



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

**CENTRAL UNIVERSITY OF GUJARAT**

(Established by an Act of Parliament of India, No 25 of 2009)

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**Circular No.08/2018-19**

In consultation with all project coordinators and competent authority, Project Cell of the University had prepared Handbook for Externally-Funded Research Projects which was circulated to all faculty members for suggestions. The suggestions received from faculty have been suitably incorporated in the Handbook which is enclosed herewith. All concerned are hereby informed that all existing as well future research projects executed in the university funded by external agencies will be governed by the Handbook.

This is for information and strict compliance.

*Alok Gupta*  
**Registrar (Offg.)**

Enclosure: **as above**

**Copy to:**

1. All Deans
2. Director, Sector-30 campus
3. FO (Offg.)
4. CoE (Offg.)
5. All Chairpersons/Coordinators of Centre (By Email)
6. All Teaching and Non-Teaching Staff (By Email)
7. ICT Chairperson – with a request to post this Circular on University Website
8. VC Secretariat
9. Finance & Accounts Department
10. Admission & Evaluation Department
11. Deans office (Sector-29 & 30 Campus)
12. All Notice Boards, Sector-29 & 30 Campus
13. Circular file
14. Guard File

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Handbook  
For  
Externally Funded Research Projects



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Central University of Gujarat  
Gandhinagar- 382030  
2018

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# INTRODUCTION

A University becomes famous by gaining national and international recognition for research work it carries out and by the quality of trained manpower it generates. A careful look at these parameters would indicate that the research funding attracted by the university faculty from outside sources help a great deal in meeting these goals. CUG is fortunate in this regard as its faculty attracts substantial sums of money as external research grants. When a research grant comes to a faculty member, the research team, which generally includes Ph.D students of the university, take up the project related work as topics for their thesis. Unlike research institutions universities have very little intramural research funds to support the research of Ph.D students. Students in Universities, therefore, depend upon the research grants of their faculty supervisor. Research Projects obtained by the faculty members are, therefore, a great asset for the university, without which the very basic mandate of the university, i.e. doing quality research and producing trained manpower, especially in science streams, cannot be fulfilled. Research Project also brings in extra overhead charges to the University (normally up to 20 % of the project cost) which can play a crucial role in strengthening the research infrastructure in the University. CUG, therefore, encourages all its faculty members to strive for and obtain extramural research grants.

It is the endeavour of the University to make the procedure involved in implementation of Research Projects in CUG as user friendly as possible. This handbook has been prepared with this very aim. The guideline covers all aspects of implementing a Research Project and has tried to include as annexure, most forms and formats that may be needed for running the projects. If there are omissions, please let us know so that appropriate corrections may be incorporated in the next edition of the handbook.

## 1. GETTING A PROJECT

**General:** Research Projects constitute a very important component of the academic activity of any University. As a policy, CUG encourages its faculty members to apply for extramural research funds and welcomes Research Projects.

**Applying for projects:** Research Projects may be submitted to any funding agency of Government of India, private foundations/ Trusts/Industries or foreign funding agencies. All research projects, before submission, must be approved/endorsed by the university.

## 2. Forwarding of Project Proposals

There shall be Project cell which will liaison the submission and implementation of the projects. Every project proposal (two copies) should be submitted to project cell for the approval/endorsement from 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 requirement). A copy of online submission must be submitted to project cell. A technical

committee (if demanded by funding agency) constituted by either project cell or School/Centre should specifically look at the infrastructural requirements of the project and ensure that the project does not require infrastructural facilities which a Centre/ School may not provide.

The Vice-Chancellor, CUG has constituted an Institutional Biosafety Committee (I.B.S.C.), Institutional Animal Ethical Committee (IAEC) and **Institutional Ethics Committee for Research in Humans (IECRH) (proposed)** to oversee the work involving DNA manipulation, animal and human studies, respectively. If a project proposal involves any of these issues, before initiation of stipulated research work, approval of the research proposal from the relevant committee is required and it is the responsibility of the PIs to get all the required approval (s) before the research work is initiated.

A format of the letter from the Dean/Centre Chairperson/Coordinator/Technical committee, endorsing the proposal to the Project (Admn.) Cell of CUG is given in **Annexure-I**. In case the grant application is being made to a foreign agency, it would be necessary to obtain the prior permission from the Government of India (GOI) before the proposal is submitted.

### 3. MOU/AGREEMENT

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 existing project funds.

### 4. POST SANCTION ACTIVITY

#### (a) Assigning of Code Number:

On receipt of sanction of the project from the sponsoring agency, a unique Project Number will be allotted by the Project (Admn) Cell and communicated to PIs and all concerned authorities for providing the same in all future communication/administrative/financial dealings as under, along with the information such as period of project, total cost of the project, year wise budget approved, yearly instalments, date of start, date of completion, PI, Co-PI etc.

XXX	XX	XX	XX	XXXX	XXXX	XXXX	XXXX
PAC	School code	Centre Code	PI/C0-PI/Faculty	Funding agency	Start date	Completion date	Project unique No.

#### (b) Project Appointment:

Where research/technical or other positions are sanctioned in the project, attempts should be made to select and hire suitable persons as early as possible.

##### 1) Advertisement:

Project positions for more than one year duration may preferably be advertised in one or multiples of following manners: national newspaper (classified

columns)/Employment News/University website giving candidates at least 10 days to respond. Advertisements in newspaper are expensive and care should be taken to be brief (sample enclosed Annexure-II). Advertisements can be handed over to University's authorized agents directly who will directly bill the CUG, which PIs will certify and send the Advertisement to A.F.O. (Project Finance) indicating the Head/Sub-head of account for which this expenditure is to be met. Alternatively, PI can place the advertisement and submit the bills for refund along with a copy of the advertisement. Advertisement may also be put on the CUG website or sent for circulation within and outside the University. For short-term projects (up to one year) the sanctioned position(s) can be filled through advertisement at CUG website and by circulation to different Universities/educational institutions. If a project employee leaves, the procedure as mentioned above for appointing another person on the post is to be followed. The expenditure on advertisement and recruitment related activities such as inviting experts, local hospitality can be met out from the "**Project-overhead charges**" of the concerned project.

