

दक्षिण बिहार
केन्द्रीय विश्वविद्यालय



CENTRAL UNIVERSITY
OF SOUTH BIHAR

(Established by Central Universities Act 2009 of Parliament)

Manual for Sponsored Research Projects

MSRP

CENTRAL UNIVERSITY OF SOUTH BIHAR

2015

CUSB

(Effective from _____)

Collective Reasoning

दक्षिण बिहार केन्द्रीय विश्व विद्यालय
CENTRAL UNIVERSITY OF SOUTH BIHAR

(Established under Central Universities Act, 2009)

BIT Campus, P.O. : B.V. College, Patna – 800 014 (BIHAR)



MANUAL FOR SPONSORED
RESEARCH PROJECTS

प्रो० हरिश्चन्द्र सिंह राठौर
कुलपति
Prof. H. C. S. Rathore
Vice-Chancellor



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अन्तर्गत स्थापित
CENTRAL UNIVERSITY OF SOUTH BIHAR
Established under Central Universities Act 2009

Foreword

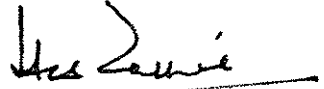
I am glad to learn that the finance wing of the university has recently prepared a booklet- '**Manual for Sponsored Research Projects**' which is compilation of all the procurement rules and regulation to be followed by faculties and departments in the University for Purchase/Procurement of Goods under the grants of Sponsored Research Projects.

I am happy to know that this manual will serve as a concise handbook for all the Principal Investigator for Purchase /Procurement of Goods/ Services for smooth supplication of their research projects funded by external agencies. This manual declare all the policies, rules, regulations and procedure as laid down in the GFR prescribed by Government of India for procurement of Goods by public Funded Organization.

Such a declaration of policy and procedure in public domain is essential for ensuring transparency, uniformity and fair play in public procurement. Further, benefit comes in the form of saving Administrative time required for bringing efficiency in management as objections in payments are minimized.

I am sure that this document will go a long way in streamlining the Research Project handling procedure in the University and facilitate research in the University.

I understand that task of compilation of **Manual for Sponsored Research Projects** in a very short span of time was a challenging work I congratulate CMA B.K Pandey, Finance Officer, Dr. Ram Kumar, Associate Professor and his team for bringing out this comprehensive document in a short span of time .


Prof. H.C.S Rathore 5/12/15

बी० के० पाण्डेय

बी०कॉम (ऑनर्स), एम०कॉम, ए०आई०सी०डब्लू०ए०

वित्त पदाधिकारी

B. K. Pandey

B. Com (H), M. Com. AICWA

Finance Officer



दक्षिण बिहार केन्द्रीय विश्वविद्यालय

केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अन्तर्गत स्थापित

CENTRAL UNIVERSITY OF SOUTH BIHAR

Established under Central Universities Act 200

Message

It is a matter of great pleasure that a **'Manual for Sponsored Research Projects'** has been compiled.

Central University of South Bihar is an autonomous organization fully funded by Govt. of India. In order to ensure handling of research projects, efficient, cost effective, transparent and responsive to the needs of the stake holders, a **'Manual for Sponsored Research Projects'** has been prepared by finance unit and purchase unit. The compilation is prepared mainly on the basis of provision contained in General Finance Rule 2005 issued by Govt of India, good practices followed by premier academic institutions in the country.

Need has been felt to summaries GFR provision related to procurement to form a **'Manual for Sponsored Research Projects'** not only to serve as a quick reference but also built up smooth functioning in autonomous organization like Central University of South Bihar.

I am sure that **'Manual for Sponsored Research Projects'** is responsive to the needs of the all concerned. It will also cater the needs not only the purchase and finance department but it also serve as useful references for the every member of the university. I am very much thankful to **Dr. Ram Kumar, Associate Professor** for his valuable time in creation of this manual in a short span of time. Suggestion for the improvement in the manual are most welcome for considering in future improvement.


CMA B.K Pandey

CENTRAL UNIVERSITY OF SOUTH BIHAR

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ABBREVIATIONS USED

CUSB	:	Central University of South Bihar
CPP	:	Central Public Procurement
CEC	:	Consultancy Evaluation Committee
CPC	:	Centre Purchase Committee
DPC	:	Department Purchase Committee
FPAC	:	Faculty Project Approval Committee
GFR	:	General Financial Rule
HoD	:	Head of Department
PD	:	Project Directorate
PPC	:	Project Purchase Committee
PMAC	:	Project Monitoring /Administration Cell
PO	:	Project Officer
PI	:	Principal Investigator
RFP	:	Request for proposal
TOR	:	Terms of reference
UPC	:	University Purchase Committee

1. INTRODUCTION

1.1 The Purchase guidelines being presented in this book have been substantially drawn from Government Rules/GFR.

1.2 The booklet relates to comprehensive description of purchase procedures, execution of project and the management of Extramural Grant aiming to smoothen research in the University. The Purchase booklet is modelled after the General Financial Rules (GFR) 2005 as amended from time to time. One-page 'GFR made simple' has been developed for the users to have a quick understanding of various steps involved in purchase of goods.

1.3 The purchase booklet has been designed entirely for the usage of CUSB faculty with projects, and presented in a segmented manner for purchase within a price bracket, with detailed purchase procedures, forms etc. which are required to be followed.

1.4 For any clarification regarding financial matters, the original rule/order/circular should be seen.

1.5 Any subsequent change in the General Financial Rules/purchase procedures of the university shall be intimated to all Project Directors/faculty members through the Deans/Heads of the Schools/chairpersons of Special Centres.

1.6 Authorities competent to purchase goods and services: In order to reduce micromanagement, expedite administrative action, enhance productivity and inculcate innovation, micromanagement is to be reduced at all levels. An authority in the University, who is competent to incur expenditure within delegated limits, subject to availability of funds may sanction expenditure on goods/services subject to the availability of fund and provisions made by the funding agency for smooth execution of the Research project in CUSB, its Laboratories/Schools and Centres. The different modes approved for purchase, financial powers, sanctioning powers are to be followed.

1.7 A check-list would be prepared for the following:

1.7.1 A check-list for faculty to ensure all enclosures such as approval of Department/Centre/Project Purchase committee, copy of the minutes etc, all original bills/invoices, bank paper/wire transfer request form etc.

1.7.2 A check-list for the Finance to examine bills. Do they conform to project budget allocation, whether all signatures and approvals are placed, whether debit entry has been made in the correct project/project head etc?

1.7.3 Check-list for the Project Administration –For forwarding of Project proposals to funding agencies-whether Dean/Internal screening committee approval is enclosed, whether Overhead charges have been included in the budget.

2. Time Lines

The following are the desired timelines for paperwork in the Project Monitoring /Administration Cell (PMAC):

Forwarding of Project Proposals after obtaining due clearance and the forwarding cover letter:

Sl. No.	Nature of Project /related work	Time line for completion
2.1	For routine Government supported research schemes/grants such as from ICSSR, ICMR, DBT,DST, CSIR, DRDO, Welcome Trust	05 working days
2.2	For industry supported research schemes/grants-	07 working days
2.3	For International projects from would bodies such as EU, World bank, DFG, NIH, etc	07 working days
2.4	Clearance of bills submitted to Project Finance-normally	05 working days
2.5	For any reason, if need be, bills should be returned to the PIs within this stipulated time by recording reasons	02 working days
2.6	Issuance of Utilization certificate/Statement of Expenditure after the request from PI; or as per terms and conditions of the project	07 orking days

3. Procedure for Tender Enquiry.

3.1 The publication of tender enquiries has been made mandatory on the Central Public Procurement (CPP) Portal. Therefore, along with publicity on the CUSB website, it is now also mandatory to publish on the CPP Portal all Tender Enquiries, related corrigenda, details of contract awarded, requests for proposals, requests for expressions of interest, notice for prequalification/registration, or any other notice inviting bids or proposals in any form, whether they are advertised, issued to a limited number of parties

or to a single party. In case of procurements made through DGS&D rate contracts, only the award details need to be published on the CPP Portal.

3.2 For the purpose of publishing on the CPP portal, the Project Director/Project Investigator should contact the Assistant Registrar of his/her School/Special Centre. The Assistant Registrar/official discharging the functions of the administrative officer at the School. Special Centre has been provided with the required user ID/password and training in this regard by the CIS. In case any School/Special Centre has any difficulty in this matter, the same may be immediately taken up with the CIS.

3.3 The requirement of publishing on the CPP portal would not apply to procurement made in terms of GFR 145 (Procurement of good without quotation) and GFR 146 (purchase of goods by local purchase committee).

3.4. **Purchases of Proprietary chemicals/ Consumables. (Rule 154):**

In the case of Purchases of Chemicals/ Consumables on proprietary basis, the Purchase orders may be placed directly with the Manufactures or their Sole Authorized Distributors after receiving the offers and obtaining the recommendations of the indenting officer and sanction of expenditure by the competent authority. However, it must be ensured by the indenter that such items being procured are required to meet the immediate **needs of the project** and are not intended for stocking over a long period of time. The reasonability of prices and acceptability of other terms and condition should normally be confirmed by the Indenting Officer/Project Leader before placement of Purchase orders. The PO/PI should furnish a Proprietary Article Certificate in the format prescribed in the Purchase Booklet. Purchase on proprietary basis can be resorted to only when:

- (a) It is in the sure knowledge of the indenter that the item to be procured is manufactured only by a particular manufacturer and there is no other option except to Purchase this item as it is having unique feature which is essential for R&D activity and which is not available in any other similar item.
- (b) Spares, accessories, consumables etc need to be procured which are required to be compatible with the existing sets of equipment or for standardization of machinery.

