



# Central University of Gujarat

Gandhinagar- 382030

## Guidelines for Managing Externally Funded Research Projects

### INTRODUCTION

With the enforcement of General Financial Rules (GFR), 2017 and introduction of newer procedures mandated by various funding agencies for effective implementation of sponsored projects, it had become imperative to revisit the University guidelines for handling externally-funded research projects. Features such as transfer of research funds through PFMS/RTGS, constant monitoring of the progress of the project by funding agencies, calculation of interest earned on the grants given and other standard operating procedures have necessitated the revision of the earlier Project Manual implemented by Central University of Gujarat. Hence the University has revised the existing guidelines as under.

### SHORT TITLE AND APPLICATION

- i. These Guidelines will be called Central University Gujarat Guidelines for Managing Externally-Funded Research Projects, 2019-20.
- ii. They will come into effect from the date of their formal notification by the University, will supersede all previous guidelines notified in this regard and will be applicable on all the ongoing and future Research Projects granted to the University.

### DEFINITIONS

1. Research Project means externally-funded, cost-and-time-bound projects sponsored by Government, public, private, national, international agencies and autonomous bodies. These include short term (generally 1 year) and long term (generally 3 to 5 years). They will also include those long-term projects awarded by funding agencies / State / Central Governments which are to be subsequently merged in the University establishment and are in many cases called Schemes.
2. Principal Investigator (PI) is a member of faculty (including, emeritus, distinguished, visiting and Chair Professors, Scientists, or any other researcher working in the University.
3. Coordinator is equivalent to PI for interdisciplinary Projects, Centre of Excellence, Special Assistance Programme (CAS/ DRS/ DSA); DST: FIST and PURSE Programmes, STRIDE, GIAN etc. running in various faculties and Centers. However, unlike PI of Sponsored Projects, Coordinator is appointed by University or the funding

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agencies.

## SUBMISSION OF PROJECT PROPOSALS

1. Every project proposal (two copies) prepared following the guidelines of the funding agency as well as those of the University in force, should be submitted along with a declaration by the PI and Co-PI/s, if any, as in the **Annexure 1**, to Project Cell for approval/endorsement of the competent authority. In case of online submission, a draft of proposal or copy of online submitted proposal along with “acknowledgment/endorsement letter” should be submitted to Project Cell for endorsement from competent authority (as per funding agency’s requirement). A copy of online submission must be submitted to the Project cell. After the endorsement/forwarding of the competent authority, the Project Cell will hand over the proposal to the PI for onward transmission.
2. A project proposal should be evaluated for financial details and requirement of scientific equipment/any other technical requirement. In case the funding agency requires the approval of the Technical Committee, the report will be submitted to the funding agency.
3. Project Proposals that require clearance/s from the Ethical /Bio- Safety / Animal Ethics Committees etc. will be submitted by the PI (and Co-PI, if any) to the concerned Committee/s constituted by the University. The Committee should convey its decision within a fortnight of receipt of the application with all required details.
4. In case the application is being made to a foreign agency, it would be necessary to obtain the prior permission from the Government of India (GOI), wherever required, by the University before the proposal is submitted. In such cases, the PI/Coordinator should submit the proposal for all necessary formalities well in advance to the Project Cell.

## MOU/AGREEMENT

1. If MoU/MoA is required by government funding agencies like DBT/CSIR/DST etc. the same will be finalized by PI in consultation with the Coordinator, Project Cell, CUG either before the submission of the project (the copy of this MOU be attached to the project proposal before submission of the project) or after the project is approved, as the case may be.
2. The Agreements/MOU, other than the Government Agencies, may be finalized in consultation with the legal adviser out of a panel of legal advisers to be finalized by University in order to protect the interest of PIs and University and also to see the relevant clauses applicable to an Indian environment. The expenditure on this account may be met by the PIs out of their project funds.
3. In any case, the preparation and finalization of MoU/MoA should not take more than 4 days.

## POST SANCTION ACTIVITY

### 1. One-time Approval and Allotment of Project Code Number (PCN):

- a) On receipt of sanction letter from the funding agency and the first installment of funds of a new project, the Project Cell, upon PI’s request, will allot one-time administrative

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approval though the Office of Registrar along with a Project Code No (PCN) and communicate the same to the PI and other concerned offices within a week. This number must be referred to in all correspondence relating to the project/scheme. The one-time approval should reflect the breakup of the received grant under different budget heads. If the sanction letter doesn't specify the break-up, the PI will have to inform Office of the Registrar and the Finance Officer about the same.

- b) Once the PI or the funding agency informs the Project Cell that the funds have been sanctioned and likely to arrive soon, a proactive effort from the PFMS Unit of the Finance Office is required to track the arrival of funds in the bank and inform the PI and Project Cell so that work can start immediately.
- c) Any expenditure incurred prior to the allotment of Project code number and after the expiry of tenure of the Project shall not be admissible unless permitted by the funding agency.
- d) If project is funded for more than one year or if fund is release in multiple installments than approval by the competent authority for procurement of Recurring/Non-recurring and payment of bills under that research project may be accorded for each release/financial year.

## 2. Advertisement for Personnel:

- 1. All positions approved by the funding agency under the project will be filled in after due advertisement at the CUG website and through notifications about the vacancy/vacancies sent to at least 10 institutions in the relevant discipline of the country as per the proforma in **Annexure 2**. All advertisements must also be displayed on School/Centre notice boards.
- 2. The PI should draft the advertisement for staff positions available under the project following the general guidelines given in **Annexure 2** and **3**. The minimum qualifications for Scientific staff (RA, SRF, JRF, Research Fellow) or Project Assistant/any other equivalent post) under the project will be in conformity with those required by the funding agency and PI will be at liberty to amend **Annexure 3** accordingly. However, where the funding agency doesn't specify the eligibility, PI should follow the University's eligibility criteria given in **Annexure 3**. For support staff, the qualifications and remunerations will in general be as per the comparable support staff positions in the University, unless otherwise specified by the funding agency in the sanction letter (**Annexure 3**).
- 3. The PI will provide the notification to the ICT Chairperson directly along with a copy of One-time approval for placing it on the CUG website, with a copy to the Project Cell. However, sending the advertisement to 10 institutions as mentioned at 1 above shall be PI's responsibility.
- 4. A period of twenty-one days should be given for submission of application form from the date of advertisement on CUG website. The date from which 21 days will be counted

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should be indicated in the advertisement. The applications may be received by e-mail also.