## **2) Minimum Qualifications and Emoluments:**

In most cases granting agencies provide information about the emoluments and minimum qualification for the posts they sanction in the project. PIs should adhere to granting agency rules in this regard. If a minimum qualification is not defined by the funding agency, University/Govt. norms should be followed. Some of these are as under:

<b>POST</b>	<b>QUALIFICATION</b>
JRF	M.Sc/B.E/B.Tech/M.A. or equivalent degree with 55% marks, (NET may be required by some funding agencies such as CSIR)
SRF	As above with two years of research experience as JRF
RA	The minimum qualifications are: Doctorate (Ph.D/ MD/ MS/ MDS) or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/ MPharm/ ME/ MTech.
SRF (extended)	Those who have submitted Ph.D. thesis can also be selected for RA ship provisionally for one year only pending award of Ph.D. degree, through interview mode.

The salary of project employee should be defined as per funding agency instructions including HRA and other emoluments. In addition to above the project employee will be entitled for HRA or Hostel accommodation, if available.

## **3) Ad-hoc Appointment:**

In urgency, adhoc appointment can be made of suitable candidate(s) by PIs, for a period not exceeding 3 months. PIs will be expected to fill up the position through regular channels within these three months. The PIs should send a proposal for ad-hoc appointment of the candidate along with his/her complete Resume/CV and justification for ad-hoc appointment through Dean/Chairperson/Coordinator of the School/Centre to the Project Cell for issuance of the offer of appointment to the candidate. The date of

appointment cannot be prior to the date of approval of the Dean/Chairperson/Coordinator of the School/Centre. In case of foreign nationals, prior approval of Govt. of India is required. Following documents need be sent to Project Cell.

- a) CV of the candidate being appointed on ad-hoc basis
- b) Recommendation of PIs for appointment to the post referred certifying the date of appointment and salary to be offered.
- c) Joining of candidate through PIs
- d) Confirming that steps for filling up the post on regular basis are being initiated so that the same is completed within three months. Performa for making project appointment is given in **Annexure-III**.

#### **4) Constitution of Selection Committee:**

PIs can propose the name of selection committee members (odd number i.e. 3 or 5) including External Expert. If available, an external expert can be opted from same school or other school of CUG. In case of unavailability of an expert within CUG, external (from other Institutes/University) expert name should be proposed. The panel duly approved by the Dean/Chairperson/Coordinator of the School/Centre shall be forwarded to the competent authority for obtaining the administrative approval. Approved panel shall be notified to the PIs, Dean of the School and Project Cell for record. The validity period of the panel shall be till any change is requested by the concerned PI. **(Annexure-IV)**.

#### **5) Interview:**

The selection committee head in consultation with the PI can schedule the interview date and intimate the candidates through interview letter at least two weeks in advance. (specimen copy of interview letter enclosed **Annexure-V**). The recommendations of selection committee should be unanimous however in case of non-unanimity opinion/recommendation of PI should be given preference. After the interviews, minutes of the Selection Committee may be sent to the Project Cell for getting the approval of the Competent Authority and issue of offer/appointment letter (s) to the selected candidates. It is the responsibility of the PIs to ensure that the candidate whose name is recommended for appointment fulfils the minimum qualifications as per the guidelines issued by the grant giving agencies.

If Selection Committee members are from outside CUG, their TA/DA may be paid through the "Overhead" head of the project.

#### **6) Minutes/Recommendations:**

Minutes/ recommendations of the Selection Committee should contain the following information:

- (a) Name of the post
- (b) Number of candidates called for the interview



- (c) Number and names of the candidates who appeared for the interview
- (d) Name of the candidate selected for the post and the suggested pay/salary. Please note that the pay/salary should be fixed/decided as per the permission obtained and approved in the project for this purpose
- (e) Name of the candidate
- (f) Signed copy of the CV of selected candidate(s).

A form for sending recommendations of the Selection Committee is given in **Annexure-VI**

### **7) Offer of Appointment:**

The offer of appointment to the selected candidates on the basis of the recommendations of the Selection Committee will be made by Project Cell in the prescribed format (**Annexure-VII**).

The term of appointment will be for a maximum period of *one* year at a time or at the end of the project, whichever is earlier. However, PI or the candidate may terminate the appointment early than expiry of one year by intimating to project cells in written at least one month in advance. At present, the University has a very limited hostel accommodation for research staff in projects PIs should keep this limitation in mind while recruiting persons from outside the city.

### **8) Extension/ Termination of services of a project employee:**

The extension shall be granted to the candidate for next year solely upon satisfactory work efficiency as certified by the PI. Project cells will renew the appointment or terminate the appointment after receiving such recommendation from PIs in written at least one month in advance. As per the appointment rules, services of any project employees may be terminated by the PIs under intimation to the project cell for necessary action. If project staff resigns, his/her resignation letter may immediately be forwarded through Dean/Chairperson/Coordinator of the School/Centre to the Project cell, copy to Project cell (Finance) so as to avoid overpayment to candidate. If overpayment is, anyway, made to the candidate, it must be returned to the University by a check payment by the candidate.

### **9) Regulation of TA/DA (**Annexure-VIII & IX**)**

Payment of TA/DA to PIs and other staff members in case of projects sanctioned by national and international agencies, other than Government of India/Government Organizations for field work/travel within and outside India be made as per the budget provisions approved by funding agency provided it is supported by relevant vouchers and are reasonable. However, in case of projects sanctioned by GOI/Government Organizations, payment of TA/DA to project staff may continue to be regulated as per Government/University norms. In case, the budget provision for field work, TA/DA is more than the Government rates, prior approval of an approximate calculation be taken, like Air Travel, Rs.\_\_\_\_,DA for \_\_\_\_days (national) @, international\_\_\_\_days @ so as to avoid any problem regarding payment of higher TA/DA by University's Project Finance.

In order to facilitate the PIs in smooth running of the Project for field work, local journey, conference, workshop, work presentations and project related travel within India, within the targeted time of the Project, the below mentioned guideline can be followed.

**Local T.A.** Conveyance charges for local journeys within India (normal case) shall be sanctioned by PIs. In case of travel abroad and relaxation in rule, Registrar/VC shall be the sanctioning authority.