PROJECT PURCHASE POLICY

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4. PROCUREMENT OF GOODS AND SERVICES

(Extract of important rules of General Finance Rule 2006 for Project Purchase)

4.1 PROCUREMENT OF GOODS

4.1.1 On receipt of the 1st installment of the project/ grant from the funding agency, the PI shall inform the office of the Registrar and the Finance Officer about the breakup of the received grant under different budget heads, unless already indicated by the funding agency. All sanctioned assets should be procured on priority basis within 6 months from the date of project initiation, so that the infrastructure will be available for the project work. On receipt of subsequent grants also, the PI shall intimate the breakup. The PI can reallocate the previous year's unspent balance (as per U/C of the previous year) under different heads, as required, provided that the reallocated amounts remain within the total amount sanctioned by the funding agency under the given budget heads.

4.1.2 All purchases of non-consumable and consumable items and other expenses will be in accordance with the terms and conditions of the funding agency and as per purchase rules in force at CUSB.

4.1.3 Following General Financial Rules are referred for further for further clarification;

Rule 135. This chapter contains the general rules applicable to all Ministries or Departments, regarding procurement of goods required for use in the public service. Detailed instructions relating to procurement of goods may be issued by the procuring departments broadly in conformity with the general rules contained in this Chapter.

Rule 136. Definition of Goods : The term 'goods' used in this chapter includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant etc. purchased or otherwise acquired for the use of Government but excludes books, publications, periodicals, etc. for a library.

Rule 137. Fundamental principles of public buying: Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement. The procedure to be followed in making public

procurement must conform to the following yardsticks :- (i) the specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs; (ii) offers should be invited following a fair, transparent and reasonable procedure; (iii) the procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects; (iv) the procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required; (v) at each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

Rule 138. Authorities competent to purchase goods : An authority which is competent to incur contingent expenditure may sanction the purchase of goods required for use in public service in accordance with Schedule V of the Delegation of Financial Powers Rules, 1978, following the general procedure contained in the following rules.

Rule 139. Procurement of goods required on mobilisation: Procurement of goods required on mobilisation and/ or during the continuance of Military operations shall be regulated by special rules and orders issued by the Government on this behalf from time to time.

Rule 140. Powers for procurement of goods : The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case however, a Ministry or Department does not have the required expertise, it may project its indent to the Central Purchase Organisation (e.g. DGS&D) with the approval of competent authority. The indent form to be utilised for this purpose will be as per the standard form evolved by the Central Purchase Organisation.

Rule 141. Rate Contract: The Central Purchase Organisation (e.g. DGS&D) shall conclude rate contracts with the registered suppliers, for goods and items of standard types, which are identified as common user items and are needed on recurring basis by various Central Government Ministries or Departments. Definition of Registered suppliers is given in Rule 142 below. The Central Purchase Organisation will furnish and update all the relevant details of the rate contracts in its web site. The Ministries or Departments shall follow those rate contracts to the maximum extent possible.

Rule 142. Registration of Suppliers : (i) With a view to establishing reliable sources for procurement of goods commonly required for Government use, the Central Purchase Organisation (e.g. DGS&D) will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as "Registered Suppliers". All Ministries or Departments may utilise these lists as and when necessary. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office. (ii) Credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background etc. of the supplier(s) should be carefully verified before registration. (iii) The supplier(s) will be registered for a fixed period (between 1 to 3 years) depending on the nature of the goods. At the end of this period, the registered supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfil all the required conditions. (iv) Performance and conduct of every registered supplier is to be watched by the concerned Ministry or Department. The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard goods or make any false declaration to any Government agency or for any ground which, in the opinion of the Government, is not in public interest.

Rule 143. Enlistment of Indian Agents: As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organisation (eg. DGS&D). However, such enlistment is not equivalent to registration of suppliers as mentioned under Rule 142 above.

Rule 144. Reserved Items: The Central Government, through administrative instructions, has reserved all items of handspun and handwoven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and/or the notified handloom units of ACASH (Association of Corporations and Apex Societies of Handlooms). The Central Government has also reserved some items for purchase from registered Small Scale Industrial Units. The Central Departments or Ministries are to make their purchases for such reserved goods and items from such units as per the instructions issued by the Central Government in this regard.

Rule 145. Purchase of goods without quotation : Purchase of goods upto the value of Rs. 15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the Project director/Investigator in the following format.

- i. *"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."*

Rule 146. Purchase of goods by purchase committee: Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousand) only and upto Rs. 1,00,000/- (Rupees One lakh) only on each occasion may be made on the recommendations of a duly constituted Department/Centre/Project Purchase Committee consisting of three members of an appropriate level proposed by the Project investigator and approved by the Head of the Institution. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

- b. *"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. "*

Rule 147. Purchase of goods directly under rate contract: (1) In case a Ministry or Department directly procures Central Purchase Organisation (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Ministry or Department shall make its own arrangement for inspection and testing of such goods where required. (2) The Central Purchase Organisation (e.g. DGS&D) should host the specifications, prices and other salient details of different rate contracted items, appropriately updated, on the web site for use by the procuring Ministry or Department.

Rule 148. A demand for goods should not be split into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.

Rule 149. Purchase of goods by obtaining bids: Except in cases covered under Rule 145, 146 and 147(1), Ministries or Departments shall procure goods under the powers referred to in Rule 140 above by following the standard method of obtaining bids in : (i) Advertised Tender Enquiry; (ii) Limited Tender Enquiry; (iii) Single Tender Enquiry.

Rule 150. Advertised Tender Enquiry. (i) Subject to exceptions incorporated under Rules 151 and 154, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs. 25 lakh (Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade Journal (ITJ), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation. (ii) An organisation having its own web site should also publish all its advertised tender enquiries on the web site and provide a link with NIC web site. It should also give its web site address in the advertisements in ITJ and newspapers. (iii) The organisation should also post the complete bidding document in its web site and permit prospective bidders to make use of the document downloaded from the web site. If such a downloaded bidding document is priced, there should be clear instructions for the bidder to pay the amount by demand draft etc. along with the bid. (iv) Where the Ministry or Department feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Ministry or Department may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries. (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Rule 151. Limited Tender Enquiry. (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twentyfive Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/ e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 142 above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis. (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than

Rupees twenty-five Lakhs, in the following circumstances. (a) The competent authority in the Ministry or Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated. (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry. (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote. (iii) Sufficient time should be allowed for submission of bids in Limited Tender Enquiry cases.

Rule 152. Two bid system : For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under :- (a) Technical bid consisting of all technical details along with commercial terms and conditions; and (b) Financial bid indicating item-wise price for the items mentioned in the technical bid. 30 The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened by the purchasing Ministry or Department at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract. Rule 153. Late Bids : In the case of advertised tender enquiry or limited tender enquiry, late bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered.

Rule 154. Single Tender Enquiry. Procurement from a single source may be resorted to in the following circumstances: (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods. (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained. (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Note : Proprietary Article Certificate in the following form is to be provided by the Ministry/Department before procuring the goods from a single source under the provision of sub Rule 154

(i) and 154 (iii) as applicable.

'(i) The indented goods are manufactured by M/s.....

(ii) No other make or model is acceptable for the following reasons:

.....

(iii) Concurrence of finance wing to the proposal vide:

(iv) Approval of the competent authority vide:.....

(Signature with date and
designation of the procuring officer)'

Rule 159. (1) Advance payment to supplier:

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases :-

(i) Advance payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipment, etc. (ii)

Advance payment demanded by firms against fabrication contracts, turn-key contracts etc. Such advance payments should not exceed the following limits :

(i) Thirty per cent. of the contract value to private firms; (ii) Forty per cent. of the contract value to a State or Central Government agency or a Public Sector Undertaking; or (iii) in case of maintenance contract, the amount should not exceed the amount payable for six months under the contract. Ministries or

Departments of the Central Government may relax, in consultation with their Financial Advisers concerned, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any

advance payment as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm. (2) Part payment to suppliers: Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract.

Rule 160: Transparency, competition, fairness and elimination of arbitrariness in the procurement process:

All government purchases should be made in a transparent, competitive and fair manner, to secure best value for money. This will also enable the prospective bidders to formulate and send their competitive bids with confidence. Some of the measures for ensuring the above are as follows:-

- (i) the text of the bidding document should be self-contained and comprehensive without any ambiguities. All essential information, which a bidder needs for sending responsive bid, should be clearly spelt out in the bidding document in simple language.