### **3. Selection of Research Staff (RA/SRF/JRF etc.)**

1. All appointments on the approved research staff positions under a project/scheme will be made through interview by a Selection Committee constituted for the purpose as given in the **Annexure 4**. Short-listing of applicants to be called for interview will be made by the PI (and Co-PI, if applicable) and a précis of candidates called for interview will be prepared as given in **Annexure 5**. No TA/DA will be payable to candidates appearing for interview, unless specifically provided for under the project/scheme.
2. Proceedings of the Selection Committee meeting will be recorded as per proformas in the **Annexure 6** and **7**.
3. Soon after the meeting of the Selection Committee, the PI will issue a provisional appointment letter as given in **Annexure 8** to the selected candidate/s, following which the PI will forward the following documents (**Annexure 9**) to the Project Cell.
  - a. Full advertisement placed on CUG website.
  - b. Selection committee proceedings
  - c. Two copies of the appointment letter issued to each of the staff.
  - d. Mark-sheets and other relevant documents of the selected candidates
  - e. Two copies of the joining report (as per **Annexure 11**) of each of the personnel appointed under the project/scheme.
  - f. Two copies of the précis showing the bio-data of the candidates who had applied for the position/s.
4. The Project Cell shall examine the proceedings of the Selection Committee. If any procedural discrepancy is noted, the same will be communicated to the P.I. within a week for rectification. Otherwise, the provisional appointment shall be taken as approved. Any liability arising because of such a discrepancy would lie with the PI. After the approval of the appointment, the PI should write to the ICT Dept. for preparation of ID card for the appointee.
5. The tenure of the positions sanctioned in the project will be for the period as stipulated in the approval letter beginning with the actual date of joining, but not before implementation of the project, till termination of the Project. However, the selection committee, based on the request of PI may make appointments for a shorter but definite period which may later be extended by the Project Cell with the approval of Vice Chancellor, based on the recommendation of the PI. The University will not be responsible for any liability of the project staff beyond the duration of the Project.
6. The fellowship shall normally terminate on completion of its tenure or from the date the Fellow resigns, and his/her resignation has been accepted by the PI. The Fellowship may be terminated by the funding agency on the recommendation of the PI. The fellowship



may also be terminated if the Centre/School where it is tenable refuses to continue to provide facilities to the fellow on disciplinary grounds. Same will apply to other staff appointed in the project.

7. If a fellow leaves without permission, stipend due at any time shall not be paid to him/her, till all dues are cleared and certified by the PI.

#### **4. Selection of Non-teaching Staff**

1. For selection of non-teaching staff skill test and/or written test should be conducted and the selection will be on the basis of merit in the test. There will be no interview for these support staff/technical positions. This fact should be indicated in the advertisement.
2. Soon after the meeting of the Selection Committee, the PI will issue a provisional appointment letter as given in **Annexure 8** to the selected candidate/s, following which the PI will forward the following documents (**Annexure 9**) to the Project Cell:
  - a) Full advertisement placed on CUG website.
  - b) Copy of the / letter sent to Institutions.
  - c) Selection committee proceedings
  - d) Two copies of the appointment letter issued to each of the staff.
  - e) Mark-sheets and other relevant documents of the selected candidates
  - f) Two copies of the joining report (as per **Annexure 11**) of each of the personnel appointed under the project/scheme.
  - g) Two copies of the précis showing the bio-data of the candidates who had applied for the position/s .
3. The Project Cell shall examine the proceedings of the Selection Committee. If any discrepancy is noted, the same will be communicated to the P.I. within a week. Otherwise, the provisional appointment shall be taken as approved. Any liability arising because of any discrepancy would lie with the PI.

#### **5. Hiring on daily wages or on contractual basis**

1. If there is a need, the PI is allowed to hire on daily wages/contract basis for a period not exceeding 90 days at a time. For contractual hiring for a period longer than 90 days, approval of Vice Chancellor will be required on the prescribed Performa (**Annexure 10**).
2. The PI must ensure that the hiring is as per specific requirements, within the financial limits of the project and is in accordance with the relevant rules/guidelines in operation at the given time.
3. If so required, (due to constraints of available funds in the project or for other cogent reason) the PI may appoint non research staff, for specific operation, maintenance, special lab work etc. for limited period of time. However, the wages for such a non-teaching staff

should be as per the University rules outlined by HR department. The procedure for joining and other substituent steps will be the same.

#### **6. Terms and Conditions of Appointment**

1. All appointments on projects are contractual and can be made only if the position is explicitly sanctioned by the funding agency. The emoluments payable to any of the appointees will be as per the sanction given by the funding agency. While formulating the budget the PI will take into account the rate of Pay prevailing at that time in the University.
2. All appointments will be co-terminus with the project. Other Terms & Conditions of appointment should be as per funding agency / University guidelines. In case the positions are not explicitly mentioned, the PI will make specific proposal about positions and emoluments, keeping in view the original proposal and sanction of the grant.
3. Research personnel are entitled for leave for a maximum period of 30 days per year in addition to general holidays (but excluding vacations for teaching staff). They would be eligible for Maternity / Paternity Leave as per the norms of the funding agency. If the funding agency has not specified any norm, the leave shall be governed by the rules as applicable to the contractual staff of the University. However, leave to Ph.D. scholars working in a project shall be regulated by the provisions contained in the Ph.D. Ordinance of the University.

#### **7. Salary / Fellowship of Project Staff**

All the PI should submit the salary slip of recruited staff under project to the Project cell by the end of every month as per format given in **Annexure – 18**.

#### **PROCURRING SUPPLIES:**

1. If project is funded for more than one year or if fund is release in multiple installments than approval by the competent authority for procurement of Recurring/Non-recurring and payment of bills under that research project may be accorded for each release/financial year.
2. All projects should have individual Asset Register, Stock Register and the equipment procurement under the project have to be depreciated at the applicable rate of GFR-2017. Stock register for consumable has to be maintained separately, Depreciation of the equipment is to be made in consultation with F&A Department on yearly basis and proper record is to be maintained. All purchases of non-consumable and consumable items and other expenses will be in accordance with the terms and conditions of the funding agency, the purchase rules in force at CUG and GFR-2017.
3. The PI should make efforts for the purchase of chemicals/minor equipment from the vendors listed in the ARC list. In case of non-availability of chemicals under ARC, special sanction is to be obtained by the PI for the purchase of chemicals/minor



equipment out of ARC vendors. Categorization of items from vendors for Recurring/Non-Recurring is to be identified and certified by the PI. A copy of the Purchase Order should be marked to the Dean/Chairperson of School/Centre.