### **TA/DA INLAND**

1. TA/DA of the PIs will be regulated as per his/her entitlement under the rules of the University/Funding Agency.
2. The Project Research Fellow/Associate will be entitled to TA/DA as permissible by the University
3. The sanctioning authority for project fellow \_\_\_\_\_ as per entitlement shall be the PIs.
4. PIs have to ensure the budget and availability of funds for TA/DA.
5. In other cases, when relaxation in normal rules is required, the proposal shall be routed through the Project (Admn.) in which case, sanctioning authority shall be the Rector.
6. The CUG existing proforma for sanctioning of TA/DA will continue and after forwarding it through the Dean of the School, a copy of the same will be sent to Project Administration and Project Finance.

### **TA/DA abroad**

Sanctioning authority in all cases of official journey abroad shall be the Vice Chancellor of the University.

## **5. PROCURRING SUPPLIES:**

The project policy will be similar to CUG purchase policies however, below mentioned sections will be provided in addition to CUG purchase policy.

- (I) Procuring supplies and paying for the same constitute the biggest project related activity. Material supplies can be procured locally or imported.
- (II) **Identification of supply to be procured/ getting quotations:**  
The item PIs need may be generic in nature e.g. a refrigerator or centrifuge for which there may be a large number of suppliers. It may also be a particular product like a specialized equipment or research reagent, which you would like to procure from a particular company. If there are many potential suppliers for an item and the item is worth more than Rs. 10,000/- quotations must be obtained from several companies by giving specifications of the required item.
- (III) **Sanctioning Authority:** As per CUG purchase policy.

- (IV) **Purchase Committee:** Prior sanctions for procuring any item above Rs.100,000/- must be obtained from the School level Purchase committee (SLPC), hereafter referred to Purchase Committee. The form to be filled for placing the request for procuring such an item in the Purchase Committee is given in **Annexure – X**. The request to the Purchase committee should be accompanied with. The above is valid and to be followed in absence of rate contract. In case of rate contract done by the university, rule of such contract should be followed.
- (a) A quotation/Performa invoices of the item to be procured, along with technical details. This should contain the address for sending payment, mode of payment, certificate of proprietary item if the item is proprietary. (A proprietary item is one, which is made by a given company only, e.g. a refrigerator is not a proprietary item but specific equipment or reagent with features not available from other companies, is proprietary item). Date of validity of the quotation should generally be at least a month after the date of the Purchase Committee so that sufficient time is available to place the order.)
- (b) In case the item is non-proprietary and above Rs. 20,000/- quotations must be called for the item. Details of the quotations obtained must be enclosed in a tabular form, with request of approval to Purchase Committee. In general there should be at least three quotations. If this is not possible due to lack of response, documentary evidence to this effect must be provided.
- (c) If the item selected from the available quotations does not have the lowest price of all quotations, a note containing justification for selecting the item must be enclosed along with the request of approval to Purchase Committee.
- (d) For a repeat order of an item, which had previously been passed through Purchase Committee of the University (within last six months), no need to go through the process of calling quotations again. Just provide the reference for passage of that item in a Standing Purchase Committee (date of purchase committee, Name of Centre/ School, and item number in the minutes of the Standing Purchase Committee). Also provide a quotation from the company indicating that they are willing to supply the item at the same price as in the previous order to be repeated.
- (e) In case of companies as approved by CUG through rate contract (names included in **Annexure – XI**) items below Rs 100,000/- may be ordered without prior approval of the Purchase Committee. This has been done to expedite procurement of research reagents and supplies from these companies. This list of companies is reviewed each year and PIs may send suggestions for addition of new companies to the Technical Committee of the University (to be constituted).

Items may also be procured from companies under Rate contract with CUG, without prior approval of the purchase committee, but it has to be reported to the Standing Purchase Committee subsequently.

#### **V. Emergency Purchases:**

At times it is possible that PIs need a particular item immediately and it may not be possible to wait for the Purchase Committee approval. In such cases, order can be placed after getting approval from SchoolDean. These purchases must also be reported to Purchase Committee later for settlement of bills retrospectively, and approved and minuted.

#### **VI. Ordering:**

A formal order must be issued for all orders for items above Rs. 5,000/-, order form is enclosed **Annexure- XII**. Three copies of the order forms must be made. Please give the original to the Agents/ Company, retain one copy in your file, and send one to the Project Finance Cell for record.

#### **VII. Receiving ordered items:**

Copy of the order form has space for filling the date of receipt of the ordered items and any comments about it (e.g. some of the ordered item(s) has/ have been back ordered or is/are not available any more). PIs must fill this space so that a permanent record for the ordering and receiving is made.

### **6. CUSTOM CLEARANCE**

Either the supplier company of the local agents of the company will inform you about the arrival of your shipment. They should give you the cargo arrival notice containing Air way bill number (A WB No) of the shipment, Airline, flight number and date of arrival, Cargo agent who 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 required by the clearing agents. These include the following:

- (a) Cargo arrival notice
- (b) Custom duty exemption certificate from Registrar CUG (Annexure- XIII)
- (c) Letters of release of consignment (Annexure-XIV)
- (d) Authorization letter (Annexure-XV)
- (e) Request for condonation of demurrage charges (Annexure-XVI)
- (f) Payment Voucher (Annexure-XVII)
- (g) Temporary Advance Form (Annexure-XVIII)
- (h) Adjustment bill (Annexure-XIX)

- (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)

### **Custom agents and Demurrage Charges:**

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, some times delays do take place and demurrage charges have to be paid. Agents would submit a bill to you, which will include the fee for collecting DO, custom fee, any demurrage charges and the agent's fee fixed by CUG. If there are demurrage charges, special request for condoning demurrage must be accompanied with the reasons for accumulation of demurrage charges. Demurrage charges up to Rs. 5000/- may be condoned Deans of the Schools and Centre Chairpersons. Vice-Chancellor has the power to condone demurrage above Rs. 5,000/-. Format for getting demurrage charges condoned, is given in Annexure- XVI

## **7. PAYMENT OF BILLS**

D). Items purchased from local market after following the approved purchase procedure will fall under the category of local purchases. Before forwarding a bill for payment, the Project Director shall ensure:

- That the bill is pre-receipted with a Revenue Stamp affixed if the purchase is for more than Rs. 1,000/- and it is a direct payment to the party. For reimbursement of bills already paid, cash memo should be produced.
- Proper stock entry is made in the Consumable or Non- Consumable Registers.
- If the cost of a non-consumable item is more than Rs. 10,000/-, entry should be recorded in the Assets Register and code no, obtained for Estate Branch.