The bidding document should contain, *inter alia*; (a) the criteria for eligibility and qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc.; (b) eligibility criteria for goods indicating any legal restrictions or conditions about the origin of goods etc which may required to

- be met by the successful bidder; (c) the procedure as well as date, time and place for sending the bids; (d) date, time and place of opening of the bid; (e) terms of delivery; (f) special terms affecting performance, if any. 32
- (ii) Suitable provision should be kept in the bidding document to enable a bidder to question the bidding conditions, bidding process and/ or rejection of its bid.
 - (iii) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document.
 - (iv) The bidding document should indicate clearly that the resultant contract will be interpreted under Indian Laws.
 - (v) The bidders should be given reasonable time to send their bids.
 - (vi) The bids should be opened in public and authorised representatives of the bidders should be permitted to attend the bid opening.
 - (vii) The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specification should be broad based to the extent feasible. Efforts should also be made to use standard specifications which are widely known to the industry.
 - (viii) **Pre-bid conference:** In case of turn-key contract(s) or contract(s) of special nature for procurement of sophisticated and costly equipment, a suitable provision is to be kept in the bidding documents for a pre-bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the plant, equipment and machinery projected in the bidding document. The date, time and place of pre-bid conference should be indicated in the bidding document. This date should be sufficiently ahead of bid opening date.
 - (ix) Criteria for determining responsiveness of bids, criteria as well as factors to be taken into account for evaluating the bids on a common platform and the criteria for awarding the contract to the responsive lowest bidder should be clearly indicated in the bidding documents.
 - (x) Bids received should be evaluated in terms of the conditions already incorporated in the bidding documents; no new condition which was not incorporated in the bidding documents should be brought in for evaluation of the bids. Determination of a bid's responsiveness should be based on the contents of the bid itself without recourse to extrinsic evidence.
 - (xi) Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

- (xii) Negotiation with bidders after bid opening must be severely discouraged. However, in exceptional circumstances where price negotiation against ad-hoc procurement is necessary due to some unavoidable circumstances, the same may be resorted to only with the lowest evaluated responsive bidder.
- (xiii) In the rate contract system, where a number of firms are brought on rate contract for the same item, negotiation as well as counter offering of rates are permitted with the bidders in view and for this purpose special permission has been given to the Directorate General of Supplies and Disposals (DGS&D).
- (xiv) Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. However, where the lowest acceptable bidder against ad-hoc requirement is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.
- (xv) The name of the successful bidder awarded the contract should be mentioned in the Ministries or Departments notice board or bulletin or web site

Rule 161: Efficiency, Economy and Accountability in Public Procurement System:

Public procurement procedure is also to ensure efficiency, economy and accountability in the system. To achieve the same, the following keys areas should be addressed:-

- (i) To reduce delay, appropriate time frame for each stage of procurement should be prescribed by the Ministry or Department. Such a time frame will also make the concerned purchase officials more alert.
- (ii) To minimize the time needed for decision making and placement of contract, every Ministry/Department, with the approval of the competent authority, may delegate, wherever necessary, appropriate purchasing powers to the lower functionaries.
- (iii) The Ministries or Departments should ensure placement of contract within the original validity of the bids. Extension of bid validity must be discouraged and resorted to only in exceptional circumstances.
- (iv) The Central Purchase Organisation (e.g. DGS&D) should bring into the rate contract system more and more common user items which are frequently needed in bulk by various Central Government departments.

The Central Purchase Organisation (e.g. DGS&D) should also ensure that the rate contracts remain available without any break.

Rule 162. Buy-Back Offer:

When it is decided with the approval of the competent authority to replace an existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending on the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the purchaser either to trade or not to trade the item while purchasing the new one.

5. PROCUREMENT OF SERVICES

Rule 163: The Ministries or Departments may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion or outsource certain services.

Rule 164: This chapter contains the fundamental principles applicable to all Ministries or Departments regarding engagement of consultant(s) and outsourcing of services. Detailed instructions to this effect may be issued by the concerned Ministries or Departments. However, the Ministries or Departments shall ensure that they do not contravene the basic rules contained in this chapter.

Rule 165: Identification of Work/Services required to be performed by Consultants: Engagement of consultants may be resorted to in situations requiring high quality services for which the concerned Ministry/ Department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s).

Rule 166: Preparation of scope of the required work/service: The Ministries/Departments should prepare in simple and concise language the

requirement, objectives and the scope of the assignment. The eligibility and prequalification criteria to be met by the consultants should also be clearly identified at this stage.

Rule 167: Estimating reasonable expenditure: Ministry or Department proposing to engage consultant(s) should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other *organisations engaged in similar activities*.

Rule 168: Identification of likely sources:

- (i) Where the estimated cost of the work or service is upto Rupees twenty-five lakhs, preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, Chambers of Commerce & Industry, Association of consultancy firms etc.
- (ii) Where the estimated cost of the work or service is above Rupees twenty-five lakhs, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published in at least one national daily and the Ministry's web site. The web site address should also be given in the advertisements. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the Ministry or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting responses from interested consultants

Rule 169: Short listing of consultants: On the basis of responses received from the interested parties as per Rule 168 above, consultants meeting the requirements should be short listed for further consideration. The number of short listed consultants should not be less than three.

Rule 170: Preparation of Terms of Reference (TOR): The TOR should include (i) Precise statement of objectives; (ii) Outline of the tasks to be carried out; (iii) Schedule for completion of tasks; (iv) The support or inputs to be provided by

the Ministry or Department to facilitate the consultancy. (v) The final outputs that will be required of the Consultant;

Rule 171. Preparation and Issue of Request for Proposal (RFP): RFP is the document to be used by the Ministry/ 34 Department for obtaining offers from the consultants for the required work/service. The RFP should be issued to the shortlisted consultants to seek their technical and financial proposals. The RFP should contain : (i) A letter of Invitation (ii) Information to Consultants regarding the procedure for submission of proposal . (iii) Terms of Reference (TOR). (iv) Eligibility and pre-qualification criteria incase the same has not been ascertained through Enquiry for Expression of Interest. (v) List of key position whose CV and experience would be evaluated. (vi) Bid evaluation criteria and selection procedure. (vii) Standard formats for technical and financial proposal. (viii) Proposed contract terms. (ix) Procedure proposed to be followed for midterm review of the progress of the work and review of the final draft report.

Rule 172. Receipt and opening of proposals: Proposals should ordinarily be asked for from consultants in 'Two-bid' system with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelop duly sealed and submit the same to the Ministry or Department by the specified date and time at the specified place. On receipt, the technical proposals should be opened first by the Ministry or Department at the specified date, time and place.

Rule 173. Late Bids: Late bids i.e. bids received after the specified date and time of receipt, should not be considered.

Rule 174. Evaluation of Technical Bids: Technical bids should be analysed and evaluated by a Consultancy Evaluation Committee (CEC) constituted by the Ministry or Department. The CEC shall record in detail the reasons for acceptance or rejection of the technical proposals analysed and evaluated by it.

Rule 175. Evaluation of Financial Bids of the technically qualified bidders: The Ministry or Department shall open the financial bids of only those bidders who have been declared technically qualified by the Consultancy Evaluation

Committee as per Rule 174 above for further analysis or evaluation and ranking and selecting the successful bidder for placement of the consultancy contract.

Rule 176. Consultancy by nomination: Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the Ministry or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.

Rule 177. Monitoring the Contract: The Ministry/Department should be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the Ministry /Department's objectives.

6. OUTSOURCING OF SERVICES

Rule 178. Outsourcing of Services: A Ministry or Department may outsource certain services in the interest of economy and efficiency and it may prescribe detailed instructions and procedures for this purpose without, however, contravening the following basic guidelines.

Rule 179. Identification of likely contractors: The Ministry or Department should prepare a list of likely and potential contractors on the basis of formal or informal enquiries from other Ministries or Departments and Organisations involved in similar activities, scrutiny of 'Yellow pages', and trade journals, if available, web site etc.

Rule 180. Preparation of Tender enquiry: Ministry or Department should prepare a tender enquiry containing, inter alia : (i) The details of the work or service to be performed by the contractor; (ii) The facilities and the inputs which will be provided to the contractor by the Ministry or Department; (iii) Eligibility and qualification criteria to be met by the contractor for performing the required work/service; and (iv) The statutory and contractual obligations to be complied with by the contractor.

