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PU/RC/E-Circular/2019-20

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E-CIRCULAR

Sub: Revised procedures for purchases relating to sponsored research projects.

A revised procedure has been approved by the University Authorities for purchases relating to sponsored research projects with the intention to further facilitate the implementation of sponsored projects. Following are the details:

1. PI may directly purchase items with a ceiling of 2 Lakh if the items are under rate contract and send the invoices Dean (Research), which will be further forwarded to finance section with recommendation of fund availability without passing through the purchase section.
2. In case of purchase of items worth more than 2 Lakh or the items which are not under the rate contract, PI may make the purchase proposal as per University norms and send to Project Cell for approval by the Dean (Research). PI may place purchase order as soon as the approval is received (from Dean). Files need not be sent to Purchase Section for approval.
3. However, PI should make sure that the purchase procedures are followed as per above, adequate funds are available under the specified heads and the said purchase is allowed as per funding agency guidelines.
4. For purchases major equipment and purchase above 2 Lakh, existing procedures may be followed.

PIs are requested to make use of the above revised procedures.


Signature

Copy to:
AR VC Secretariat
PS to Director (SE&ER)
PS to Director (CCR)
AR Office of the Registrar
PS to Finance Officer
AR Purchase