After checking the above points a payment voucher **(Annexure-XVII)** is prepared giving all the details of the bill and the PIN of the project to which the payment is to be debited.

The payment voucher so prepared may be forwarded to the Project Finance Cell together with original pre-receipted voucher/ bill, sanction etc. duly signed by the Project Director and the Dean of the School for arranging payment to the party.

## **II. Submission of Adjustment:**

### **Drawl of Temporary Advance (**Annexure-XVIII**)**

Adjustment is rendered in prescribed form (**Annexure - XIX**) against an amount advanced to the Project Investigator for meeting the day to day expenditure in running the project viz, making Purchases against cash payment. The adjustment must be supported by

all vouchers duly signed by the project investigator and a certificate of stock entry is also to be recorded on the respective voucher itself wherever necessary,

A statement of expenditure is attached to and other details filled in the adjustment bill (**Annexure- XIX**). All the vouchers be kept in chronological order The Adjustment Bill shall be signed by the PIs and sent to the Project Cell for Adjustment.

### **III. Payment of Imported Items:**

Payments for the imported items can be made through the following modes of payment:-

- (a) Advance Draft
- (b) Letter of Credit
- (c) Sight Draft

(a) **Advance Draft**: For making advance payment to the foreign suppliers, Advance Drafts are issued by the Bank on receipt of an application for the same. The application for Advance Draft should contain the following documents:-

i.	A-1 Form (As prescribed by Bank)
ii.	A-2 Form
iii.	Performa Invoice
iv.	Letter addressed to the BANK ( <b>Annexure-XX</b> ) – <b>not enclosed</b>

It may however be emphasized that advance payment to the foreign suppliers should be discouraged as far as possible as the original documents on the transaction are received much later and Projects investigators tend to lose track of the condition to submit original Bill of Entry or Wrappers and original invoice to the Bank as evidence of receipt of goods,

b) **Letter of credit**: For opening letter of credit, the following documents are required to be submitted to the BANK:

- Standing Purchase Committee's approval in respect of equipment (No Purchase Committee" s approval is required in respect of certain chemicals/ supply supplied by companies identified by the Technical Committee of CUG), (List enclosed- **Annexure- XI**),
- An agreement to be signed on a non-judicial stamp paper of Rs. 20/- between the Project investigator.
- Form to be submitted should be duly filled and signed by DFO.
- Performa Invoice.
- Letter addressed to BANK for opening LC.

c) **Sight Draft:** Sight Drafts are issued by the Bank after receipt of goods from the foreign suppliers. Following documents required to be admitted to the Bank for issue of Sight Draft. To avoid any discrepancy with the bank regarding submission of evidence of arrival of goods. This is the best mode of payment and may be encouraged.

- A-1 form duly filed and signed by DFO.
- A-2 form duly filed and signed by DFO.
- Bill of Entry/ wrappers as the case may be.
- Invoice
- Bank Notice
- Airway Notice
- Letter addressed to the Bank
- Standing Purchase Committee approval in case of equipment
- Code from Estate Branch for equipments /non-consumable.

## 8. UNIVERSITY OVERHEAD CHARGES:

The 70% amount of overhead charges received from the funding agency by the University can be used by the PIs for incurring the expenditure as mentioned below:

- (a) to meet fully or partially the cost of maintenance of various items/ equipment acquired from the projects;
- (b) to meet fully or partially the cost of replacement of equipment acquired out of the projects which have been damaged beyond repair;
- (c) to meet or subsidise the cost of acquisition of new equipment required for research;
- (d) to meet or subsidise the cost of extra staff required for the administration of the projects;
- (e) to meet expenditure for any other purpose considered essential by the Vice Chancellor;
- (f) to meet fully or partially the expenditure on travel, registration fee/ per diem for participation in seminars/conferences within India or abroad;
- (g) to meet fully or partially expenses relating to membership of professional bodies;
- (h) to meet fully or partially expenses related to publication, appointment of project employee, advertisement of vacancy in projects and related activities.
- (i) to meet the fully or partly the cost of acquisition of computer/laptop/printer/scanner/office stationary for PIs
- (J) to meet fully or partially expense of lab and office furniture/civil/electrical work

**Note:** The procedure of spending expenditure has to be as per University Rules. Project overhead money may be kept in a separate open ended account so that PIs can utilize their share of overhead money not necessarily during the project period but even after the completion of the project when they may be requiring it most to incur expenditure on the

various purposes mentioned above . The PIs may use their share of overhead fund as long as they are with the University i.e. even on re-employment.

## **9. SUBMITTING REPORT**

Submission of Progress Report/ Annual or Final Technical Report of the project to the granting agency is the responsibility of the PIs. **Project Cell (Finance)** shall provide, upon demand an *Utilization Certificate (UC)* of the grant along with *Statement of Expenditure (SE) or interest income, if any* for the period ending on **31<sup>st</sup> March** every year to the PIs and on the date of the completion of the project or as per the requirement of the sponsoring agency duly signed by the Financial Authority responsible for maintaining the Financial Records.

## **10. UTILIZATION CERTIFICATE**

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, 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.

In order to avoid the hassles and the time and effort which the PIs and Project cell (Finance) 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 Project cell (Finance) through email. PIs may communicate to Project cell (Finance) the discrepancies, if any, within a week of receipt of such a statement.

## **11. CONSULTANCY / HONORARIUM**

The CASR of the School may look into academic matters of the consultancy project. Sharing of the financial benefits of the consultancy may be regulated as per the guidelines of CUG (**Annexure-XXI**). Requests for Consultancy/Honorarium payment for which there is budget provision may be routed through the Dean/Chairperson/Coordinator of the School/Centre or Competent Authority. The proposals with budget provision are forwarded to Project Cell through proper channel i.e., Chairperson of the Centre and Dean of the School for forwarding it to the funding agencies. Therefore, approval of CASR for payment of Consultancy/Honorarium to Project Investigator should be dispensed with.