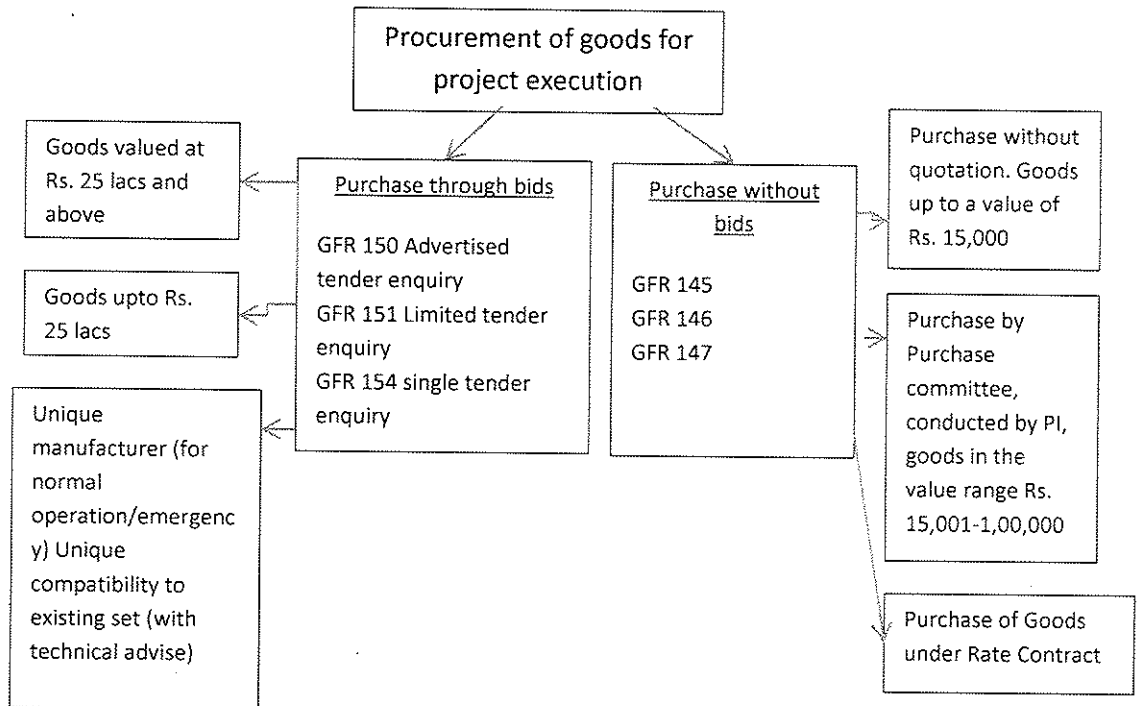
Rule 181. Invitation of Bids: (a) For estimated value of the work or service upto Rupees ten lakhs or less : The Ministry or Department should scrutinise the preliminary list of likely contractors as identified as per Rule 179 above, decide the prima facie eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should not be less than six. (b) For estimated value of the work or service above Rupees ten lakhs: The Ministry or Department should issue advertised tender enquiry asking for the offers by a specified date and time etc. in at least one popular largely circulated national newspaper and web site of the Ministry or Department.

Rule 182. Late Bids: Late bids i.e. bids received after the specified date and time of receipt should not be considered.

Rule 183. Evaluation of Bids Received: The Ministry or Department should evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract.

Rule 184. Outsourcing by Choice: Should it become necessary, in an exceptional situation to outsource a job to a specifically chosen contractor, the Competent Authority in the Ministry or Department may do so in consultation with the Financial Adviser. In such cases the detailed justification, the circumstances leading to the outsourcing by choice and the special interest or purpose it shall serve shall form an integral part of the proposal.

GFR made simple



7. Delegation of Power for procurement Under sponsored Projects

THE DELEGATION OF POWER AND PURCHASE PROCEDURE AT A GLANCE

Sl No.	Cost of goods (in Rs.)	Requirement of quote/ bids	Sectioning authority	Project purchase committee	Dept level purchase committee	Process steps
7.1	Upto 15,000/-	Not Required	PI/PD	Not Required	N.A	Obtain price, PI should write a declaration as per GFR Rule 144.
7.2	15,001/- to 40,000/-	Yes/ Market survey	PI/PD	DPC/CPC/ PPC	Yes	Obtain prices (survey market)/ Quotations Committee Writes a declaration as per GFR.
7.3	40,001/- to 1,00,000/-	Yes	Dean/ Registrar	DPC/PPC	Yes	Obtain prices (survey market)/ Quotation Committee Writers a declaration as per GFR.
7.4	1,00,001/- to 25,00,000/-	Yes	After the recommendation of DPC/PPC VC will approve	No	Yes	Obtain price/bids, minimum three to four Quotes via post/fax/email and through CUSB website and CPP portals If one bid system (Technical and price bid in a single quote L1 to be chosen Alternatively, two bid systems (GFR as per 152) to be used for purchasing items of complex nature with technical committee In emergency,
7.5	Above 25 lakhs (Advertised tender enquiry)	Yes	Technical Committee and DPC/ PPC will recommend after the recommendation VC will approve	NO	Yes	On the Recommendation of Technical Committee constituted by VC; Publishing of Tender Document as per GFR 2005.
7.6	Single tender enquiry	Yes (Single)	VC with the recommendation of Technical Committee / PI/HOC concern	No	Yes based on cost of goods.	Obtain technical committee consent , write a declaration for proprietary nature of goods as per GFR rule, procurement may be made after approval of VC

- Indent value should not be split in parts to avoid getting approval from Competent Authority or avoiding set procurement procedures as specified by GFR or other rules.

8. Process to be adopted in Project Purchase

8.1 Procurement of Goods without quotation (Goods up to Rs 15000) (Ref. GFR 145)

Any employee can raise the indent. It must be approved by the Principal Investigator/ Project director. The PI will check the budget provision and issue the indent number for placing the order.

8.2 Procedure Description / Format etc

Items of value up to Rs 15000/- (Rs. Fifteen thousand only) on each occasion may be purchased without inviting quotations/ bids on the basis of a certificate to be recorded in the following format by the PI

"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."

(PI/PD)

<i>GFR 146 purchase by Purchases committee. Goods in the value range Rs. 40001 – 100,000</i>
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GENERAL RULE

Any employee can raise the indent. It must be signed by the Principal investigator and approved by the Dean/Registrar.

The PI will check the budget provisions and issue the indent number for placing order after approval of the Department/ Centre/ Project Purchase Committee.

Procedure Description/ Format etc.

Items of value more than Rs. 40,000 /- and upto Rs. 100,000/- (Rs. One hundred thousand only), the PI should avail of, the services of the DPC/CPC/PPC will be constituted who will survey the market, to ascertain the reasonableness of rate, quality and specifications and identify an appropriate supplier. Before recommending placement of the purchase order the members of the committee will jointly record a certificate as under:

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

GFR 147 Purchase of Goods under Rate Contract

GENERAL RULE

Any employee can raise the indent. It must be signed by the Principal Investigator/Project Director and approved by the Dean / Registrar (if above Rs. 40,000 but up to Rs. 1, 00,000) or approved by the PI (if up to Rs. 40, 000), or recommended by DPC/PPC and approved by VC (if more than Rs. 1,00,000).

The PI will check the budget provisions and issue the indent number for placing order after approval of competent authority.

Procedure Description/ Format etc.

Registered Suppliers of DGS &D shall be considered. However, the prices of goods shall not exceed those stipulated in the DGS&D rate contract.

Purchase through bids

GFR 151 limited tender enquiry

GENERAL RULE

Any employee can raise the indent. It must be signed by the PI and counter signed by the Dean, and recommended by the DPC/CPC/PPC & approved by the VC or in case of urgency approved by the VC, and reported in a subsequent DPC/CPC/PPC meeting.

The PI will check the budget provisions and issue the indent number for placing order after approval of competent authority.

Description/Format etc.

Items of value up to Rs. 25, 00,000/- (Rs. Twenty five lakhs only), the indenter should invite limited tender enquiries. DPC/CPC/PPC will open and evaluate the quotations.

In case of items where technical complexities are expected the involvement of a Technical Committee is required for technical evaluation as per two bid system. The indenter should request the Vice-chancellor to comprise a Standing Technical Committee^{##} and from time to time, constitute a Technical committee to finalise the technical specifications of the items. The indenter should invite limited tender enquiries in accordance with a two bid system as laid out in GFR 152 and also publish on the CPP Portal (please refer to point 12 on page4). The Technical Committee should have one expert external to CUSB.

NOTE: Generally this rule is used when value is more than Rs. 100,000/- Limited Tender enquiry should be sent to as many vendors as possible to get response from more than 2 suppliers, in the prescribed format through mail/e-mail/fax and web-based publicity, with instructions that the sealed quotations should be addressed to PI> A copy of enquiry letter along with a list of vendors and proof of dispatch, should be kept in safe custody.

The Standing Technical Committee of the Project/School may also be used to constitute the Technical Committee.

Purchase through bids:

GFR 154 Single tender enquiry

GENERAL RULE

Any employee can raise the indent. Is must be (a) approved by the PI for purchase up to Rs. 40, 000 or (b) signed by the PI and counter signed/approved by the Dean for purchase beyond Rs. 40,000 and up to Rs. 100,000, otherwise (c) recommended by DPC & approved by VC, or in case of emergency, approved by the VC and reported to the DPC in the subsequent meeting.

The PI will check the budget provisions and issue the indent number for placing order after approval fo competent authority.

Procedure Description/ Format etc.

Items of proprietary nature or for specific applications based on technical grounds, where single tender enquiry its mandated, the indenter should request the Vice-Chancellor (where cost is more than Rs. 1,00,000) to constitute a Technical Committee which will recommend the procurement from a single source in the prescribed format (see below). Where cost is upto Rs. 40,000 the certificate will be furnished by the PI, and where cost is more than Rs. 40,000 but up to Rs.1,00,000 the certificate shall be signed by the PI and the Dean, and it should also be published on the CPP Portal (please refer to point 12 on page4).

Proprietary Article Certificate in the following format is to be provided before procuring the goods from a single source under the provision of sub Rule 154 (i) and 154 (iii) as applicable.

“(i) The indented goods are manufactured by M/s.....

(ii) No other make or model is acceptable for the following reasons:

(a).....,(b).....,(c).....

(iii) Concurrence of finance wing to the proposal vide:.....

(iv) Approval of the competent authority vide:.....

