



इलाहाबाद विश्वविद्यालय

प्रयागराज - 211 002, उ०प्र० (भारत)

UNIVERSITY OF ALLAHABAD

Prayagraj - 211 002, U. P. (INDIA)



वसुधैव कुटुम्बकम्

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No. 05/R/18 /2024

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CIRCULAR

RULES FOR SMOOTH FUNCTIONING AND EXECUTION OF RESEARCH PROJECTS

There are numerous funding agencies of Govt of India, which give research grants to faculty members. Many faculty members at the University of Allahabad are recipient of such grants. These project grants are strictly time bound and funding agencies insist that the project be completed within the stipulated time. Funding agencies keep track of the progress of the project by seeking time bound periodical progress reports at regular interval (Quarterly/Half Yearly/Annually) from the Principal Investigator (PI). Failing to complete project on time and utilise grant within stipulated period leads to withholding of further grants by the funding agencies. In addition, the image of the University gets tarnished as a result other projects are withheld.

Usually grants released by the funding agencies are forwarded directly to the Finance Officer. The Office of the Finance Officer delays in communicating the receipt of such grants to PI. This in turn leads to delay in the start of the project.

The PI has no control over utilization of funds received by the Finance Officer. The PI simply makes a requisition through indent form for purchases of items needed. All expenditure on the project (except contingent expenditure up to Rs 25000/-) are executed by the FO.

To facilitate smooth flow of funds, to streamline the purchase procedure, preparation of Utilization Certificates and to deal with other project related matters in a time bound manner, keeping the above in view, following guidelines are being proposed:

1. Whenever a Project/Grant is approved by the funding agency in favour of a faculty member and grant is received along with the sanction letter from a funding agency at the Office of the Registrar/FO, a guard file should be maintained at such office wherein the sanction papers are arranged in a chronological order. The PI should immediately be informed about the receipt of funds at the Office of the FO. *This will eliminate the need of sending the sanction papers every time during communication between PI and the FO for any financial sanction concerning the project.* Every file sent to the FO for any financial sanction however must have the following information pasted on the inside cover page: Name of the Project, Code, sanctioned amount, date of commencement and due date of completion/closure of the project.
2. The PI should submit advertisement template and the proposal for constitution of the selection Committee (the advertisement and constitution of the selection committee should be in consonance with the guidelines of the funding agency) to the Competent Authority through HoD concerned. Prior administrative approval of the Honourable Vice Chancellor for appointment of any staff on the project should be obtained.
3. For making procurements, the guidelines as provided under GFR may be adhered to as follows:

Contingency: *The contingency fund is provided by funding agencies to PIs to facilitate research work without any impediment. The contingency is for urgent purchases which cannot be foreseen by the PI. Moreover, the contingency amount provides a safeguard to the PI to procure items of urgent requirement for smooth progress of the research work.*

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The committee is of the opinion that the PI should be given authorization to procure sundry items/urgent repairs/services for outside analysis upto Rs 25000/- following the procedure as detailed under GFR 154.

4. **For consumable grant** (other than contingency) prior administrative approval has to be obtained from the Vice Chancellor for procurement of expected quantity consumables for the entire project with the condition that cost of such materials should be limited to allotment of funds under the project. Thereafter PI may procure consumables according to the requirement. In Science departments bio-chemicals /diagnostic kits having a shelf life of only a few months can be purchased under GFR 154 upto a limit of Rs 25000/- at a time.
5. Purchases of consumables above Rs 25000 and upto Rs 2,50,000 (only those items which are not available on GEM) may be made by local purchase committee of Department/Centre following the procedure laid down under GFR 155.
6. Purchases of instruments/consumables/services above Rs 2,50,000 may be executed through GeM.
7. The colour of files which carry project related papers from the PI to FO shall be pink. This will highlight the project related files and may be dealt expeditiously. The FO is expected to provide all PIs with requisite number of pink coloured files.
8. Under special circumstances the FO may release an advance to the PI, after obtaining prior approval of the Honourable VC. The next advance, however, will be released only after settling the accounts of the previous advance.
9. It will be incumbent to include a date sheet pasted on the inside front cover which will show the dateline of the movement of file. **Under normal circumstances, the procedure for procurement (submission of indent form and leading to placement of order) must be completed within fifteen working days of the initiation of the file by the PI. Any delay will need to be mentioned on the file.**
10. Since the record of all payments made from the project fund is in the Accounts Office, the Utilization Certificate (UC) will be prepared by the Accounts Department in consultation with the PI/Co-PI. Before asking the Accounts Office for the UC, the PI will have to categorically state that all pending bills, reimbursements and wages have been cleared. The funds being in the custody and jurisdiction of the FO, the Overhead grant may be deducted directly by the FO as per the sanction order of the funding agency in the ratio of the release of the grant. It must be mentioned that grants are released by the funding agency in phased manner and thus the overhead amount also is released in the phased manner.

This is issued with approval of the Competent Authority.

NKL
09/11/2024
Registrar

Copy to for information and necessary action:-

1. All the Deans of Faculty (Art/Law/Commerce/Science/Research and Development/ Dean, Student Welfare), UoA.
2. All Heads of Departments, Directors/Coordinators of the Institute/Centres, UoA.
3. All Faculty member, UoA.
4. The Finance Officer, UoA.
5. The Proctor, UoA.
6. Public Relation Officer, UoA.
7. Controller of Examination, UoA.
8. All Joint Registrar/ Deputy Registrar/ Assistant Registrar of the UoA.
9. Chairman, ICT Cell with request to upload the same on University website.
10. SVC for kind information of the Hon'ble Vice Chancellor.

NKL
Registrar