4. All the bills are to be forwarded by the Project Investigators through Project Cell duly signed by Dean of the respective School/Centre for payment
5. In case of purchases from foreign vendor, the PI should try to get in touch with the local agent of the vendor so as to avoid the payment in foreign currency. This would facilitate smooth functioning of financial transactions under PFMS. While making payment in foreign currency provision of FCRA and FEMA must be considered.
6. University purchase policy (example: Annual rate contract/Local purchase committee etc) will be followed for all project related purchase. PI's will be purchase officer for their respective grant/fund.
7. In case more than one project has been assigned to any of the faculties by various agencies, he/she may be permitted to use the share of his overhead charges of all the assigned projects under any one assigned project for the purchase, development, hiring of manpower etc. as mentioned in the "Utilization of overhead".
8. The PI share of overhead charges will be kept in separate saving account.
9. On completion of external project, issue of the Utilization Certificate under any project may be issued based on the deposit of major/minor equipment, instruments and other non-recurring items in the CUG Store depreciation of the value of the equipment, Certificate/voucher received from the store duly signed by the store in charge is to be attached along with the Utilization certificate. All the PI's should submit the Utilization Certificate by 15 may of every FY for the smooth accounting of the external project.
10. Purchases up-to Rs. 25,000/- will be done by the PI on his own as per provision under the prevailing GFR.
11. Purchases up-to Rs. 2.5 Lakhs will be done by PI through purchase committee mentioned above. The purchase of goods costing above Rs.25,000/- and upto Rs. 2,50,000/- be made as per Rule 155 of General Financial Rules, 2017. These orders will not require any registration in the Finance office of the University.
12. Purchases up-to Rs. 25 Lakhs will be done through limited tender committee and the order will be cleared through Procurement Cell by the Finance Officer keeping in view the provisions of the prevailing GFR and University norms. The limited tender committee will be constituted by the Procurement Cell. However, Procurement Cell should ensure that the PI is the one of the members of the Committee so constituted.
13. Purchases costing more than Rs. 25 lakhs will be done as per open tender committee keeping in view the provisions under the prevailing GFR. The open tender committee will be constituted by the Procurement Cell. However, Procurement Cell should ensure that the PI is the one of the members of the Committee so constituted. Recommendations of the Open

Tender Committee will be cleared through Procurement Cell by Finance Officer.

14. Procurement of items under rate contract will be as per prevailing rules of the University and GFR.

15. On every major item procured out of Projects funds, the following information should be written on the front side of equipment for easy identification in future:

Name of PI :

Funding Agency:

Project Code:

Cost of Equipment:

Date of Purchase:

### CUSTOM CLEARANCE

Either the supplier of company or the local agents of the company will inform the PI about the arrival of shipment. They should give the PI the cargo arrival notice containing Air Way Bill Number (AWB No) of the shipment, Airline, flight number and date of arrival. Cargo agent should be contacted to get the Delivery Order (DO), and the final invoice containing the precise figures of payment. These pieces of information have to be immediately transferred to one of the custom clearing agents of CUG, who would clear the consignment on University's behalf and deliver it to you. Please keep ready all documents to require by the clearing agents. These include the following:

- (a) Cargo arrival notice
- (b) Custom duty exemption certificate from Registrar CUG – **Annexure 12**
- (c) Letters of release of consignment – **Annexure 13**
- (d) Authorization letter – **Annexure 14**
- (e) Request for condonation of demurrage charges – **Annexure 15**
- (f) Payment Voucher – **Annexure 16**
- (g) Temporary Advance Form- As per Format available at CUG Website
- (h) Adjustment bill - As per Format available at CUG Website
- (i) Invoice received along with cargo arrival notice
- (j) No objection certificate from BANK in case the payment is through the bank (either a sight draft or a letter of credit)

If there is a delay of more than a week in getting the shipment cleared from custom, Custom Department levies demurrage charges. It is therefore crucial to get the shipment cleared as soon as possible. In spite of all efforts for a quick release of the shipment, if delays take place, demurrage charges will have to be paid from the University's share of overhead charges. The rest of the charges in this regard will be met by the PI from the project fund.

### INSPECTION OF ORDERS FOR REGISTRATION AND BILLS FOR FINAL PAYMENT

1. The orders which needs registrations will be examined by the relevant authorities (PI and Finance Dept) as per the check list provided (**Annexure 17A & 17B**). If the order is found deficient with regard to any of the items covered by the check list, the relevant officer will

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return the order for compliance. No objection shall be made beyond the points covered by the check list. Further, clarifications about any relevant point which is not covered under the check list can be enquired from PI through phone or email to expedite the process. The reply provided by the PI will be recorded by the relevant office and the matter expedited and cleared within 7 days.

2. All bills for payment (including advance bill for opening LC and other advance bills e.g. for clearing the items, from customs etc.) relating to various purchase orders will be submitted by the PI to the Finance Office directly. If the finance has some objections, the same may be communicated to the PI or relevant authority within 3 days of receipt of the bill and clarifications will be submitted within another 3 days. The bills shall, generally, be passed for payment within a maximum period of 7 days.
3. It is expected that ordinarily, the orders and bills shall be cleared and expedited for payment within (including advance bill for opening LC and other advance bills e.g. for clearing the items from customs etc.) a maximum period of 2 weeks.

## UTILIZATION OF OVERHEAD CHARGES

From the overall overhead charges, 60 % will be given to the University towards the development fund or for paying the University utilities bills and engaging required contractual staff for the efficient maintenance of the Project Cell with the approval of the VC. Forty 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 one year beyond the tenure of the project. AR/DR (Finance) should ensure that any unspent amount from the forty percent share of PI after this period shall be transferred to the University account. In case more than one project has been assigned to any of the faculties by various agencies, he/she will be able to use the share of his overhead charges of all assigned projects under any one assigned project. The following expenses can be made from PI's share of the overhead charges:

1. Infrastructure: All expenses related to laboratory maintenance and renovation, purchase of furniture, 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. This type of work could be assigned to the outside agencies to avoid delays. Proper procedure of inviting quotations should, however, be followed. No structural changes can be made without the consent of the VC and such changes can be made after certification by the University Engineering Dept.
2. Repair and upgradation of scientific equipment, computers and peripherals, payment of annual maintenance/service contracts, purchase of minor accessories for equipment.
3. Expenses to meet local or international travel, DA/per diem as per GoI norms in force, registration fee towards participation of PI and Co-PI in Conferences/Symposia and on visits to other laboratories (in India and abroad) for discussions in collaborative research-work

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subject to prior approval of Vice Chancellor.

4. 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 VC.

**Note:** Above expenses will be permissible subject to availability of funds. PIs/Coordinators should not make requests for overdrawing the account of PI's share.