(Signature with date and designation of the procuring officer)”

9. Operation of the Project

- 9.1 All bills in respect of project (including bills for advance) will be signed by the Project-in-charge and sent to the Finance Office duly completed in all respects for payment. It will be the responsibility of the Project-in-charge to see that the bills are complete in all respects and that they are in order.
- 9.2 Advance will be paid to the Project-in-charge by cheques drawn in favour of the Project-in-charge or in favour of the claimant as necessary. The Project-in-charge will be responsible for rendering the account of such advances. The accounts of advances taken should be rendered within the period of 30 days from the date of drawing the advance. However, this shall not apply in cases of LCs where the money is always with the bank. LCs should be cleared within 30 days of receipt of equipment/material.
- 9.3. Payment of bills should be made through the PI by cheques drawn in favour of the parties concerned.
- 9.4. The TA/DA in the project for field work and visits outside the City (in India or Abroad) or within City can be paid as per rules of the University or as per guidelines of the funding agency to the PI, Co-PI and Project staff as well as Ph.D. students working on jobs related to the Project work upon approval and justification by the PI as per the provision for the project funding agency.
- 9.5. The period spent by the PI, Co-PI and Project Staff on field work or collaborative work in another Laboratory relating to research work of the project (in India or Abroad) should be treated on duty (provided this does not affect the teaching obligation) and will require prior approval by the Competent Authority.

10. **Settlement of Bills**

The payment of bills and clearance of accounts is one of the most important aspects of smooth running of Projects. If Finance Office 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 whole process including the issue of cheques should be completed within three weeks of submission of the bills.

11. Maintenance of Stock Registers:

- 11.1. Each project should have separate stock register for assets, accession, consumable and non-consumable articles (as per GFR formats).
- 11.2. Separate account should be opened for each article purchased on separate page with full particulars unless the transactions in respect of articles are small in number, in which case a page may be utilized for recording receipts and issue for more than one article provided the accounts in respect of different articles are not mixed up on that page.
- 11.3. All entries in the stock book should be initialled by the Project-in-charge/ PI.
- 11.4. Physical verification of stock should be conducted at least once in a year; the result thereof should be reported to the Finance Officer.
- 11.5. Equipment purchased specifically for each project will be the property of the University on the termination of the project unless the sponsoring body desire otherwise.

12. Interim Progress and Account Reports of the Project

The PI should prepare the Progress report along with the settlement of accounts which should be submitted to the concerned official in Finance Office looking after the project who would verify it within a week of submission of the accounts. 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 should approach the Competent Authority to get the matter sorted out.

13. 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 Finance Branch 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 Competent Authority.

14. Closing of the Projects

- 14.1. 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 Finance Office in the prescribed Form and verified by the Internal Audit Officer of the University.
- 14.2. The PI and Head of the Department should ensure that all pieces of equipment which are obsolete/beyond repair are written off after obtaining approval from the Competent Authority and 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 (when he needs no dues certificates) will be decided by the Competent Authority in consultation with the Head of the Department and Finance officer.

15. Procedure for Use of Overhead Amount

15.1. University will make a provision for allocating 40% of the pooled Overhead/Institutional Charges to the Principal Investigator of the concerned project/ for the following purposes.

- a) *Strengthening/developing of Infrastructural facility in lab or in department:* This can include expenditure on items like furniture, almirah, partition work, flooring, false-ceiling and air-conditioning (if power load is duly sanctioned), purchase of essentially required Equipment, Computer and their accessories, repair and maintenance of equipment/computer etc.
- b) *Travel of PI/Co-I and/or registered Ph.D. scholars* under the concerned PI/Co-I for attending seminars/ conferences/ workshops etc., if not covered otherwise but essential.
- c) Payment of Audit fee for the concerned project.
- d) Reimbursement of internet charges up to Rs.550.00 per month, if used for concerned project work.
- e) Expenses related to filing of patents.
- f) Membership of Professional Society and Journals

NOTE :

- For utilization of Overhead charges for a purpose not listed above, prior approval from the Competent Authority shall be required.
- 15.2** 5% of the Overhead may be utilized for Creation of a Project Unit with contractual engagement, providing incentives to the project staff of the office of Dy. Registrar (Dev.) and creation of Infrastructural facilities.
- III** The remaining share of Overhead Charges shall be retained by the University which will be used for Development Activities and infrastructure facility to promote research in the University with the approval of the Vice-chancellor.
- IV** An incentive of 5 % of University share shall be given for Interdisciplinary Research papers in refereed journals, monographs, edited books and compendium published from prestigious publication house by way of awards incentives.

PROJECT ADMINISTRATION
GUIDELINES

16. Project Administration Guidelines

16.1 Preamble

Research sponsored by various funding agencies form a crucial component of the research environment of any institution or University. Such funds are beyond those which are provided through the University's research grants. Sponsored research thus allows for focused and area specific research by a faculty member. This calls for a project administration and monitoring protocols which delivers a balance between,

- (a) Compliance, whereby an individual faculty will have to conform to norms and regulations set by the University and the funding agencies and
- (b) Independence, whereby a faculty member has sufficient freedom to carry out time-bound and targeted research.

The following suggested/recommended guidelines are intended to maximize these goals.

16.2 Proposals

Any application for a sponsored project to an external funding agency is routed as a proposal. This describes the project aims and objectives, staff requirement, core competence and requirement of funds.

All sponsored project proposals shall be processed through the Project Monitoring/Administration Cell of the University. The project proposal should go through a **Faculty Project Approval Committee (FPAC)** of the School to identify and qualify various aspects of the project.

16.3 The FPAC shall be constituted as under:

- (i) Dean of the concerned School
- (ii) HoD of the concerned Department/ Centre
- (iii) Two senior Professors of the Concerned School/Department/Centre
- (iv) One senior Professor of the Allied Department
- (v) The P.I of the concerned project.

Three Professors as above shall be nominated by the VC on rotation basis every year.

The proposals evaluated and recommended by above committee shall be forwarded to Dy Reg (Acad) for processing and forwarding the evaluated and approved project to sponsoring agency for further consideration. For smooth

execution of the project, several offices need to be integrated under one head identified here as the **Project Monitoring /Administration Cell (PMAC)** under the Dy Reg (Acad).

16.4 The cell shall be **constituted** as follow:

1. Dy Reg (Acad)
2. Account maintenance (Finance personnel)
3. Cost reimbursement (Finance personnel)
4. Specialist, Compliance and Rules
5. Specialist, Project Research Administration
6. Project analysts, for interfacing with various Schools and Centres in the University. Each Project Analyst will have 3-4 units in their portfolio and vary out the work outlined in the description above.
7. IPR and legal expert for IPR and Patent policy.

16.5 **Submission of the project proposals:**

- All research proposals containing the financial statement and summary of the Project along with the submission form shall be **submitted to the Dean of the concerned school** at least one month before the submission deadline of the Sponsoring Agency.
- The PI of the proposed project shall clearly state about the extra space and other infrastructure that would be needed. The Faculty Project Approval Committee (FPAC) shall certify the availability/non-availability of the same.
- The FPAC will examine the scientific content, originality and feasibility of the project execution.
- The Dean of the concerned school shall convene the meeting of the Faculty Project Approval Committee (FPAC) and get the proposal examined by the committee and if approved, forward the same to the Registrar for necessary action.
- In case of non-approval, suggestions of FPAC shall be made available to the PI for necessary amendments and resubmission to the Dean office.
- The proposals must be cleared by the Faculty Project Approval Committee (FPAC), **within ten working days of submission.**
- The above process shall be accomplished within a fortnight.

17. The Roles of PMAC

- 17.1 To scrutinize the proposal, keeping in view the requirements of the concerned funding agency after receiving the proposal approved by FPAC.
- 17.2 To provide assistance to the PI in submission of project proposals and in interpretation of funding agency guidelines.
- 17.3 Project related support to PI. This cell will not review the content of the technical or project description, unless the project has compliance issues which are ethics-related or involves use of animals, radioactive substances, dangerous materials etc; (a compliance form should have all the 'yes -no' questions to be examined by the cell.
- 17.4 To provide the basic format for proposal submission, if the agency does not have a format.
- 17.5 To review budgets, obtain required signatures, and verify the proposal ensuring that all necessary forms have been included as per guidelines.
- 17.6 To ensure the dispatch of the forwarded proposal with all requisite documents to the funding agency within a week. And the copy of the forwarding letter shall be marked to the PI.
- 17.7 If the project is with a non-government agency, a statement on terms and conditions of the project including the right of patents and royalties must be spelt out explicitly.
- 17.8 To assist in preparation of additional document if required by the funding agency.
- 17.9 To maintain proper records (i.e. separate files, sanction letter, copy of UC, Copy of Annual progress report and all project related correspondences with the sponsoring agency and others), ensuring execution of the project after sanction as per the guideline of the sponsoring agency and policy of the University.
- 17.10 During the project duration, the administration of the project shall be handled by the PI and the concerned School. The cell will provide assistance in interpretation of rules, regulations and other legal issues in consultation with the legal cell wherever required;

18. Roles of Finance unit:

- 18.1 To monitor expenditures and receivables (cash).
- 18.2 To assist the PI in developing and submitting the financial reports (on yearly basis).
- 18.3 To provide the Fiscal oversight in order to ensure that the money spent against the approved budget head of the funding agency and as per conditions attached with the Grant.
- 18.4 To ensure Bank reconciliation of concerned Project.
- 18.5 To ensure Fixed Assets Register maintain for Assets Purchased.
- 18.6 To ensure proper consumable Register maintained by PI.
- 18.7 To ensure Physical Verification of Assets.
- 18.8 Submission of the Utilization Certificate as per requirement of the funding agency.
- 18.9 Yearly audit of the expenditure incurred.
- 18.10 Maintenance of the budget control Register.

