

All communications should be addressed to the Registrar by designation and not by name.

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ANNAMALAI UNIVERSITY
(Accredited with "A" Grade by NAAC)

Office of the Registrar

Annamalai University

Annamalai Nagar – 608 002

DRD/1017/2020

Dated: 17.11.202

Circular

Sub: DRD - Research projects - Certain Guidelines – Informed –Reg

As per the orders of the Vice - Chancellor, it is proposed to implement a new set of guidelines for the various Government / Private funded Sponsored projects / Consultancy projects with immediate effect. All the Principal Investigators and Co-Investigators are requested to adhere to the guidelines. Heads of the Department are requested to kindly circulate the new guidelines among the Principal Investigators / Co-Investigators in the Department.

Shun
Registrar (i/c)

To

- All the Deans of the Faculties
- All the Heads of the Department
- Director, Directorate of Distance Education
- Director, Academic Affairs
- ✓ Director, AIC

Copy to

- Finance Officer
- P.A. to Registrar
- P.A. to Vice-Chancellor

Annamalai University

GUIDELINES FOR PRINCIPAL INVESTIGATORS (Government / Private funded sponsored projects / Consultancy projects)

The Principal Investigators and Co-Investigators of Govt. Funded Sponsored projects, Private Industry sponsored projects and consultancy projects from both Government and private organizations are requested to adhere to the guidelines / norms as listed below. This will enable the PIs and Co-PIs to implement the respective project smoothly, and enable them to complete within the sanctioned period and also submit the Statement of Expenditure and Utilization Certificate to the funding agency along with project completion report in time.

1. Once the proposal is sanctioned and the 1st installment of grants received, the PIs should immediately
 - a. Write to the Director, DRD requesting for implementation order / administrative sanction for the total amount sanctioned for the entire duration (number of years),
 - b. More specifically for the first year including the 1st installment grants along with break-up details under various heads as given by the funding agency.
 - c. The PIs are also requested to transfer the overhead charges with regard to 1st installment and the GST, if any to the Registrar's account for the first year of the sanctioned grants.
2. If any amount is sanctioned for the purchase of major equipment / machineries, the purchase procedure of the University should be strictly followed. This will avoid likelihood of facing audit objection by the PIs in future.
3. While purchasing items approved by the funding agencies, to the extent possible may be purchased through GeM portal. If the item(s) is (are) not available in GeM portal, they may be purchased through conventional procedures following the University purchase procedure.
4. All purchased items such as equipment, machinery, minor equipment, computer, printer, other accessories, spares for equipment, chemicals, glassware, stationery items and all others should be entered in the stock register maintained for the projects, duly signed by the concerned PI and the respective HoD. Only after duly completing this procedure the adjustment bill / voucher / invoice may be sent to Director, R&D for settlement.

5. The amount under travel head should be used only for travel purpose both by PIs / Co-PIs and the Project Assistant / JRF working in the concerned project. Prior permission for travel is mandatory.
6. For domestic travel by Air, it is mandatory to obtain prior permission from the Vice - Chancellor
7. The amount sanctioned under travel head is only for domestic travel and this amount cannot be utilized for International Travel.
8. Advance can be drawn for travel and the same may be settled as soon as the travel is completed or at least within 15 days after the completion of the travel.
9. Contingency or other advance may be drawn to the tune of Rs.50,000/- or one or two lakhs (maximum) depending on the need of the work contemplated in the project.
10. While submitting request for advance, a broad break-up for various anticipated purchases / expenditure shall necessarily be indicated.
11. Such advance drawn should be settled within 30 days from the date of receipt of the advance with original bills / receipts / vouchers, etc. There is no extension of time for settling the advance under any circumstances.
12. All PIs are requested not to seek advance for full sanctioned amount of the first year or second year and so on. It is better to request for advance of small amount so that it can be settled as early as possible.
13. Transfer of funds from one head to another head is not permitted. Transfer of funds from one head to another can be done only with the prior approval of the Funding Agency.
14. Statement of expenditure (SE) and utilization certificate (UC) shall be sent to the funding agency within 15 to 20 days after every financial year. If balance amount is available, permission may be sought to carry forward it to the next financial year from the funding agency.
15. After submission of hard copy of SE and UC to the DRD, the soft copy has to be uploaded in the PFMS Portal.
16. In case of any discrepancy in the UC and SE submitted by PI, the Director or section official may contact the PIs for rectification instead of writing letters from the Director's office. In order to avoid unnecessary time delay, it is suggested that small / minor issues can be settled through oral or telephonic conversation with the Director and / or section officer dealing with the concerned project.

17. In case the project duration is completed but substantial amount is available in a particular project, the respective PI can write to the funding agency requesting for extension of period officially. Only after approval of extension of time from the agency, the balance amount may be utilized for the said purpose.
18. If there is a provision for appointment of Project Assistant / JRF, temporary appointment shall be made as per university norms. The stipend for Project Assistant / JRF may be paid at least by 10th of every month.
19. GST of 18% is applicable only to consultancy project and not for sponsored projects from Government or Industry. Also GST is not applicable to overhead charges of the project.
20. Any unspent amount available at the end of the duration of government sponsored project together with the accrued interest shall be returned to funding agency at the earliest.
21. The interest accrued for the sanctioned amount may be remitted in Bharat Kosh for every financial year, during the project period.
22. Consultancy project invoice shall be routed through E - section in order to verify whether GST calculation is in order.
23. PIs undertaking consultancy project should ensure that the proposed budget should also include 18% GST or as applicable of the total value of the consultancy project.
24. The PIs are requested to submit any request letter with the proper reference indicating
 - a) The sanction order No. and date
 - b) Title of the project
 - c) Name of the funding agency
 - d) University File No / PFMS Code.
 - e) The Sub head of the project like travel, contingency, equipment etc.