**SUBMISSION OF ANNUAL STATEMENT OF EXPENDITURE/UTILIZATION CERTIFICATE, CLOSURE OF PROJECT ACCOUNT AND ISSUE OF "NO DUES: CERTIFICATE TO THE PI**

1. The PI and Co-Investigator/s (if any) will be responsible for timely submission of Progress reports as required by the funding agency. At the end of each financial year, preferably by 15<sup>th</sup> May of every F.Y., or whenever required by funding agency, the Statement of Expenditure (SoE) and the Utilization Certificate (UC) will be prepared by the PI as per the format given by the funding agency. If format is not given by the funding agency, then UC is to be furnished in the form of GFR 12A. In case if non-submission of the same, further payment will not be processed under the particular project.
2. The funding agencies, which insist auditing of accounts by the Chartered Accountants, be requested to accept the utilization certificate issued by the University as its accounts are audited and certified by DGACR. However, if the funding agencies still insist that they will only accept the certificate issued by a Chartered Accountant, empaneled by the University, the same may be complied with and provision for audit fee be made by PIs under contingency and expenditure incurred accordingly. But even these accounts shall be open to University audit. The University may kindly draw a panel of Chartered Accountants from whom such accounts can be audited.
3. In order to avoid the hassles and the time and effort which the PIs and Finance Dept. have to put in for reconciliation of project accounts and timely submission of Utilization Certificates to the funding agencies, periodic statement of expenditure of funds indicating the expenditure incurred under different heads and balance available be sent to PIs by Finance Dept. through email. PIs may communicate to Finance Dept. the discrepancies, if any, within a week of receipt of such a statement.
4. Within three months of completion of the project, a list of all non- consumable items (Equipment, Books, Journals and any other Capital item) procured out of Project Funds shall be given to the Head of the Department, so that the same can be taken into the stock of the Centre/School. These items shall remain with the PI/Co-PI till he/she continues to be formally associated with the Department/Centre/School. A copy of the same should be provided to the Project Cell and University Store.
5. Soon after the final account is settled, the PI should submit an application to the Project Cell for the issue of "No Dues" certificate and enclosing therewith the Audit and Utilization Certificate, Statement of Expenditure etc. and any other document required by the Project cell. The "No Dues" or "Dues" certificate will be issued to the Principal

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Investigator of project/scheme within 6 months from the date on which final accounts were settled.

6. The "No-dues" certificate to PI/Coordinator can also be issued if the equipments and non-consumable items procured under the project by PI are handed over to Co-PI or any other relevant faculty member and so recorded. The No-dues certificate in this case will be issued based on above said transfer certificate signed by both PI and by Co-PI or relevant faculty members to whom charge is given and countersigned by the Head/Coordinator of the Department/School/Centre/Unit.
7. In regard to issuance of "No-dues", at the time of superannuation of the faculty, the equipments and accessories and other relevant items that were procured under the project and older than 5 years or more should be taken as written off if the PI is not able to return those items. For such non-consumable item/s that was/were procured in the last 5 years, the value would be determined keeping in view the original cost, depreciation usage and working condition. In either case, the PI will submit an explanation for the non-availability of the non-consumable items.
8. On completion of the external project, issue of the UC under any project, Utilization of major/minor equipment, instruments and other non-recurring items for future may be elaborated whether equipment will remain under the Custody of CUG or is being handed over to funding agency. If the equipment is likely to be remain in CUG, then it is to be converted in CUG assets register.

#### **OTHER GUIDELINES FOR FACILITATIONS OF PROCESSES UNDER THE PROJECT**

- a. Re-appropriation of Funds from one approved item to another will be permitted in the light of specific guidelines of the Funding Agency. PI may also re-appropriate funds (if funding agency does not prohibit this) up-to an extent of 20% from one head to the other, except the non-consumable grant available under the project.
- b. Claim for TA/DA for project related travel by the PI/Co-Investigator/ other project staff will be made as per the entitlement under Government of India rules OR as provided specially by the Funding Agency. TA/DA bill of Co-I, research and non-research staff in connection with travel required for project work will be approved and forwarded by the PI. The TA/DA bill of PI will be sent through the concerned Head/Coordinator of the Department/School/ Centre/Unit to the Finance Office for payment. For project staff, the PI will forward the bill to Finance Office directly. In case the PI/Co-PI or research staff /Project Staff appointed in the project has to travel, for cogent reasons, by air but is not entitled for the same as per Government of India rule, a prior approval of the Registrar may be obtained.
- c. All travel by Air, for Govt. funded projects, should be through Air India only in terms of the Office Memorandum No. 19024/1/2009-E.IV dated 7<sup>th</sup> June, 2016 issued by the

Department of Expenditure, Ministry of Finance, Govt. of India.

- d. If funds are received through Public Finance Management System (PFMS) then all the payments should be processed through PFMS as far as possible.
- e. PI must provide the copy of all communication with funding agency including Sanction letters/ award letter, year wise sanction letter, Utilization certificate, statement of expenditure, project extension, project completion report etc to the competent authority, Finance & Accounting department and project cell.

**FORCE MAJEURE:**

Notwithstanding anything or any process contained in this guideline, the Vice Chancellor can change/modify any part of guideline or get new section in this guideline introduced or pass any other order which he/she deems fit for smooth running of the projects.



## Undertaking by the PI/Coordinator

We undertake and certify that

1. This is an original research proposal which has not been simultaneously submitted to any other agency
2. Proposal is prepared as per the format prescribed by the funding agency.
3. Clearances from the relevant Committees (Ethical Committee/ Bio- safety Committee/ Animal Ethical Committee) have been obtained and attached with the proposal/ will be obtained before the project gets started and the relevant certificates will be submitted to the authorities in the University and the funding agency
4. General Infrastructure and related facilities are available in my laboratory in the department/centre.
5. The implementation of the project proposal would not involve additional space or other special requirement.

OR

Implementation of the project proposal requires additional space or other special requirements as specified here, and these have already been discussed with competent authorities and the required approval/s has/have already been obtained

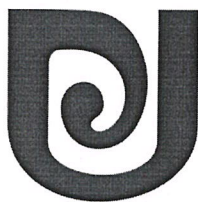
6. I / We will abide for all the rules and regulations of the University and the funding agency for implementing the project.
7. Institutional/Overhead Charges have been included in the proposal.

Name/s and Signature/s of PI and Co-PI, if any

Forwarding by

Head of the Department

Dean of the Faculty



ગુજરાત કેન્દ્રીય વિશ્વવિદ્યાલય  
CENTRAL UNIVERSITY OF GUJARAT

Department of .....  
Institute/Faculty of .....