19. Role/responsibility of the project investigator (PI):

- 19.1 The PI of a sponsored project is directly and totally responsible for adhering to the applicable funding source restrictions:
- 19.2 The PI writes the proposal using assistance provided by his or her School;
- 19.3 The PI shall review the content of the technical or project description part of the proposal, which deals with specific areas of knowledge, unique to each project an School and requires in-depth knowledge of the field;
- 19.3 The PI shall ensure that the proposal consists of a narrative or technical section, an administrative section or document, and a budget. The narrative or technical section should be clear with concise explanation of the planned research including specific goals and methodologies:
- 19.5 The PI shall ensure that the budget is the best estimate of support needed to perform the research proposed and should accurately reflect how the money will be spent. It should detail and justify each item of cost:

- 19.6 The administration of the project, during the project term, is handled by the PI and the School to which the PI belongs. Consultants and subcontractors or service providers (see page 21) can be hired by the PI and such details included in the project application. Awards and stipulations for such matters will be governed by norms already in place under GFR.
- 19.7 The letter of sanction and details of the amount sanctioned under different budget heads, duration of the Project and other terms and conditions should be communicated to the Project Monitoring /Administration Cell (PMAC) along with a copy of the Project, if sanctioned, after revision/changes by the funding agency. Before the start of Project PI must fill up the project initiation form.

20. Polices to be formulated:

20.1 Travel Policy

20.1.1 Policy Statement

20.1.2 Guiding principles:

Support the productivity and safety of those traveling
Ensure compliance with external and internal requirements
Use resources wisely

20.1.3 General considerations:

Travellers should neither gain nor lose personal funds as a result of travel to carry out project related work.

All necessary approvals and travel documents to be in order prior to travel. PMAC should ensure this.

Airline tickets to be booked as far in advance as possible (at least 14 days) in order to obtain advance purchase discounts and optimal travel times. Fi possible a travel help desk/designated official may facilitate the booking of air tickets through the Government authorised booking agents travels.

The terms of sponsored research agreements for travel are to be accorded priority unless Government rules are applicable e.g. air travel by Air India is required where funds from Government and Government funded institutions are used.

21. Salary

Subject to provisions of the project as agreed with the funded agency the salaries paid to project employees may follow the following broad guidelines:

21.1 Post—Doctoral Fellow/Research Associate

21.1.1 Project employment at consolidated salary for those candidates holding a doctoral degree in the relevant discipline/specialisation may not exceed the gross salary paid to entry level Assistant Professors under the UGC salary scales.

21.2 Junior/Senior Research Fellow

21.2.1 Candidates with a Master's degree may be paid a consolidated project salary (not exceeding the UGC-JRF amount by 20% plus HRA where admissible).

22 Candidates with an M. Phil degree or with at least 2 years' research experience may be paid a consolidated project salary (not exceeding the UGC-SRF amount by 20% plus HRA where admissible).

(Note: Rates of fellowship approved by the various sponsoring bodies may be paid to Research Fellows employed in Research Projects)

22.1 Other Project Employees

22.1.1 Other project employees' consolidated salary be recommended at a suitable level in accordance with the above guidelines and in consonance with their functional specialisations and provision in the grant.

As far as possible, project employees' salary should be in accordance with the existing guidelines of the funding agencies.

Project Employment

• Full time Contractual Project Employment

- Invite applications providing full requirements by wide advertisement, including CUB website.

- Selection Committee approved by VC to include PI, Chair/Dean, External subject expert and VC's nominee.

- Committee to be proposed by PI suggesting 3 names for VC to choose from (Refer page 53)

- Minutes of Selection Committee (Refer pg. 54) to be approved by VC before appointment

- Contractual appointment for one year at a time.

- May be renewed for another period of one year on certification of satisfactory performance from PI and on her/his request.

- Tenure of contractual appointment in accordance with project requirements and PIs satisfaction, until the date of project expiry.

• Interim Project Employment (Maximum period of a months)

- PI recommends such contractual employment for 3 months with full CV of the prospective employee

- The tenure of ad-hoc appointment cannot be we extended. Subsequent appointment should be after advertisement and a selection committee.

Ad Hoc Payment for Service

- Small payments for specific services (typing, data entry, leger maintenance, lab cleaning, equipment maintenance, etc.) may be made to persons identified by PI to have the relevant skills

- The aggregate of such payments to one person should not exceed Rs. 5,000 per month and to three or more persons should not exceed the limit of Rs. 15,000/- per month

- Such payments will require agreement of the Chair/Dean for specific purpose to be recorded in writing.

- Should a one-time payment for specialized services be required (for instance, higher levels of data-processing) at a amount higher than this, sanction must be obtained clearly stating reasons and research relevance. Such sanction may be considered in the research interest of the project.

23. Constitution of Technical/Financial bid Evaluation Committee

23.1 On the recommendation of the dean/Chairpersons, VC constitute a Standing Technical/Financial bid evaluation Committee, whose constitution drawn from diverse specialization representing the research areas of the School/Centre.

On the recommendation of the PI, Dean/Chairpersons approves a Technical/Financial Bid Evaluation Committee consisting of at least three members from the Standing Committee. PI would be a member as well. The Finance Representative of the School/Centre will look into the finance aspect of the evaluation.

24. Standard Operating Procedure for Maintaining Project Records by each PI

For each project, the PI will create and maintain the following:

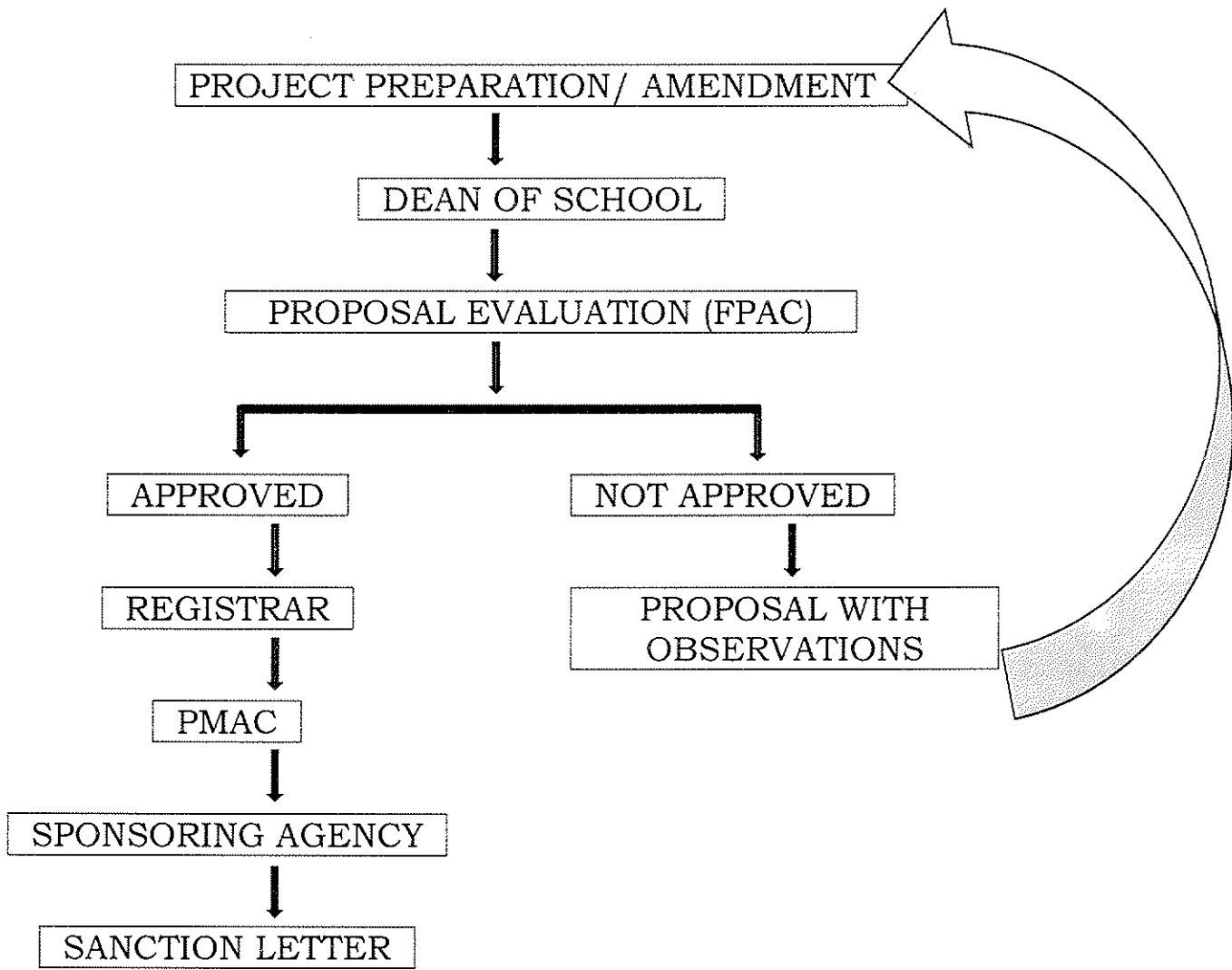
25. Finance Component

- 25.1 Stock Register- consumables
- 25.2 Stock Register-Non –consumables.
- 25.3 Advance Register-To record Advance money drawn and adjusted within a month
- 25.4 Asset Control Register
- 25.5 Dispatch Register
- 25.6 Photocopies of all Purchase Orders/Supply orders and Prior approval s
- 25.7 Photocopies of all submitted bills
- 25.8 All tender documents/call for tenders-advertisements/ web page/CPP copy
- 25.9 History Sheet-to record repair/service history of equipments