**CENTRAL UNIVERSITY OF GUJARAT**

TITLE:.....

Principal Investigator.....Centre/School.....

Co-Investigator(s)\*.....Centre/School.....

**If Multi-Institutional Project:**

Principal Investigator.....Centre/School/Institute .....

Co-Investigator(s)\*.....Centre/School/Institute .....

Funding Agency and Address:

Foreign or Indian Agency:

Total Financial support requested:  
(Including CUG overhead charges)

Certified that:

- a) A request for CUG overhead charges (10%-20%) has been included;
- b) I/We undertake to get the required clearances from relevant CUG Ethical /Bio Safety/Animal ethical/human ethical Committees before this work is initiated;
- c) I/We shall be able to conduct this project within the infrastructural support available to me at present. If additional space/infrastructure is needed, required permission from appropriate authorities have been obtained. University will not be obliged to provide extra funds/facilities to run this project;
- d) I/We certify that carrying out this project will not interfere with my teaching obligations in this university.

**Signature of P.I.**

**Signature of Co-PIs**

.....  
.

\*If the Co-PI is not from CUG, a letter from the CO-PI indicating his/her willingness to participate in the project may be enclosed.

Forwarded by

Chairperson/Coordinator/Dean/Technical committee

**CENTRAL UNIVERSITY OF GUJARAT  
SCHOOL/CENTRE**

Advt.No.....

Applications are invited for the following purely temporary post(s) in the  
DBT/CSIR/UGC/ICMR/ICSSR/ICHR project entitled.

---

- 
1. Senior Research Fellow : Salary Rs.  
Essential Qualifications  
  
Desirable Qualifications :  
  
Job Requirements :
  
  2. Junior Research Fellow : Salary Rs.  
Essential Qualifications  
  
Desirable Qualifications :  
  
Job Requirements :
  
  3. Lab.Attendant : Consolidated Salary/Scale of Rs.....  
Essential Qualification  
  
Desirable Qualification :  
  
Job Requirements :

The project is valid for a period of.....years. The selected candidate will be appointed on purely temporary basis initially for a period of one year or till his services are required by the Project Director or till the validity of the project, whichever is earliest.

The applications on plain paper indicating name, date of birth/age, address, essential / technical / professional qualifications, experience, research work, list of published books/articles should reach to PIs, Centre.....School.....Central University of Gujarat, Sector-30, Gandhinagar 382030 on or before.....

**Name/Designation of Project Director**

**CENTRAL UNIVERSITY OF GUJARAT**  
**SCHOOL OF.....**

Dated:

The Registrar/Deputy Registrar/Coordinator (Project Admn)  
Project Cell  
CUG, Gandhinagar

**Sub: Ad-hoc appointment of project staff**

Dear Sir,

The following person (s) may be appointed on ad-hoc basis against the sanctioned post by the funding agency in the project as per details given below, These post(s) are being advertised and are proposed to be filled up within the next three months.

Name of the Project Director :  
Title of the Project :  
Funding Agency :  
Validity of Project : From ..... to .....

**POST (S) TO BE FILLED UP**

S.No.	Name	Post	Remuneration	Period (maximum three months)

**Enclosures:**

- i) Provision of the post
- ii) Signed CV of candidates duly counter signed by PI

Signatures of P.I.

Forwarded to Project Admn.Cell

Chairperson

Dean

**CENTRAL UNIVERSITY OF GUJARAT**  
**SCHOOL OF .....**

Dated:

Dean

School of School ....

CUG, Gandhinagar

Sub: Constitution of Selection Committee for appointment of project staff

Dear Sir,

The following post(s) have been sanctioned by the funding agency in the project as per the details given below. These post(s) have been advertised and are proposed to be filled up:

Name of the Principle Investigator .....

Title of the Project : .....

Funding Agency : .....

Validity of Project : From.....to.....

**POST (s) TO BE FILLED UP**

Name of the Post :

Scale of pay/Fellowship :

Duration of appointment :

In this connection, the following selection committee/names of person(s) is/are proposed for consideration and approval so that meeting of the Selection Committee can be convened.

**PROPOSED CONSTITUTION**

1. Dean of the School/Chairperson of Centre : .....
2. Project Director : .....
3. Nominee of sponsoring agency OR an expert in the field nominated by the CE/VC out of panel of experts. : 1. ....  
2. ....  
3. ....
4. VC's Nominee out of approved panel :

Yours faithfully,

( )

Name/Rubber Stamp of Project Director

(for Office use)  
PROJECT CELL

**CENTRAL UNIVERSITY OF GUJARAT**  
**SCHOOL / CENTRE.....**

No.

Date:

To

.....  
.....  
.....

**Sub:** Interview for the post of.....  
in the DBT/UGC/CSIR/ICSSR Project  
entitled “.....”

Dear Sir/Madam,

With reference to your application for the above mentioned post, you are requested to appear before the Selection Committee as per the schedule given below:

<b>Name of the post</b>	<b>Date &amp; time of interview</b>	<b>Venue</b>
-------------------------	-------------------------------------	--------------

Dt.....	Room No.....
at.....	Floor No.....
	School/Centre.....
	.....CUG, Sector-30
	Gandhinagar 382 030

You are also requested to reach atleast 15 minutes before the date and time of the interview along with all the testimonials, Certificates/Degrees including date of birth, SC/ST certificates, experience certificate, reprints/copies of the publication etc.

This is to inform you that no TA/DA shall be paid for attending the interview.

Yours faithfully,

( )  
Name and designation of the Project Director



**CENTRAL UNIVERSITY OF GUJARAT  
(PROJECT ADMN.CELL)**

No.PAC.....

Date:.....

To

Sub: Offer of Contractual appointment to the post of \_\_\_\_\_

Dear Sir/Madam,

I have great pleasure in offering you contractual appointment in the University to the Post of \_\_\_\_\_ in the Research Project titled \_\_\_\_\_  
The said project is funded by \_\_\_\_\_ and is under the supervision of Project Incharge (PI) \_\_\_\_\_.