### (Model) Advertisement

Applications are invited for the post of \_\_\_\_\_  
with a Salary/Stipend/Fellowship/Fixed amount of Rs. \_\_\_\_\_  
in a \_\_\_\_\_ (Name of the Funding Agency) Sponsored Project entitled (Title of the  
project) \_\_\_\_\_” sanctioned up to (Duration  
/Tenure) \_\_\_\_\_. The post is  
temporary and co-terminus with the project. The candidates should be (Essential qualifications)

\_\_\_\_\_. The upper Age  
Limit is \_\_\_\_\_ Years (relaxable for 5 years for SC/ST/Physically Handicapped/Female candidates); (in case  
of non-research positions, upper age limit may also be relaxed for a duration of earlier work in a  
project/scheme in CUG subject to the University rules prevalent at that time). All things being equal,  
SC/ST candidates will be preferred as per GOI rules.

Desirable qualifications, if any \_\_\_\_\_.

Application on Plain paper giving Name, permanent and correspondence address, names of father and  
mother, telephone no. and e-mail address (if available), details of educational career (starting from  
High School or equivalent) along with attested copies of all mark-sheets & certificates and details of  
any research or other experience etc., if any, should reach within 21 days of the  
advertisement,

\_\_\_\_\_, to the P.I., Department of \_\_\_\_\_, Institute/Faculty  
\_\_\_\_\_, Central University of Gujarat, Sector-29, Gandhinagar.

No TA/DA will be paid if called for interview.

Signature of PI  
Stamp

Contact Details (Phone/fax/e-mail)

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## ESSENTIAL QUALIFICATIONS FOR STAFF POSITIONS UNDER PROJECTS/SCHEMES

(Designations and qualification should be as per sanction of the Funding Agency  
Norms)

### Research Positions (EMOLUMENTS AS PROVIDED BY THE FUNDING AGENCY)

#### Research Associate:

- Age : Upper age limit- 45 years: (5 years' relaxation for Female/SC/ST/Physically Handicapped Candidate)
- Qualification : Ph.D./ MD/MS/MDS or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc./M.Pharm/ME/M.Tech with at least one research paper in Science Citation Indexed (SCI) journal or as per funding agency requirements.
- Experience : Experience Doctorate or equivalent degree or three years of Research in related fields or as per specific requirement of the funding agency concerned.

#### SRF :

- Age : Upper Age limit – 32 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate)
- Qualification : NET/GATE or equivalent as per specifications of the funding Agency concerned or Post-Graduation, with 55% marks.
- Experience : With at least two years research experience in related field

#### JRF :

- Age : Upper age limit – 28 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate)
- Qualification : NET/GATE or equivalent as per specifications of the funding agency concerned or Post-Graduation, with 55% marks.
- Experience : As specified for the project.

#### Research/Project Assistance/Fellow :

- Age : Upper age limit – 28 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate) (3 years for OBC candidate)
- Qualification : Post Graduation, with 55% marks
- Experience : As specified for the project.

**NON-RESEARCH POSITIONS (Emoluments as provided by the funding agency)**

***Office/Project /Lab Assistant***

**Office/Project /Lab Assistant :**

- Age : Upper age limit- 35 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate). (3 years for OBC candidate)
- Qualification : Graduate, diploma/degree in the specified area as per requirement of the Project and other requirement may be also relaxed for earlier work on Project etc. in CUG.
- Experience : As specified for the project.

***Junior Office/Junior Project/Field/Laboratory Assistant or Attendant:***

- Age : Upper age limit – 30 years: (5 years' relaxation for female/ SC/ST/, 3 years for OBC Physically Handicapped Candidate). Upper age may be relaxed for earlier work on Project etc.in CUG.
- Qualification : Graduate or Intermediate with 2-3 years' laboratory/field work experience or as per specified requirement of the funding agency concerned.
- Experience : As specified for the project.

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**CONSTITUTION OF SELECTION COMMITTEE****a) Composition in respect of Research positions**

i)	Principal Investigator	Chairman
ii)	Head of the Department or Coordinator of Centre/School	Member
iii)	Co-Principal investigator/s, if any	Member
iv)	Expert Member nominated by the Principal Investigator	Member
v)	Expert Member nominated by the Vice Chancellor	Member

The PI should submit the request for nomination(s) by Vice Chancellor to the Project Cell well in advance and before scheduling the interview.

In order to ensure that the number of members in the Committee is not reduced in the event of one person holding 2-3 slots (except the PI, who is required to Chair the Committee), the Vice-Chancellor may nominate additional members (Professor/Reader) from within the University upon request made by the PI to Project Cell.

**b) Composition in respect of Non-Research/Contractual positions**

The composition of selection committee for non-research/contractual positions shall be as under:

i.	Principal Investigator	Chairman
ii.	Co-Principal investigator/s, if any	Member
iii.	Head of the Department or Coordinator of Centre/School	Member
iv.	Dean's nominee (from the panel provided by Dean)	Member
v.	SC/ST nominee	

NOTE:- (i) The appointments on research positions will be based on tests/interviews.

(ii) For non-research position selection will made based on skill test and examinations.

(ii) The Selection Committee may, if necessary, recommend a panel of not more than two candidates per position. The panel will be valid for a maximum period of one year.

**Note : If the Funding Agency has laid down specific guidelines with regard to the composition of Selection Committee the same should be invariably followed.**

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**Proforma for Precis**

Summary of candidates called for interview for the post of \_\_\_\_\_ under  
 project/scheme P-\_\_\_\_\_ Department of \_\_\_\_\_  
 Institute/Faculty \_\_\_\_\_, CUG vide Advertisement No. \_\_\_\_\_  
 dated \_\_\_\_\_ in \_\_\_\_\_.

1. Number of Applications received: \_\_\_\_\_
2. Minimum Qualification prescribed for calling for interview: \_\_\_\_\_
3. Number of candidates called for interview: \_\_\_\_\_

Sr. No.	Name & Address	Whethe r SC/ST/P H	Sex	Date of Birth	% marks, year of passing and name of Board/University				Research Experience	Remarks
					High School	+2	U.G.	P.G.		

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**Proforma for preparation of merit index of candidates by members of the selection committee**

S. NO.	Name of the candidate	Assessment of experts in respect of candidate	Marks obtained	Remarks

**SIGNATURE OF MEMBERS:**

(1)

(2)

(3)

(4)

(5)

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PROCEEDINGS OF THE SELECTION COMMITTEE

Minutes of the meeting of the Selection Committee held at \_\_\_\_\_ am/pm on \_\_\_\_\_ in the chamber of \_\_\_\_\_, Institute/Faculty \_\_\_\_\_, CUG to select (post) \_\_\_\_\_ for the Research Project entitled “\_\_\_\_\_” (Project Code No.) P-\_\_\_\_\_.