26 Administration Component

- 26.1 All advertisements for project appointments
- 26.2 Office orders
- 26.3 Selection committee minutes copy
- 26.4 Copy of Utilisation Certificate/Statement of Expenditure

STEPS FOR PROJECT PROPOSAL PROCESSING



CENTRAL UNIVERSITY OF SOUTH BIHAR
FORMATS TO BE USED DURING EXECUTION OF PROJECTS

Sl. No	Particular	Ref Pg.
1	Adjustment of Imprest Advance	43-44
2	Proforma for budget estimate & revenue budget estimates	45
3	Stock register for consumable articles	46
4	Stock register for non-consumable (permanent) articles	47
5	Quotation/Tender Register	48
6	Register of Cheque Drawn	49
7	Project Initiation Form	50
8	Closure of Research Proposals	51-52
9	Format for Constitution of Selection Committee	53
10	Format for Minutes of Selection Committee	54
11	Format for interview letter	55
12	Format for Offer letter	56
13	Format for project purchase committee	57
14	Format for requisition for temporary project advance	58-59
15	Format for reimbursement	60
16	Approval of the item(s)	61
17	Format for preparation of Comparative statement for procurement of items	62
18	Format for receipt/voucher	63
19	Format for proposal for items to be imported purchase	64
20	Format for claim of non-resident/resident/merit/research scholar	65-66
21	Format for labour bill/field worker	67

Central University of South Bihar

Ref. No. _____

Dated: _____

FORWARDING MEMO FOR RECOUPMENT/ADJUSTMENT OF TEMPORARY ADVANCE

1. Name of Department: _____ Department Code: _____
2. Name of Person to whom the advance made: _____ Employee Code: _____
3. Imprest Taken: Yes/No _____ Date: _____ Amount: _____
- Unspent Balance Deposit R.No _____ Date: _____ Amount Rs: _____
4. Fund Clearance N. _____ Date: _____ -
5. Details of Bills

S.No	Bill No	Date	Name of Party	Amount (Rs.)	Budget Head

6. Mention if the bills are to be passed for **Recoupment/Adjustment**
7. Name of person to whom the amount is to be paid: _____

CERTIFIED THAT:-

- i. The Recurring expenditure has been made only for the purpose for which it was sanctioned.
- ii. All the items mentioned above have been received/verified and found in good condition and also verification & stock entry have been mentioned on the invoice/cash memo.
- iii. All calculations of the enclosed bill/memos have been checked & found correct.
- iv. Valid warranty certificate, wherever applicable, is enclosed.
- v. The repair made for equipment is not under any AMC/Warranty period.
- vi. Fixed Assets number have been marked on the Assets.
- vii. All the items of the bills of recurring nature submitted herewith have been entered in Consumable Stock register.
- viii. Capital Item (a) All the items of the bills submitted herewith have been entered in Master Stock Register in Central Store and as well as in Capital Register (Stock Register) of Departments.
(b) the inspection Report as well as all approvals in original are enclosed herewith
- ix. The goods have been purchased as per recommendation of the local purchase committee consisting of
(i) _____ (ii) _____ (iii) _____
Recommendation of the committee members required

Recommendation & Certification under rule 145 & 146 of GFR -2005 is as under.

- (i) Rule 145. Purchase of goods without quotation upto the value of Rs. 15,000 (Rupees Fifteen Thousand) only "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".
- (ii) Rules 146. Purchase of good by purchase committee costing above Rs. 15,000/- (Rupees Fifteen Thousand) only and upto Rs. 1,00,000/- (Rupees one lakh) only. Three members committee of an appropriate level as approved will survey the market to ascertain the reasonableness of rate, quality and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.
"Certified that we, the following 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".

Name & sign:

name & Sign:

Name & Sign:

(i) _____

(ii) _____

(iii) _____

Date: _____

(Signature)

Verified & Recommended
(Signature)

Name of Concerned Official _____

Head of Department

Central University of South Bihar

Bill checked & passed for Rs. _____ (in words) _____

(as per details below)

SANCTIONING AUTHORITY

Chargeable Head	Amount(in Rs.)	Upto Rs. 10,000/-	for more than Rs. 10,000/-
(1).....		
(2).....		
(3).....		
(4).....		
	Total		Approved

Checked By
(Dealing Assistant)

(AO)
Audit

DR(F)

Finance Officer
(Authorised Signatory)

Registrar

Vice Chancellor
(Authorised Signatory)

CENTRAL UNIVERSITY OF SOUTH BIHAR

PROFORMA FOR BUDGET ESTIMATE & REVENUE BUDGET ESTIMATES

1. Name of Scheme.....
2. Year of start.....
3. Probable period of expiry of project.....
4. Department.....
5. (a) Anticipated receipt in the next year.....
(b) Budget for the current year.....
6. Sources of Finance.....
7. Budget estimate for the next year.....
8. Statement of revised budget estimate for the year.....

S.No.	Head of Account	Budget Estimates for the current year (RS)	Actual Expenditure upto 30 th Sep of the current year (Rs.)	Estimated Expenditure from 1 st Oct to 31 st March of ensuing year (Rs.)	Revised Budget Estimates for the current year (Rs.) (4+5)	Additional Requirement, if any, with details justifications (Rs.) (6-3)	Budget Estimates for ensuing Year	Justification
1	2	3	4	5	6	7	8	9
	Total							

CENTRAL UNIVERSITY OF SOUTH BIHAR
STOCK REGISTER FOR NON-CONSUMABLE (PERMANENT) ARTICLES

Name of Articles.....

Date of Purchase	Description including warrantee period	Source of supply	Bill No. & Date	Cost/Unit	Total Cost	Qty. recd.	Qty. Issued	Balance	Signature of Lab Asst./Asst.	Signature of PI	Remarks

CENTRAL UNIVERSITY OF SOUTH BIHAR

REGISTER OF CHEQUE DRAWN

Date	Name of the Party	Gross Amount	Deduction	Net Amount	Cheque No. & Date	Initials of FO/DR (A/c)/AR (A/c)



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(संसद के केन्द्रीय विश्वविद्यालय अधिनियम 2009 द्वारा स्थापित)

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BIT Campus, P.O. : B.V. College, Patna – 800 014 (BIHAR)

Phone/Fax : 0612-2226535, 2226536, Website : www.cub.ac.in

Project Initiation Form

Date:.....

To,

The Registrar/ Finance Officer
Central University of South Bihar

The information about the project is as below.

Name of the Project:

Name of the PI/ Co-PI:

Name of the funding agency:

Details of the sanction order:

Initiation Date:

Duration of the Project:

Fund Amount:

Broad headings of the Sanctioner fund

Principal Investigator

Annexure: Detailed Sanction Order



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Format for Closure of Research Proposals

(Submit 5 copies)

Closure of the Terminated/Completed Project entitled "

.....

The above noted project has terminated/completed on, the relevant details of the project are being given.

1. Name of Investigator
2. Designation
3. Department/Center
4. Name of the Co-Investigator
5. Designation
6. Department/Center
7. Title of the Project
8. Duration of the Project
Date of commencement
Date of Completion
From To
9. Funding agency
10. Total funds received including salaries without overhead charges
11. Total overhead charges received
12. Whether the final accounts of the completed projects for all the years have been submitted closed. If not, reasons thereof.

13. Amount of the unspent balance
14. Whether the unspent balance is to be returned to the sponsoring body.
15. Whether the certificate of "no liability" against the project to enable the University to refund the unspent balance, if any, to the sponsoring body is enclosed or not. If not, reasons thereof.
16. Whether the final Technical Report of the project for onward transmission to the sponsoring body, is enclosed or not. If not, reasons thereof:
17. List of non-consumable articles

S. No.	Item(s)	Date of Purchase	Cost at time of Purchase	Present Condition	Whether transferred to the Department/Centre/Program Details thereof.

18. Whether all the advances have been rendered and reconciled with the Finance Officer. If not, reason thereof:

Signature of the Investigator : Date

Signature of the Co-Investigator : Date
(If any)

Name : Head of the Department/Director of Center/Institute

Signature : Date

Seal



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CONSTITUTION OF SELECTION COMMITTEE(S)

To

Project Cell, Central University of South Bihar
Patna - 800 014

Sub : Constitution of Selection Committee for appointment of project staff.

Dear Sir,

The following post(s) has/have been sanctioned by the funding agency in the project as per the details given below:

Name of the Project Director :

Title of the Project :

Funding Agency :

Validity of the Project : From to

Post(s) to be filled by Date :

Name of the post :

Scale of pay /fellowship :

Duration of appointment :

In this connection, the following selection committee/names of person(s) is/are proposed for consideration and approval of the competent authority. You are requested to forward us the approval of the competent authority to enable us to convene the meeting:

PROPOSED CONSTITUTION

1. Project Director/Investigator :

2. Name of experts : 1.....

(Project Director/Investigator) : 2.....

: 3.....