Your appointment is on a monthly consolidated salary of Rs. \_\_\_\_\_ in the pay scale of \_\_\_\_\_ and it shall be valid for a period of \_\_\_\_\_ from the date of joining.

The terms and conditions governing the appointment being offered to you are given on the reverse side of this offer letter. You are being given two copies of the offer letter containing the terms and conditions governing the Project post/ appointment. You are requested to carefully read the terms and conditions before accepting the offer.

If the same are acceptable to you, please sign one copy of the offer at the space provided below the terms and conditions on the reverse of this offer and return it to the undersigned as a proof of your acceptance of the offer and its terms and condition.

In case the aforesaid offer of contractual appointment, along with its terms and condition is acceptable to you, you may please report for duty by \_\_\_\_\_ to the P.I.

Faculty Name/School/Centre

( )

Copy to:

1. Dean/Chairperson
2. A.F.O.(Project Finance)
3. Office Copy

**TERMS AND CONDITIONS GOVRNING THE PROJECT  
POSTS APPOINTMENTS**

1. The appointment will be on contractual basis only and valid for the period mentioned in the offer letter.
2. **TERMINATION OF SERVICE:** The services project Staff shall be liable to be terminated without assigning any reason and/or without any notice.
3. The appointment shall be for the concerned Project and the Project Staff member will not have any claim/right for regular appointment to/on any post in the University.
4. The appointment is against temporary Project post and will not continue in any circumstances beyond the duration of the said Project. Any subsequent contract in the Project or another Project shall be at the sole discretion of the University and shall be treated as fresh contract of appointment.

***PROVISO:***

Subject to the satisfactory performance of the project staff, the University reserves the right to extend the period of contract, on a year to year basis.

I, \_\_\_\_\_ accept the offer of contractual appointment to the project post of \_\_\_\_\_ as per the terms and conditions stated above.

Place:

Date:

Signature .....

Name.....



**CENTRAL UNIVERSITY OF GUJARAT**

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

**Sub. : Application for TA/DA/Financial Assistance out of Project Funds**

NAME & DESIGNATION :  
BASIC PAY/FELLOWSHIP :  
FUNDING AGENCY :  
TITLE OF PROJECT :  
DURATION OF PROJECT : From\_\_\_\_\_To\_\_\_\_\_  
PLACE(S) TO BE VISITED :  
PURPOSE OF VISIT :  
PERIOD OF VISIT :  
MODE OF CONVEYANCE :  
ESTIMATED EXP. (a) TA.....(b) DA.....(c) Any other.....  
Total.....(approximate)

Signature of Applicant.....  
Name/Designation.....  
(Project Staff)

Principal Investigator/Project Director

Recommended

CHAIRPERSON

Approved

Dean

Copy to: 1. Project Director  
2.A.F.O. (Project Finance Cell)  
3.S.O. (Project Admn.Cell)

\*The cases where the relaxation in rule or foreign tour may be submitted to the Project Admn.Cell for obtaining the approval of the competent authority.

**CENTRAL UNIVERSITY OF GUJARAT**  
Centre/School\_\_\_\_\_

**Sub. : Application for T.A./D.A./financial assistance out of project funds**

NAME & DESIGNATION :  
BASIC PAY/FELLOWSHIP :  
FUNDING AGENCY :  
TITLE OF PROJECT :  
DURATION OF PROJECT : From.....To.....  
PLACES TO BE VISITED :  
PERIOD OF VISIT (days) : From.....To.....(days)  
PURPOSE OF VISIT :  
ESTIMATED EXP.: (a) TA.....(b) DA.....(c) Any other.....  
Total.....(approximate)  
Justification.....

Recommended

Principal Investigator/Project Director

Recommendations/Comments .....

Chairperson/Dean

---

(To be filled in by the Project Cell)

Certified that required funds are available/not available for the purpose.

A.R.(D.) Projects

DR(PCR)

C(E)

V.C\*

\*(in case air travel)

Copy to :(a) Project Director for further necessary action please (b) Project File

**ANNEXURE-X**

(Proposal for items to be imported/purchased)

**CENTRAL UNIVERSITY OF GUJARAT**

Centre/School.....

Sl. No.	Item (*)	P.Invoice No.& Date	CIF Value	Name of Foreign Agency	Name of Indian Co.	Agency Commission	Whether proprietary or lowest price (minimum of 3 quotations, if not given reasons)	Head of Exp./Account	Remarks

(\*) Please indicate whether the item is chemical/enzyme/concentrate/consumable/spares/instrument

Recommendation of the Purchase Committee.

The Purchase Committee in its meeting held on .....approved the purchase/import of items, the details of which are given above.

A copy of minutes of Purchase Committee is enclosed.

Chairperson/Dean

**ANNEXURE-XI**  
Foreign suppliers/manufacturers  
(A List approved by CUG)

**CUG Rate Contract**

**SPECIMEN**

**SUPPLY ORDER**

**Central University of Gujarat**  
School of Life Science

ORIGINAL/DUPLICATE  
TELEPHONE:  
FAX No.  
Sector-30  
Gandhinagar 382 030

To,

**SUPPLY ORDER**

M/s.....  
.....  
.....

Dear Sirs,

With reference to your quotation No.....dated.....  
against this office Rate Enquiry No.....dated.....you are  
requested to arrange supplies of under mentioned items at the price marked against each and deliver the same  
to our Storekeeper at the School of Life Science, Central University of Gujarat on the terms and conditions  
stated overleaf.