The following Members were Present (list as required):-

Prof. /Dr.	PI	:	Chairman
Prof. /Dr.	Dean's nominee*	:	Member
Prof. /Dr.	HOD	:	Member
Prof. /Dr.	Co-PI	:	Member
Prof. /Dr.	Expert***	:	Member
Prof. /Dr.	SC/ST nominee**	:	Member

- \* Dean's nominee only for non research personnel.
- \*\* Only for non research personnel.
- \*\*\* Expert Member nominated by the PI in case of Research Positions only.

For the Post of \_\_\_\_\_, \_\_\_\_\_ candidates were called for the interview, out of which \_\_\_\_\_ turned up. The members of the Selection Committee thoroughly examined the candidates and after due consideration resolve to recommended that:

Dr./Shri/Ms./Km./\_\_\_\_\_ is recommended for temporary appointment as \_\_\_\_\_. The appointment is co-terminus with the Project.

Signature of the members:

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17/11/20





..... વિભાગ  
 ..... સંપ્રદાન / સંકાય  
 DEPARTMENT OF .....  
 INSTITUTE / FACULTY OF .....  
 TEL. NO.  
 E-MAIL

### PROFORMA FOR PROVISIONAL APPOINTMENT LETTER FOR RESEARCH/CONTRACTUAL POSITIONS

Ref. No./

To: .....  
 .....  
 .....

Subject: **Engagement** of \_\_\_\_\_ under the sponsored Project  
 “ \_\_\_\_\_ ”

Reference: Your application dated \_\_\_\_\_

Dear Sir/Madam,

On the recommendation of the Selection Committee which met on \_\_\_\_\_, you are **provisionally** engaged on a Job Contract basis, as \_\_\_\_\_ on a \_\_\_\_\_ emoluments of **Rs.** \_\_\_\_\_ (Rupees \_\_\_\_\_ only) per mensem, on the following terms and conditions: -

1. The engagement is for the above externally funded Project only, and is not transferable to any other Project.
2. The Contract is for the duration of the said project and co-terminus with it, or for a period not exceeding \_\_\_\_\_ months/years, whichever is earlier. However, the initial engagement will be for a period of six months, extendable from time to time depending upon your performance.
3. It is not an appointment in CUG, temporary or otherwise. It is purely a job contract for the period as stipulated in clause 2 above. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation/regularization/absorption in CUG against any post/position.
4. The Contract may be terminated at any time without assigning any reason therefore.
5. No traveling allowances will be paid to you either for undertaking the contract, or on termination of the same.
6. Your engagement on contract will be subject to the production of the following documents at your expense at the time of your reporting for duty:

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- i. Medical certificate of health and physical fitness for the contract issued by the Medical Superintendent, S.S. Hospital, CUG; and
  - ii. Documentary evidence in support of your date of birth, qualification and caste.
7. In case it is detected at any stage that you have committed any fraud or forgery in seeking this contract, your contract shall be immediately dispensed with, without any notice.
  8. Your contract shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the research work
  9. You are required to give an undertaking to the effect that the above-mentioned conditions are acceptable to you and you shall abide by them. Any violation shall attract termination of contract without any notice.
  10. In the event of any dispute arising out of this contract, the decision of the Vice- Chancellor, CUG shall be final and binding on you.

If you are willing to accept the above offer of contract on the terms and conditions stipulated, you may please commence the work immediately and in any case, within a fortnight from the date of receipt of this letter failing which the offer will automatically stand cancelled.

This provisional engagement is subject to approval by the competent authority.

Yours faithfully,

(Principal Investigator/Coordinator)

Ref. No.

DATED:

Copy to the following for information and necessary action

1. The Head of the Department (\_\_\_\_\_)
2. The Director/Dean (\_\_\_\_\_)
3. The Registrar, CUG
4. The Finance Officer, CUG
5. The Deputy Registrar (Establishment), CUG

(Principal Investigator/Coordinator)



CENTRAL UNIVERSITY OF GUJARAT

DETAILS REGARDING APPOINTMENT UNDER THE PROJECT

1. Name of Principal Investigator :
2. Name of the Funding Agency :
- Reference No. & Date of Sanction :
3. Duration of the Project :
4. Sanctioned Posts :
5. Advertisement (name of the Newspaper): **Enclosure No.**
6. Required Qualification (As per Advertisement):
7. Précis of the candidates called for interview: **Enclosure No.**
8. (i) Qualification of the selected candidate :  
(ii) Experience :
9. Recommendation of the Selection Committee: **Enclosure No.**

PRINCIPAL INVESTIGATOR/CO-ORDINATOR

COMMENTS OF PROJECT CELL

Checked the above information.

DEALING ASSISTANT

On the basis of the information provided above and scrutiny of the papers the recommendation of the Selection committee has been found in order/not found in order due to the following reasons:

The provisional appointment is confirmed/cancelled.

Coordinator  
Project Cell

**PROFORMA FOR ENGAGEMENT ON CONTRACTUAL/DAILY WAGE BASIS**

(To be filled in by the concerned Principal Investigator)

1.	Name of the Principal Investigator	
2.	Department	
3.	Project Code	
4.	Name of the Person to be engaged on contract basis	
5.	Date of Birth	
6.	Qualification	
7.	a) Permanent Address	
	b) Address for communication	
8.	Position against which engagement is sought	
9.	Budget Head	
10.	Date of Engagement / Contract	
11.	Substantive position available in the Project / Unit in the cadre :	
	a) Sanctioned strength	
	b) Filled in	
	c) Engaged against vacant position	
	d) Vacant	
12.	Required period of contract	From ..... to .....
13.	Period of last engagement/ contract, if any	
14.	Performance during period of previous engagement	
15.	Justification for engagement on contract basis	
16.	Specific recommendation of the P.I.	

Signature of the P.I.

Forwarding of Head/ Dean/ Director



Joining Letter

Dated:

From:

-----  
-----  
-----

To

The Principal Investigator/Coordinator  
Title of the Project /Scheme \_\_\_\_\_  
Institute / Faculty of \_\_\_\_\_  
Central University of Gujarat,  
Sector-29, Gandhinagar  
Gujarat

Subject: Joining report for the post of \_\_\_\_\_ under the project P-

Respected Sir,

Thank you very much for your letter No. \_\_\_\_\_ dated \_\_\_\_\_ regarding  
appointment as \_\_\_\_\_ under the Project entitled  
" \_\_\_\_\_ " (P- \_\_\_\_\_ ).

I accept all the terms and conditions mentioned in the appointment letter and hereby report on duty  
w.e.f. \_\_\_\_\_ (F.N./A.N.) and request you to do the needful as per University

rules. Thanking you,

Yours faithfully,

\_\_\_\_\_

**CENTRAL UNIVERSITY OF GUJARAT**  
**Custom Duty Exemption Certificate**

Certified that the following items are essential for research purpose and will be used only for that purpose and shall not be transferred to any other person.