3. VC's Nominee : 1.....

(Project Director/Investigator may : 2.....

suggest 2 or 3 names) (suggest list of experts)

Yours faithfully

Annexure : Details Sanction Order

()
Name/Rubber Stamp of Project Director

(for office use)
PROJECT CELL



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MINUTES OF SELECTION COMMITTEE

MINUTES OF THE SELECTION COMMITTEE FOR APPOINTMENT TO THE POST OF

(FELLOWSHIP) _____) IN THE PROJECT

_____ "UNDER DIRECTORSHIP OF _____ CENTRE/SCHOOL

(Project is valid upto)

(The above appointment is proposed for a period of)

The following Selection Committee set up to make recommendations for appointment to the above mentioned post(s) in the project, met on _____ at _____ in the Office of the _____ Central University of South Bihar, Patna.

1. _____ (Project Director/Invisigator)
2. _____ (Expert(s) nominated by VC)
3. _____ (VC's Nominee)

In response to the advertisement, _____ applications were received and after shortlisting, the following _____ candidates were called for interview
(Copy attached)

All the candidates, except sl.No. careful consideration of all aspects, recommends the followings :

Persons in order of merit	for post of	scale/pay	period
(_____)	(_____)	(_____)	(_____)

Forwarded to Project Cell for necessary action

(_____
PROJECT DIRECTOR)

(For office use)
PROJECT CELL



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INTERVIEW LETTER

Letter No. _____

Date : _____

To

Sub : Interview for the post of _____ in the DBT/UGC/CSIR/ICSSR
Project entitled " _____

Dear Sir/Madam,

With reference to your application for the above mentioned post, you are requested to appear before the selection committee as per the schedule given below :

Name of the Post	Date & time of Interview	Venue
_____	Date _____ at _____	Room No. _____ Floor No. _____ School/Centre _____ _____ _____ Central University of Bihar, Patna - 800014

You are also requested to reach at least 15 minutes before the date and time of the interview along with all the testimonials, Certificates/Degrees including date of birth, SC/ST Certificates, experience certificates, list of publications etc.

This is to confirm that the interview will be held as per the schedule given above.

Your's faithfully,

(_____)



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OFFER LETTER

No. _____

Date : _____

Dear Sir/Madam,

I have great pleasure in offering you a purely temporary appointment in the project as per the details given below:-

1. Post offered : _____
2. Fellowship/Emoluments : _____
3. Appointment valid (period) : _____
4. Title of the project under which the post is offered : _____
5. Project sanctioned by : _____
6. Name of the Proj. Director : _____
7. Centre/School : _____

Your appointment will be on purely temporary, valid for the above mentioned period or until your services are required by the Project Director or till the validity of the project, whichever is the earliest.

Your appointment shall be specifically for the aforesaid project and you will not have any claim/right on any regular permanent post in the University.

Your service will be liable to termination at any time without giving any notice or without assigning any reason.

All other terms and conditions of your appointment shall be governed by the terms of grant in aid laid down by the Institution which has sanctioned the project as well as by the rules framed by the University in this regard from time to time.

In case the aforesaid offer is acceptable to you, you may please report for duty to the Project Director withindays from the date of issue of this letter.

Your's faithfully,

(Assistant Registrar)



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Project Purchase Committee

To,

The Vice- Chancellor

Central University of South Bihar

Date:.....

Sub: Constitution of Project Purchase Committee

A purchase committee is to be constituted to make purchase under project entitled/
PIN (Project Identification No.)_____.

The project purchase committee is proposed for smooth and transparent purchase.

The members/ names of the proposed purchase committee are as below.

Project Purchase Committee

- Principal Investigator : as Chairman & Convener
- Any three nominated Faculty members : (1)
(2)
(3)

Submitted for your kind approval.

(PI)

Approved by:



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REQUISITION FOR TEMPORARY PROJECT ADVANCE

To,
The Finance Officer,
Central University of South Bihar
Patna-800014

Voucher No.....

Date:

A sum of ` (Rupees) may be advanced to P.I. from
..... (project name/Sanction no) for incurring the expenditure as per particulars given
below.

Sanction for incurring this expenditure has been accorded by vide his orders
dated on page No. of file No.

- 1) Purpose for which the advance is required:
- 2) The head of A/C to which the advance is required:
- 3) Availability of funds-
Progressive total of expenditure and the balance available:
- 4) Full justification (wherever applicable)
- 5) Previous advance pending adjustment on this account, if any

A note has been kept in the Temporary advance register at F. No.

Adjustment of this advance will be rendered to the finance & accounts Department before
.....

Cheque for the amount of advance may be made out in favour of and
delivered to the undersigned whose signature is give below.

Signature

Signature of the P.I.

Attested

FINANCE & ACCOUNTS DEPARTMENT

Particulars against Sr. No. (2) & (3) above have been verified. An advance of ` (Rupees
.....) has been entered in the Register of Advance item No.
..... on page No. And ACR item No.
on page No. Debit Head Credit Head Bank A/C No.
..... cash

May be sanctioned by the Finance Officer.

Asstt./S.O. (A/cs)

Advance sanctioned. It may be paid

Finance officer
AFO/DFO

Received cheque/cash `.....`

Signature

FINANCE & ACCOUNTS DEPARTMENT

Respected Sir/Mrs.

The requisite Amount of `.....` has been made vide Cheque No.

Dated Please arrange to collect from cash section of finance A/C Deptt and
acknowledge the same.



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Date: _____

To,

The Registrar/ Finance Officer

Central University of South Bihar

Sub: The submission of an account of Rs. _____ for the Reimbursement of Rs. _____ against the payment under the Head/ Sub head _____ under the project entitled _____.

Dear Sir,

Please find enclosed the vouchers/ bills and Statements of expenditure of an account of Rs. _____. This account is submitted for the reimbursement of Rs. _____ against the head/ subhead _____ of the sanctioned project entitled/ PIN _____.

Copy/copies of bills/vouchers are enclosed for your kind consideration and approval.

Thanking you.

Yours Truly,

(Project Investigator)

Encl:

School.....

Centre/ Dept.....



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Approval of the item(s)

Date:.....

To,

The Registrar/ Finance Officer

Central University of South Bihar

Dear Sir,

Kindly approve for the following Item/s Article/s Material/s with giving specifications/remarks to the project.....of

Rs. more than 15,000 and below 1 lakh.

S.No.	Particular	Quantity	Rate/ Tentative price	Remarks/ Specifications

Chairman/ PI

Approved by:

FO/ Registrar

Central University of South Bihar, Patna

Comparative Statement for procurement of item -----

In continuation of the (item name) ----- procurement process wide approval -----, The project purchase committee met together and prepared comparative statement as follows:

S.No.	Description	Vendor (1)	Vendor (2)	Vendor (3)
1	Technical Specifications:	Complying or not complying	Complying or not complying	Complying or not complying
2	Make			
3	Model			
4	Price			
5	Remarks/Recommendation			
Based on above comparative statement, (Vendor' name) ----- has qualified on technical and Financial criteria, hence committee approves to purchase the above item from the -----. Signature: Members (1) Members (2) Members (3) Chairman/PI				



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Receipt / Voucher

Receipt/ Voucher No.....

Received Rs.....(In words.....
.....) with thanks from.....
....., in cash/ through Cheque/DD (No.....Dt.....
Bank.....) towards the payment for fare of the travelling/
carrying goods/ materials etc (Name of the Vehicle & No.....) from
.....to.....km.....

OR

Towards the payment of.....
.....
.....

Date.....

Verified by.....

(Signature)

Name.....

Address.....
.....



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PROPOSAL FOR ITEMS TO BE IMPORTED / PURCHASED

CENTRE/SCHOOL

Sl. No.	Item (*)	P. Invoice No. and dt.	CIF Value	Name of Foreign Agency	Name of Indian Co.	Agency Commission	Whether proprietary or lowest price (minimum of 3 quotations. If not given reasons)	Head of Exp./ account	Remarks

(*) Please indicate whether the item is chemical/enzyme/concentrate/consumable/spares/instrument

Recommendations of the Purchase Committee :

The Purchase Committee in its meeting held on approved the purchase/import of items the details of which are given above.

A copy of minutes of Purchases committee is enclosed.

Finance Officer



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Centre/Dept. :

Voucher no.

Non-Resident/ Resident/ Married Research Scholar

Month

1. Name of the Scholar/ Fellow
2. Class/Course
3. Fellowship awarded by CUSB/UGC/Govt. /Sponsored

(Other Bodies)

4. Award made vide office order no. Dt.
5. Bank name & Bank A/c no of the Scholar

DETAILS OF CLAIM

Period

Rate

Amount

I certify that I am not in receipt of any Scholarship/ Fellowship from any other sources. I authorize the Finance Officer, Central University of South Bihar to deduct the amount, if any, payable by me towards the University/Mess dues from my fellowship amount.

Signature of Claimant

CERTIFICATE

It is certified that is a regular student of the Centre/Dept and has fulfilled conditions attached to the award of this scholarship/ fellowship.

Date:

Signature of the Supervisor

Coordinator/HoD

REPORT OF SCHOLARSHIP & PROJECT SECTION

1. Period for which claim is due
2. Gross amount of claim Rs.
3. Amount to be deducted as per A/C Report Rs.
4. Net amount due to claimant Rs.

Assistant

SO

Asst. Registrar

Pay Rs. Rupees

Bank name & A/c no.

Finance Officer

THE END

