

UNIVERSITY OF DELHI
REVISED GUIDELINES FOR SPONSORED RESEARCH
PROJECTS

For all University Departments, Centers and Institutes

(Ia) Submission of the project proposals

Ia.1 The Project Principal Investigator (PI) will complete the project submission form as per prescribed format in Annexure-I and as per the Guidelines of the Funding Agency.

Ia.2 All proposals for submission of research projects to the various funding agencies should be forwarded through the Head of the concerned Department/Director of the Center/Institute, who will certify that it would be possible/not possible for the Department/Center/Institute to accommodate the Research Project work and staff within the existing Laboratory space. The PI of the proposed project shall clearly state the extra space that would be needed and HOD/Director of the Institute shall certify the availability/ non-availability of the same. The proposals must be cleared by the Head of the Department/Director of the Center/Institute within three working days.

Ia.3 The Project Proposal with complete details of the Financial requirement for Capital Expenditure (mentioning the name of the Equipment and other infrastructures requirement along with the estimated cost) as well as details of the Recurring Expenditures and also total duration of the Project must be submitted to the respective sections of Finance for approval of the Chairperson, Research Council in North Campus/ Director, South Campus in South Campus as the case may be.

Ia.4 The project proposals to all agencies must ask for a minimum Overhead Charges as per Norms/Guidelines of the Funding agency. If there is No Prescribed Guidelines of the Funding Agency regarding overhead charges, in that case a minimum of 20% overhead charges should be considered while submitting the Project Proposal. (The PI should enclose the copy of the guidelines related to Overhead).

Ia.5 Teaching posts, viz. those of Professors, Associate Professor, and Assistant Professor should not be asked for in the project proposals. However, posts of Research Scientists of category A, B and C may be included in the proposal as per the UGC pay scales. Pay scale of the other posts asked in the project proposal should carry scales of

pay identical to those of the corresponding posts in the University. The Post(s) on a consolidated salary, not exceeding the total emoluments at the minimum of the scale of the identical posts in the University may also be included in the budget proposal.

Ia.6 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 spelled out clearly.

Ia.7 If a Memorandum of Understanding is to be signed at a later stage, the exact terms and conditions of the MOU, including the summary of the finalized Project, should be submitted to the respective sections of the Finance for approval of the Chairperson, Research Council at North Campus/Director, South Campus as the case may be.

Ia.8 Since all the data of sponsored research projects will be kept online on Samarth's Research Project Management System on Samarth @ DU- Samarth eGov (<https://du.samarth.ac.in>), it is imperative that all Project In charges register themselves on Samarth Portal, especially before sending fresh project proposals to the Finance Department for the smooth running of the project.

(Ib) Sanction of the Projects

Ib.1 The sanction letter and details of the amount sanctioned under different budget heads, duration of the Project and other terms and conditions should be communicated immediately to the Finance Branch as and when sanction letter has been issued by the Funding Agency. Further, a copy of every sanction letter as well as revision in the sanction letter/ release of funds shall be submitted to the Finance Branch immediately by the PI upon receipt.

The Project Initiation Form has to be submitted before the start of Project by the PI (Annexure-II).

Ib.2 The date of start of project will be the date of actual receipt to first installment of the Grant sanctioned or as specified by the funding agency.

(II).Operation of the Projects

(IIa) All purchases shall be recommended by a committee called the “Project Purchase Committee (PPC)” for each project consisting of following members: PI (Convener), Co-PI, and two regular faculty members (out of which one member must be from the Teaching Faculty of any allied Department). The proposal to constitute the committee should be approved by the Chairman, Research Council (CRC)/ Director, South Campus (DSC) and shall be constituted in the beginning of the Project and would serve the entire duration of the project.

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

IIa.1 (i) Purchase of item(s) upto Rs.25,000/-can be made by the PI/Co-PI by selection on GeM portal only. If not available on GeM then Non Availability Report of the item on GeM should be downloaded and it should be directly procured without inviting quotation from open market. The following certification and non-availability report downloaded from the GeM portal must be submitted along with the bill for release of payment. (Rule 154 of GFR 2017)

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

(ii) Purchases above Rs.25,000/- and up to Rs.5,00,000/- should be made through GeM only by selecting L1 bidder out of the minimum 03(three) different manufacturers.

If not available on GeM then the Rule 155 of General Financial Rules 2017 (as amended time to time) must be followed for procurement up to Rs.2,50,000/- only i.e. purchase of good by Purchase Committee. 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:-

“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.”

(iii) Above Rs.2,50,000/- (if the item is not available on GeM), it is mandatory to receive all bids through E-Procurement portals in respect of all procurements (GFR 160).