1. (a) Name of company & Country :
- (b) Invoice No.& Date :
- (c) CIF value in foreign currency :
- (d) Details of items :
- (e) AWB/HAMB No. :

2 Whether consumable/or non-consumable

3. The aforesaid import against AWB/HAWB No.does not contain any drug whatsoever which requires exemption from the Drug Controllers.

4 The requisite NOC for import from Drug Controller is enclosed.

(Dean of the School)  
Date & Stamp

Faculty Member/Project Director  
Name:  
Designation:  
School/Centre

**CERTIFICATE BY HEAD OF INSTITUTION**

Certified that aforesaid items are essential for research purpose and will be used only for that purpose and shall not be transferred to any other person

Further certified that CENTRAL UNIVERSITY OF GUJARAT is funded by UGC and other Central Government Institutions like CSIR/DBT/DST/etc.etc.

Further certified that this University has been registered with the Department of Science and Industrial Research (DSIR) for obtaining custom duty exemption in terms of Government Notification No.51/96-Customs of July 23,1996 under Registration No.TU/V/RG-CDE (5)/96 of September 25,1996 valid upto 31-08-2001 (copy enclosed).

Name on page.....S.No.  
of register for imports.

Signature of Project Director  
(seal)

REGISTRAR  
CENTRAL UNIVERSITY OF GUJARAT



To  
The Assistant Collector (Customs)  
Govt. of India

DECLARATION

DECLARATION TO BE SIGNED BY AN IMPORTER CLEARING GOODS  
WITH THE HELP OF A CUSTOMS HOUSE AGENT

- L I / We declare to the best of my / our knowledge and belief that the contents of Invoice (s) No. (S)...  
...and of other documents relating to the covered by the said invoice (s) and present:jd here with are  
true correct in every respect
2. I / We declare that I / we have not received & do not know of any other document of information showing price,  
value, quantity or description of the said goods and that if at any time hereafter I / We discover any information  
showing different state of facts I / We will immediately make the same known to the Controller of customs.
3. I / We declare that goods covered by the bill of entry have been imported on an out-right purchase /  
Consignment account.
4. I / We am / are not connected with the supplier / manufactures as:  
a. Agent / Distributors / Indentor / Branch Subsidiary Concessionaire and  
b. Collaborator entitled to the use of trade mark, patent or design:  
c. Otherwise than as ordinary importers or buyers.
- S. I / We declare that method of invoicing has not changed since the date on which my-our-books of  
accounts and / or agreement with the suppliers examined previously by Customs House.

N. B. -Strike out whichever is inapplicable

Signature of importers

**ANNEXURE-13**  
(Letter for Release of Consignment)

**Central University of Gujarat**

**Centre/School** \_\_\_\_\_

No ..... Dated ,.....

The Assistant Commissioner of Customs (import) I G I Airport,  
New Delhi-!!0037

Subject: Release of consignment against AWB No .....

Dear Sir,

This is in reference to our consignment against AWB No .....

I am authorising M/s .....

for collecting the said consignment on our behalf from your office.

Kindly release the consignment as early as possible.

Thanking you,

(.....)

Project director  
(seal)

**Declaration Form**

(See Rule 10 of Customs Valuation Rules,1998)

NOTE: This declaration shall not be required for goods imported as passengers Baggage, goods Imported for personal use upto value of Rs. 1000/- Samples of no commercial value, or where the



goods are subject to specific rate duty.

1. Importer Name and Address:
2. Suppliers Name and Address:
3. Name and Address of the agent, If any:
4. Description of goods :
5. Country of origin:
6. Port of Shipment:
7. AWB/BLNumber and Date:
8. IGM Number and Date:
9. Contract Number and Date
10. Number of Transaction: (Sale,Consignment, Hire,Gift etc.)
11. Invoice Number and Date
12. Terms of Payment
13. Currency of payment
14. Exchange Rate
15. Terms of Delivery
16. Relationship between buyer and seller (Rule 22)
17. If related, what is the basis of declare value
18. Conditions or Restrictions attached with the sale (Rule 1 (2))
19. Valuation Method Applicable: (See Rule 4 to 8)
20. Cost and service not included in the Invoice vale (Rule 9)
  - a. Brokerage and commission
  - b. Cost of Containers
  - c. Packing Cost
  - d. Cost of goods and services supplied by the buyer
  - e. Royalties and licence fees
  - f. Value of proceeds which accrue to seller
  - g. Freight
  - h. Insurance
  - i. Loading unloading, handing charges
  - j. Landing charges
  - k. Other payments, if any.
21. Assessable value in Rs.
22. Previous imports of identical/similar goods, if any:
  - a. Bill of Entry Number and date
  - b. IGM Number and date
23. Any other relevant information (Attach separate sheet, if necessary)

ANNEXURE-14

AUTHORIZATION LETTER

CENTRAL UNIVERSITY OF GUJARAT

CERTIFICATE

RefNo.

Date:

The Cargo Manager, IGI Airport, New  
Delhi.

Sub :Airway Bill No.  
Flight No. \_\_\_\_\_

Dear Sir,

I am authorising M/s \_\_\_\_\_ whose signature is attested  
below to collect papers/consignment concerning the Airway Bill. \_\_\_\_\_

Thanking you,

Attested Signature  
Signature of the Importer (S)

Yours faithfully,

Signature of the Importer (S)

(Request for condonation of demurrage charges)

**CENTRAL UNIVERSITY OF GUJARAT**

**Centre/School.....**

No ..... Dated:

(Through the Chairperson/Dean)

Dear Sir,

The consignment containing the .....  
imported  
from .....

for use in the Project/Lab., was lying with the custom authorities for the last days/months. The delivery of the said item could not be taken for want of documents/certification. The formalities have been completed and the amount of Rs.. . .... was incurred as demurrage charges for the above purpose.

Vice-Chancellor may kindly condone the demurrage charges paid to the Custom Authorities so that the bills maybe forwarded to the Project Cell for payment.