Sl.No.	Nomenclature In figure and words	Quantity	Rate	Amount	S.T.

c.c.: Store Keeper

Signature of Project Director  
(Seal)

## TERMS AND CONDITIONS

1. TERM'S OF DELIVERY: Central University of Gujarat, Sector-30, Gandhinagar, Gujarat, 382030
2. Instruction of Despatch of Goods: In case of mofussil firms, intimation regarding dispatch of goods should immediately be sent by telegram to enable us to take delivery on indemnity bond to avoid Demurrage/warfrage. Information may be furnished: Rly Receipt No. Package Freight Paid, to pay. In case these instructions are not complied with and demurrages occur, the liability of such charges will rest with the sender.
3. Acknowledgment & discrepancy: The receipt of the supply order should be acknowledged within seven days. It should be checked by you immediately before making the supplies failing which it will be assumed that you are agreeable to the conditions of the order loss/damage in transit will be at senders risk and cost.
4. Live Items: In case of live items the individual containers should be labelled with the date of manufacture and not more than 1/6th of their life should have been expired at the time of their delivery to the University.
5. DATE OF DELIVERY: Is not to exceed two weeks from the date of receipt of supply order. The date of delivery should strictly be adhered to failing which the undersigned reserves the right of not accepting the supplies and to charge suitable damages or to affect risk purchase at the firm's cost and risk. The extension for date of delivery should be obtained making the supplies.
6. DISCREPANCY OR OMISSIONS: The payments are made strictly on the basis of the supply order on the firms and are advised not to change anything over and above the amount stipulated in the supply order. In the event of there being any discrepancy, the matter should first be referred to the undersigned for issue of necessary amendments to the supply order before submission of the bill.
7. CHALLAN: the supplier should submit the challan in duplicate alongwith the supplies. Submission of bills: Bills not conforming to clause 7, 8, 9, below are liable to be returned to the supplier and responsibilities of delay in payment would rest with them.
8. SALES-TAX: Suppliers are requested to stipulate their Sales-Tax Registration No. at the time of charging it if admissible, following declaration should be endorsed on each copy of the bills. Certified that the stores mentioned in this are not exempted from Sales-Tax under the Sales-Tax act or the rules made there under and that the said tax has been charged according to the Rules specified in Act.
9. ALL BILLS SHOULD BE SUBMITTED TO THE UNDERSIGNED IN DUPLICATE: The bill should be pre-receipted and affixed with stamps, where necessary.
10. EXCISE SURCHARGE: Following certificate should also be endorsed on each copy of the bill at the time of charging the excise duty, if admissible. "It is certified that the Excise Duty included in the bills is in accordance with the Excise Duty Rules & that the stores on which the excise duty has been charged are not exempted from it under the rules Framed by the Government of India for this purpose".
11. PAYMENT: will normally be made after the supplies are completed against a particular order.
12. All THE CONSIGNMENTS; should be suitably packed while in transit, if any damage or shortage or breakage to the goods occur, it will be at your risk and cost.
13. THE INSPECTION OF GOODS: will be carried out by the consignees at destination. The goods which are not found genuine and brand new & do not conform to description/specifications laid down in purchase order, they will be rejected at the supplier's cost and risk.
14. In case of any disputes, differences or objection connected with or arising out of the goods or the meaning or operation of any part, the matter shall be referred for arbitration to any officer appointed by the Vice-Chancellor and his decision shall be final and binding.

Signature of Project Director

**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 I We declare to the best of my I out 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 I We declare that I 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 II We discover any information showing different state of facts I We will immediately make the same known to the Controller of customs.
3. I I We declare that goods covered by the bill of entry have been imported on an out-right purchase I Consignment account.
4. I I \Ve am I are not connected with the supplier I manufactures as:
  - a. Agent I Distributors I Indentor I Branch Subsidiary Concessionaire and
  - b. Collaborator entitled to the use of trade mar, patent or design:
  - c. Otherwise than as ordinary importers or buyers.
- S. I I We declare that method of invoicing has not changed since the date on which my-our-books of accounts and I or agreement with the suppliers examined previously by Customs House.

N. B. -Strike our whichever is inapplicable

Signature of importers



**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,

Yours faithfully,

( )

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.)
12. Invoice Number and Date
13. Terms of Payment
14. Currency of payment
15. Exchange Rate:
16. Terms of Delivery
17. Relationship between buyer and seller (Rule 22)
18. If related, what is the basis of declare value
19. Conditions or Restrictions attached with the sale (Rule 1 (2))
20. Valuation Method Applicable: (See Rule 4 to 8)
21. 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.
22. Assessable value in Rs.
23. Previous imports of identical/similar goods, if any:
  - a. Bill of Entry Number and date
  - b. IGM Number and date
24. Any other relevant information (Attach separate sheet, if necessary)

### Declaration

1. I/We hereby declare that the information furnished above are true, complete and correct in every respect.
2. I/We also undertake to bring to the notice of proper officer any particular which subsequently come to my/our knowledge which will have bearing on valuation.

Place: Gandhinagar

Date:

Signature of Importer

### FOR CUSTOM HOUSE USE

1. Bill of Entry Number and Date
2. Valuation Method Applied (See Rule 4 to 8)
3. If declared value not accepted, brief reasons
4. Reference number and date of any previous decisions/Ruling
5. Value assessed

A.O.Asstt.Collector

CENTRAL UNIVERSITY OF GUJARAT

CERTIFICATE

Ref No.

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 may be forwarded to the Project Cell for payment.

Thanking you,

Yours faithfully

Project Director  
(seal)

**ANNEXURE-XVII**  
**(CONTINGENT BILL)**

Payment Voucher

Vr. No.....  
of the list of payments for the  
month of.....

Please arrange to pay Rs.....to.....  
for invoice(s) no.....dated,.....(enclosed in original) out of the Budget grant for  
the.....(Year) under the Head .....of the Financial Estimates for  
.....(Year).

Date	No.of Sub-Voucher	Particulars	Amount

Classification

Signature of Project Director  
(Seal)

.....  
FOR USE IN THE FINANCE & ACCOUNTS DEPARTMENT

The Amount of Rs.....is available under the Head.....  
Page.....of the Financial Estimates.

Ledger Keeper

Passed for payment of Rs.....

To.....

.....

Paid in cash by cheque

Rs.....

Deputy/Asstt. Finance Officer

Deputy Asstt.Finance Officer

**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**

(Seal)

**REQUISITION FOR TEMPORARY ADVANCE**

To \_\_\_\_\_

The Finance Officer  
Central University of Gujarat  
Gandhinagar, Gujarat

A sum of Rs.....(Rupees.....  
.....may be advanced to this  
department for incurring this expenditure as per particulars given below.