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

IIa.3 Purchase order up to Rs.2,50,000/- can be placed by the PI/Co-PI after following the procedure outlined in General Financial Rules 2017 on recommendations of the Project Purchase Committee. Purchase above Rs.2,50,000/- and up to Rs.25,00,000/-

shall require approval of the Chairperson, Research Council/Director, South Campus prior to placing the order. Above Rs.25,00,000/- approval of the Vice-Chancellor is required prior to placing the order.

IIa.4 The Purchase order will be signed by the Project-in-charge after scrutiny of the Tenders/quotations obtained from various suppliers. The order shall be normally placed with the supplier whose quotations is the lowest, unless for some technical reasons which should be clearly stated and defended by the PPC. In case of any discrepancy, the matter shall be referred to CRC/DSC and her/his decision shall be final.

IIa.5 All bills (including bills for advance) in respect of the project will be signed by the Project-in-charge and sent to the concerned 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. It must be ensured that the bills for payment must be submitted within the duration of the project.

IIa.6 Advances will be paid to the Project-in-charge or in favor of the claimant as necessary. **The Project-in-charge** will be responsible for rendering the account to 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. As and when the procurement has been made as per LC and installation has been completed it should be submitted for settlement of LC advance.

IIa.7 Payment of bills shall be made through online/digital mode by the Finance in favour of the concerned vendor. In case, the payment is to be made by the PI the same shall be made by the PI through ONLINE/DIGITAL MODE (for the amount above Rs. 5000/-) as per guidelines of the Government of India.

IIa.8 The salary/honorarium to the staff/employees of the project will be made through online/Digital mode to their respective bank accounts, and details of which must be mentioned on the fellowship/salary bills duly signed by the concerned staff and countersigned by the Project-in-charge.

IIa.9 The TA/DA in the project for field work and visits outside Delhi (in India or Abroad) or within Delhi 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.

Note: The Finance Office should make the University rules available to each PI in this respect.

IIa.10 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 need the approval of the concerned authority on recommendation of the concerned Head of the Department. However, financial approval will be sought from the CRC/DSC as per rules.

IIa.11 In case the funding agency makes ad-hoc payments of the installments, the PIs may provide the break-up under different heads of the project. However, re-appropriation within different Heads, which was provided by PI himself, can be affected by the PIs with the approval of the CRC/DSC within the total overall budget given by the funding agency.

(IIb) Annual statement of Expenditure and Utilization Certificate

The PI should prepare the Statement of Expenditure and Utilization Certificate of every project as per the time schedule prescribed by the funding agency. The same may be sent to the Finance Office within 15 days of the said date for confirmation/reconciliation for onward transmission to the funding agency, or vice-versa.

(IIc) Management of Overhead Charges

IIc.i From the overall overhead charges, 50 % of it will be given to the University Share of Project Account. Out of this, 10% of this will be utilized towards Patent Fund and the rest of the amount could be utilized by the University for the overall development of the Laboratories including the purchase of Lab equipment, infrastructure developments in the laboratories, Repair and Maintenance of Laboratory equipments, etc. as needed in the department in which overhead charges amount has been received from the funding agency on the recommendation of the concerned head of department and with due approval of the Chairman Research Council /DSC for paying the University utilities bills or for engaging required contractual staff for the efficient maintenance and administrative support as per approval of the Chairman Research Council /DSC.

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

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

IIc.1 Infrastructure: All expenses related to Laboratory maintenance and renovation, purchase of furniture, personal computers including laptops, minor equipment costing up to Rs.2,50,000 and printers to be used as office equipment; repair of existing furniture, wooden work like partitions, shelves etc. flooring, making dust free rooms, water and electricity connections including labour charges, purchasing of air conditioners, invertors, voltage stabilizers, UPS and air curtains subject to availability of funds as per rule. Proper procedure as per GFR should, however, be followed. No structural changes can be made without the consent of the CRC/DSC and such changes can be made after certification by the University Engineering Dept.

IIc.2 Repair and up-gradation of scientific equipment, computers and peripherals, payment of annual maintenance/service contracts, purchase of minor accessories for equipment.

IIc.3 Cost of advertisements in newspapers for project positions as well as other notices.

IIc.4 Hiring manpower including secretarial assistance (typing/computer operator/accounting, etc.) subject to approval by the CRC or Director, South Campus, as appropriate at University approved rates. Assistance on part-time basis to Master's and Ph.D. students not getting any financial support can be provided on a fixed honorarium basis not exceeding the 50% of CSIR/UGC fellowship amount after getting approval of the CRC/DSC.

