

Recommendation of specifications & tender document by PPC

↓

Research Cell

↓

Chief Coordinator (Research)

↓

Approval of Principal, UCMS to upload tender document & techno-commercial evaluation of bids

↓

Uploading of tender document

↓

Recommendation of PPC, w.r.t., techno- commercial evaluation of bids

↓

Research Cell

↓

Chief Coordinator (Research)

↓

Approval of techno-commercial evaluation by Principal, UCMS and permission for opening of financial bids

↓

Opening of financial bids

↓

Comparison of price bids, by PPC

↓

Recommendation of PPC

↓

Research Cell

↓

Chief Coordinator (Research)

↓

Approval of Principal, UCMS

↓

Approval of Chairman (General Body)

↓

Purchase order (by P.I.) as per college format

Minutes of meeting of 19th Sept 2022

The meeting in continuation of 15th Sept was conducted in committee room at 10.30 am on 19th sept followed by 30th sept at DEM block, attended by the following members:

1. Dr S. V Madhu
2. Dr Shukla Das,
3. Dr Sonal Sharma,
4. Dr Manish Narang,
5. Dr Rajarshi Kar,
6. Mr R.K. Meena.

We also invited Mr Vijay (Lab assistant ,Stores) & Dr Mohmad Ansari (Scientist MRU) to attend

Mr Rajesh was not available.

1. The committee decided that the Research Cell should be primarily involved in administrative /Expenditure approval .One additional staff (Lab Assistant grade I)maybe hired on ad Hoc basis whose payment maybe be adjusted from Institutional overhead budget who can manage the administrative functionality / operational part of the projects. One A/R Accounts [redacted]) may be involved for conducting meeting once a month to discuss files related to purchases more than 7 s- lakhs >25,000/- for which approval maybe required.
2. Dr S.V Madhu provided the document of year 2019 , wherein a detailed outline of GFR rules and procedures were available. This document will be used for approvals and purchases made by PI.
3. For All extramural projects ,PI has to generate an ID for GEM portal to enable purchases in the project.
4. Sanctioning authority of projects may be vested upon PI who will have the delegated powers to procure stores,good ,services ,travel costs. subject to availability of funds .
5. All accounts under extramural funds to be separated and maintained as saving accounts (eg, DBT.ICMR.DST etc.)
6. Manpower salary should be directly transferred to the staff after submission of their leave records by 30th of every month .
7. Imprest money upto INR 10,000/- can be obtained from budget allocated to PI.
8. Purchases< INR 25,000/- should be permitted with PI s approval (no additional institutionaladministrative approval required)only . AND purchases >25,000/ upto 2.5 L , ~~levels~~ purchase committee approval is adequate however before payment or placing order expenditure approval to be obtained from Research Cell finance officer(A/R) for further submission to Principal.
9. It is proposed that Research Cell with the existing members, additional 2 faculty (preferably who have been awarded extramural projects) may be added + A/R finance.PI will refer all files to this committee, after approval from this committee file will directly go to Principal for approval. Subsequently file will come back to PI for necessary action.
10. Purchase more than 5L may be approved by Technical specification committee or Standing Purchase committee whichever is applicable.

11. In many multicentric trials specific test has to be done by specific instrument of one particular company which should be same in all centers, (multi investigator grant),which is institute specific. At the time of application PI can take permission from Head of institute and explain the advantage of that instrument. Mechanism for its procurement may follow the same as for a proprietary item.OR If equipment is FOC then institute must grant permission to PI to procure consumables

12. To approve / formulate open Tender Rate contract as per existing

Sincerely

Shukla Das.
10/10/2022

10/10/22

10/10/22

[redacted]
Manik
10/10/22

[redacted]
10/10/22