Thanking you,

Yours faithfully  
Project Director  
(seal)





**Particulars to be filled in by the Office of Dean/Chairman of Centre/Head of Department**

1. Purchase of.....nos.of.....@ ..... each was approved by .....vide notes at page ..... of file no .....
2. The articles have been purchased after calling for quotations and the purchases billed for have been received in good order and according to the specifications mentioned in the supply order, their quantities are correct and quality good. The rates paid are not in excess of the accepted market rates and the suitable notes of payment have been recorded against the indents and invoices concerned to avoid double payment.
3. All overhead charges i.e., loading, packing, sales tax etc., as claimed by the suppliers, are in accordance with their quotation as accepted and that these have not been paid for separately.
4. The freight and other charges mentioned in the bill have verified and found to be correct.
5. The officer who has signed the vouchers attached to the bill is authorised to do so.
6. Rate of sales tax charged by the firm have been verified and are correct and that the goods in question are not such as have been exempted under Central Sales Tax Act.
7. The expenditure included in this bill could not , with due regard to the interest of the University, be avoided . Sub-vouchers for all the sums are attached to this bill.
8. All the articles detailed in sub-vouchers attached to this bill have been accounted for in the respective Stock Register.
9. The balance under the head of expenditure is Rs .....according to the books of the Department before payment of the bill under reference.
10. The amount is actually due and that it has not been claimed earlier.
11. Vouchers of more than the value of Rs.20.00 each have been affixed with a revenue stamp of Rs.1.00

**Signature of Project Director(with seal)**

## ANNEXURE 17(A)

### Check-list (A)

(Please ensure to carefully check the following before submission of the  
Bill to the Finance office)

S.N.	Particular	Yes
<b>FOR PROCUREMENT OF GOODS AND SERVICES</b>		
1	Purchase Book and Stock Book entry (as the case may be), GFR certificate, signature of store keeper / project personnel with date, signature of the DDO with seal and date have been provided on the supplier's bill [(GFR-2017 Rule 208 (ii))]	
2	The supplier's bill in GST invoice/ bill of supply (as the case may be) attached	
3	Purchase order with details of items required, rate, quantity and total amount along with proper terms and conditions.	
4	The supplier's bill is in accordance with the purchase order	
5	The AR-37 is properly stamped and signed with date by the DDO. It includes dispatch number, date, Major and Minor Budget Head details, Proper name of the recipient and the other columns on top-right of the form are filled in properly.	
6	In case of Advance Bill; column No. 9 of the advance form is filled in properly with EID number of the responsible person in addition to other columns viz. details of advance / adjustment / purpose etc. A statement of expected expenditures is also enclosed. The advance is properly entered in advance register and the details of the same have been mentioned on the AR-37 form with seal and signature of the DDO, together with date.	
7.	In case of GeM procurement, GeM generated comparative statement, copy of the Contract, Copy of the GST Invoice, CRAC (Consignee Receipt and Acceptance Certificate) are enclosed. Signature of DPC/HOD/DDO (as the case may be) on each of above document have been obtained with stamp and date (GFR-2017 Rule 149 (vii))	
8.	In case of LTC Procurement / E-procurement, e-publishing has been done and the signatures of LTC/OTC/HOD/DDO (as the case may be) have been obtained on each document with seal and signature, with date, of DDO.	
9.	In case of proprietary procurement, the specific proprietary certificate from the manufacturer alongwith Annexure-7 of the purchase procedure duly stamped and signed, with date, by the DDO with the approval of DPC/LTC/OTC (as the case may be) is enclosed [GFR -2017 (Rules 166)]	
10	In case of Equipment; the installation certificate is enclosed	
11.	In case of foreign procurement : Form A-1, A-2, 15 CA & CB (wherever required) and undertaking are duly filled-in and enclosed	
12	Any cutting and overwriting should be strictly avoided; further, if any cutting/over-writing has occurred, due to unavoidable circumstances, it must be countersigned by the DDO	
13	Copy of sanction letter, if relevant, is enclosed	

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**ANNEXURE – 17(B)****Check-list (B)**

(Please ensure to check the following properly before submission of the Purchase Order in Finance Office)

S.N.	Particular	Yes
<b>FOR REGISTRATION OF VARIOUS PURCHASE ORDERS FOR PROCUREMENT OF GOODS AND SERVICES</b>		
1	In case of Limited Tender : Tender has been invited from more than three or more prospective vendors of repute and all are GST registered. GFR-2017 (Rule 162(i))	
2	The Tender documents are dispatched properly as per directive of GFR-2017 [ GFR-2017 (Rule 162(i))	
3	Envelopes and all the bid documents are stamped & signed with date by DDO	
4	The comparative statement is properly prepared with respect to the details of specification of items, terms and conditions of the bidders, specific recommendation of the DPC/LTC/OTC (as the case may be) along with their signature and date [GFR-2017 (Rule 203)]	
5	Purchase order is prepared (in triplicate) properly with specifications of the items being ordered, Terms and Conditions, quantity, rate and total amount. If any cutting has occurred, it has been countersigned and sealed by DDO	
6	Signatures of the DPC/LTC/OTC (as the case may be) have been obtained on first and second pages of the Purchase Order as required together with the name of the members.	
7	It includes dispatch number, date, Major and Minor Budget Head details, Proper name of the recipient and the other columns on top-right of the form are filled in properly.	
8	Requisite undertakings are enclosed	
9	Under two stage of bidding through either e-tendering or Limited Tender Enquiry : A copy of Technical Evaluation Report (Annexure 6 of the Purchase Procedure) duly signed by the Technical Evaluation Committee as per purchase procedure is enclosed [GFR-2017 (Rule 163)]	
10	Copy of sanction letter is enclosed	
11	In case of proprietary procurement, the specific proprietary certificate from the manufacturer along with Annexure-7 of the purchase procedure duly stamped and signed, with date, by the DDO with the approval of DPC/LTC/OTC (as the case may be) is enclosed [GFR -2017 (Rules 166)].	
12	Tender Opening Format (Annexure 5 of the purchase procedure) is enclosed	

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## CENTRAL UNIVERSITY OF GUJARAT

Centre/School:

Project Code : \_\_\_\_\_ Project Name/funding agency name \_\_\_\_\_

No.....

Date :

The Finance Office  
Central University of Gujarat  
Sector-29, Gandhinagar

Through Project Cell

Subject: Release of Salary/fellowship for month of \_\_\_\_\_

Dear Sir,

Kindly release the Salary/fellowship of project employee \_\_\_\_\_ of Rs. \_\_\_\_\_ for month of \_\_\_\_\_.

1. No of working days:

2. No of leave(s): 0

Principal Investigator Name &amp; Signature

## CENTRAL UNIVERSITY OF GUJARAT

Centre/School:

Project Code : \_\_\_\_\_ Project Name/funding agency name \_\_\_\_\_

No.....

Date :

The Finance Office  
Central University of Gujarat  
Sector-29, Gandhinagar

Through Project Cell

Subject: Release of Salary/fellowship for month of \_\_\_\_\_

Dear Sir,

Kindly release the Salary/fellowship of project employee \_\_\_\_\_ of Rs. \_\_\_\_\_ for month of \_\_\_\_\_.

3. No of working days:

4. No of leave(s): 0

Principal Investigator Name &amp; Signature

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