IIc.5 Expenses to meet local, domestic or international travel, hotel expenses (actual up to 100 Euro/150 USD per day), DA/per diem (in addition to Hotel Expenses), registration fee towards the participation of PI, Co-PI and project staff in Conferences/Symposia and on visits to other laboratories (in India and abroad) for discussions in collaborative research-work subject to prior approval of University (CRC/DSC).

IIc.6. Expenses to meet filing of Indian or USA or global patents or PCTs as per rules in consultation with Finance Office and after getting prior approval of CRC/DSC.

IIc.7 Provision of communication facilities, including installation and periodical bill payment of telephone, intercom, and E-mail in office/Laboratory of the PI/Co-PI. In addition to the above, reimbursement of telephone charges including broadband charges for project work may be paid from this head up to a ceiling of Rs. 12,000/- per financial year.

IIc.8 Life membership or annual membership of the academic societies directly related to the activities of the project may be claimed by PI/ Co-PI.

IIc.9 Expenditure towards entertainment/hospitality/snacks/lunch etc. Due financial prudence be exercised by the PI while incurring such expenditure and PI should certify that such bills pertain to the concerned project.

IIc.10 Publication Charges for the Publications.

Note: In view of the exigencies that may arise during the work in the project, which is not covered under the above provisions, the PI/Co-PI may with prior approval of CRC/DSC and in consultation with Finance Office, meet such expenditure as may be necessary for the smooth functioning of the Project from the P.I. share of the overhead charges of the project.

Research Project funded by Agency other than Government.

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

(II d) Provisions for Posts

Prior approval for all the appointments for the posts sanctioned in the project shall be obtained from CRC/DSC. The qualifications and scales of pay/consolidated pay (as specified in Ia.5) for all the posts will be the same as those prescribed for the corresponding posts in the University. Any relaxation will require the prior approval of CRC/DSC after permitted by the Funding agency. Creation of the posts of Professors, Associate Professors, and Assistant Professors will not be accepted by the University.

(II e) Appointments

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

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

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

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

(iv) The contractual appointments against different posts made under provisions in

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

Ile.3 The applications will be processed by the Project-in-charge and persons will be called for interview before selection committee.

Ile.4 There will be an Appointment Committee for the selection of the candidates for the project. This committee, called the “Project Appointment Committee (PAC)” for each project shall consist of PI (Chairperson), a Nominee of the Chairperson, Research Council/Director, South Campus (as the case may be), Head of the Department/Director of the Centre; Co-PI (if any) and two members of the regular teaching faculty of the concerned department of which one must be a Professor. This committee shall be constituted at the beginning of the project by PI with the approval of CRC/DSC and shall serve throughout the duration of the Project.

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

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

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

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

Ile.9 The joining report of the selected candidates should be countersigned by the Project-in-charge and forwarded to the central office. A copy may be retained by the Project-In-charge.

(IIf) Fixation of Pay

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

post.

(IIg) Settlement of bills

IIg. The payment of bills and clearance of accounts is one of the most important aspects of the 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 payment should be released through online/Digital mode within three weeks of submission of the bills. If the bill is not settled within three weeks from the date of submission, PI should report to the branch head.

IIg.2 If any note-sheets/bills of purchase are sent to the Finance Office, concerned branch should acknowledge the receipt of note-sheets/bills.

(IIh) Maintenance of Stock Registers

IIh.1 Each project should have a separate stock register for assets, accession, consumable and non-consumable articles.

II h.2 A separate account should be opened with full particulars for each article on a separate page, unless the transactions in respect of articles are less in number. In that case, one page may be utilized for recording receipts and issues for more than one article provided the accounts in respect of different articles are not mixed up on that page.

IIh.3 All entries in the stock book should be initialed by the Project-in-charge.

IIh.4 Physical verification of stock should be conducted at least once in a year. The result thereof should be reported to the Finance Officer.

IIh.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 and the Stock should be entered in the Departmental Stock Register clearly showing that it has taken from the respective project (give details) after the closure of the Project and a copy of handing over/ taking over duly signed by the PI and Head of the department should be submitted to the Finance Office for record and verification by the Audit.

(III) Interim progress and accounts reports of the Project

The PI should prepare the Progress report along with the settlement of accounts which should be submitted to the 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 PVC/DSC to get the matter sorted out.

(IV) Final Technical, Fiscal report of the Project

IV 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 CRC/DSC.

(V) Closure of the Projects

V.1 The Statement of final accounts showing the year-wise receipts and expenditure and a list of articles (consumables and non-consumables) left over at the time of termination of the project and purchased out of the project funds should be sent in triplicate to the Finance Office in the prescribed Performa (Annexure-IV) and verified by the Internal Audit Officer of the University. These articles may be transferred to the Department stock register except where the sponsoring bodies do not allow the Department to retain the articles without paying them the book value of the articles. In case the Department does not want these articles, the same will be auctioned following due procedure.