Sanction for incurring this expenditure has been accorded by.....  
.....vide his orders dated.....on Page No.....  
.....of File No.....

- (i) Purpose for which the advance is required
- (ii) The head of account to which the expenditure is chargeable
- (iii) Availability of funds-progressive total of Expenditure and the balance is available
- (iv) A calculation sheet showing the estimated Expenditure
- (v) Previous advance pending adjustment on this account, if any.

A note had been kept in the Temporary Advance Register at F.No.....  
An account of the adjustment of this advance will be rendered to the Finance & Accounts Department before.....

Cheque for the amount of advance may be made out in favour of.....  
.....and delivered to the undersigned. Shri.....whose Signature is given below.

Signature of Shri \_\_\_\_\_

Signature of Project Director  
(Seal)

Attested  
Signature of Project Director

**FINANCE & ACCOUNTS DEPARTMENT**

Particulars against Sr.No.(ii) and (iii) above have been verified. As advance of Rs.....  
(Rupees.....)has been entered in the Register of Advance item  
No.....on Page No.....It may be sanctioned by the Finance Officer.

Asstt./SO/A/cs.

A.F.O./D.F.O.

Advance sanctioned, it may be paid

**CENTRAL UNIVERSITY OF GUJARAT  
GANDHINAGAR**

School/Centre/Deptt.....

**ADJUSTMENT BILL**

Voucher No.....of 20.....  
Maintenance Account\*  
Development Account\*  
Earmarked Funds Account\*

A sum of Rs.\_\_\_\_\_ was taken as advance on\_\_\_\_\_ by\_\_\_\_\_ out of this advance,  
a sum of Rs.\_\_\_\_\_ has been spent as per the following vouchers(enclosed).

Voucher No.	Date	Name of the Firm	Items purchased	Amount	
				Rs.	P.
<b>Total</b>					

The unspent balance of Rs.\_\_\_\_\_ has been deposited in the Finance & Accounts  
Department vide Receipt No.\_\_\_\_\_ Dated,\_\_\_\_\_ An additional amount of  
Rs.\_\_\_\_\_ has been spent by Shri \_\_\_\_\_  
\_\_\_\_\_ on the purchase of the above item. The amount may  
please be reimbursed to Shri \_\_\_\_\_ and charged to the Budget Grant for the  
year \_\_\_\_\_ under the Head \_\_\_\_\_

Dated:            Assistant            Section Officer            Head of Centre, Deptt./School

\*Delete whichever is not applicable

(FOR USE IN THE FINANCE & ACCOUNTS DEPARTMENT)

Passed for adjustment/Payment of Rs. _____	Head of Account	
To	Deib _____	A/c.Rs. _____
Shri _____	Debit _____	A/c.Rs. _____
_____	Total Rs. _____	
	Paid in Cash/by Cheque No. _____	
	Dated: _____	

S.O.

Asstt/Dy.Finance Officer

Asstt./Dy.Finance Officer

Note: Where the adjustment bill is passed for nil payment, entry amount against 'Credit Bank' will be NIL and the words 'Paid in cash/by cheque No. \_\_\_\_\_ dated \_\_\_\_\_ will be struck off.



Note: The undernoted particulars may please be carefully read and filled in.

Particulars to be filled in by the Office of the Dean/Head of the Centre/Department while submitting the adjustment.

1. Certified that purchase of \_\_\_\_\_ No.of \_\_\_\_\_ @ Rs. \_\_\_\_\_ each was approved by \_\_\_\_\_
2. Certified that the articles have been purchased after calling quotation 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 qualify good. The rates paid are not in excess of the accepted market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payment.
3. Certified that all the overhead charges i.e., loading, packing, sales tax etc. as claimed by the suppliers are in accordance with their quotations as accepted and that these have not been paid separately.
4. Certified that the officer who has signed the vouchers attached to the bill is duly authorised to do so.
5. Certified that freight and other charges mentioned in the bill have been verified and found to be correct.
6. Certified that rates of sales tax charges 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/WCT/VAT Act.
7. Certified that the expenditure included in this bill could not, with due regard to the interest of the University, be avoided. Sub-vouchers for all sums are attached to this bill.
8. Certified that all the articles detailed in sub-vouchers attached to this bill have been accounted for in the respective Stock Register and wherever required in the Asset 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. Certified that the amount is actually due and that it has not been claimed earlier..

Dean of the School  
Head of the Centre/Department

**CENTRAL UNIVERSITY OF GUJARAT**  
SCHOOL \_\_\_\_\_  
CENTRE \_\_\_\_\_  
GANDHINAGAR – 382 030

No. \_\_\_\_\_

Dated: \_\_\_\_\_

The Manager, BANK

Ref: \_\_\_\_\_  
Import Code No. \_\_\_\_\_

Dear Sir,

The University has imported \_\_\_\_\_ from  
M/s. \_\_\_\_\_ on advance/sight draft basis. We  
have to make payment to the party concerned in foreign currency is/are given below:

S.No.	Name & address of the party	Bill No.	Amt. in foreign currency

Under the various provisions relating to import of commodities without the import licence for research labs by the research institution as per details given in Appendix(V) para (22) of Import Trade Control Hand Book of Rules and Development Research Institution can import scientific instruments/chemicals/reprints.

We are enclosing the following documents:

Form A-I in duplicate

Form AII in duplicate

Bill/Invoice

Bill of Entry/Parcel wrappers

We request you to please issue a foreign bank draft for \_\_\_\_\_ in  
favour of M/s. \_\_\_\_\_. The amount in  
Indian Rupees may please be debited to our current account "CENTRAL UNIVERSITY OF GUJARAT  
EARMARKED FUND ACCOUNT(EMF)" maintained in your bank and operated upon by the undersigned,  
under intimation to us.

Yours faithfully,

Project Director

(Dy.Finance Officer)

Dean

**ANNEXURE-XXI**

GUIDELINES FOR ACCEPTING CONSULTANCY ASSIGNMENTS; HONORARIUM/  
REMUNERATION FOR DIRECTING PROJECTS;

1. Consultancy: As per CUG ordinance
2. Honorarium : As per CUG ordinance