V.2 The list of articles will be given to the Head of the Department for entering the permanent assets in the stock register of the Department within four weeks of the submission of the list. After making entries in the Stock Register of the Department, the list with proper entries of the pages of the stock register in the Performa to be supplied by the Finance Branch should be sent to the Internal Audit Office for verification. It is mandatory for the Department to enter all items in the stock register and to reissue them to the teacher concerned for his research and to take back to the stores the items the PI does not want to use. It is also mandatory for the Head of the Department to move the papers for writing off of any items which none of the teachers of the Department is willing to take and has been returned to the stores from the project (and is obsolete).

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

13. Requirement from the University
 - a. Space
 - b. Funding

14.
 - a. Total no. of ongoing projects with the PI
 - b. Total no. of projects completed by the PI

15. Details of completed projects (In the last 5 years)
 - a. Title of the project
 - b. Name of the Funding agency
 - c. Total grant of the completed project/s
 - d. Details of the completion of Project
 - e. Date of submission of completion report to the funding agency (copy may be enclosed)

16. Details of ongoing projects (In the last 5 years)
 - a. Title of the project
 - b. Funding agency
 - c. Total grant of the project
 - d. Date of the commencement
 - e. Date of completion

We certify that no civil/ electrical modifications shall be carried out without the express permission of the University Engineering Department and the PVC/DSC. We will follow the norms for the operation of the projects framed from time to time by the Research Project Advisory Committee:

Signature of the Investigator: _____ Date: _____

Signature of the Co-Investigator: _____ Date: _____
 Name: Head of the Department/Director of Center/ Institute

Signature: _____

Seal: _____ Date: _____

Notes:

1. The Faculty who has attained the age of 62 years (three years before the date of retirement) cannot submit the project proposal as PI, however if he/she wishes to execute project he/ she may submit the proposal as Co-PI and the PI will be a regular Faculty of the University who is below 62 years of age. During continuation of the project when a PI attains the age of 62 years, then all documents/bill/utilization certificates etc. retaining to his/her project should be signed by both i.e. PI as well as the Co-PI (a permanent teacher of

the Department). The Co-PI will be responsible for all the assets, pending advances and subsequent transactions under the project.

2. “The PI should stop signing all the financial documents at least six months before the due date of his/her superannuation in order to facilitate issuance of No Dues Certificates to him/her”.
3. No Project proposal should be forwarded by the University to the funding agency if two or more tenure expired projects are pending for closure by the concerned PI.

**UNIVERSITY OF DELHI
PROJECT INITIATION FORM**

(Enclose Two Copies of the Project Proposals with this form)

1. Name of the Investigator
2. Designation
3. Date of Birth
4. Department/ Center/ Institute
5. Name of the Co-Investigator
6. Designation
7. Date of Birth
8. Department/ Center/ Institute
9. Proposal approved by the University on
10. Title of the project
11. Duration of the project From: To:
12. Funding Agency
13. Details of Funding Sanctioned:
 - a. Salaries
 - b. Consumables
 - c. Equipment
 - d. Contingency
 - e. Overhead (20% of the total cost of the project)
 - f. Total funds requested

Details of Funds sanctioned:

 - A. Non Recurring
 - a. Equipment
 - b. Other assets

Total Non Recurring Grant

- B. Recurring Grant
 - a. Salaries
 - b. Consumables
 - c. Contingency
 - d. Overhead
 - e. Any other expenses (please specify)
- Total Recurring Grant**

X. Total Grant Sanctioned

- 14. Requirement from the University
 - a. Space
 - b. Funding
- 15. a. Total no. of ongoing projects with the PI
 - b. Total no. of projects completed by the PI
- 16. Details of completed projects (In the last 5 years)
 - a. Title of the project
 - b. Funding Agency
 - c. Total Grant of the Project
 - d. Date of the commencement
 - e. Date of completion
 - f. Project closure
- 17. Details of ongoing projects (In the last 5 years)
 - a. Title of the project
 - b. Funding Agency
 - c. Total Grant of the Project
 - d. Date of the commencement
 - e. Date of completion

We certify that no civil/ electrical modifications shall be carried out without the express permission of the University Engineering Department and the CRC/DSC. We will follow the norms for the operation of the projects framed from time to time by the Research Project Advisory Committee:

Signature of the Investigator:

Date:

Signature of the Co-Investigator:

Date:

UNIVERSITY OF DELHI
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
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 submit 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 these 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, Details thereof
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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:
(if any)

Date:

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

Seal

Date:

General Financial Rule 2017 as amended from time to time should be strictly followed in procurement.