

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(An Autonomous University of Govt. of NCT of Delhi)
DWARKA, DELHI - 110 075.
(Finance & Accounts Department)

GGSIPO/COF/ 824

Dated: 13th August, 2015

Sub: Project and Consultancy Cell in the Finance & Accounts Department of the University.

In order to promote research in the University and to provide better services to researchers, a Project and Consultancy Cell has been re-constituted as per detail given below in the Finance & Accounts Department of the University:-

1. Sh. S.K. Ranjan, Finance Officer
2. Sh. Ashok Kumar Mehan, Assistant Accounts Officer
3. Sh. Hitender Kumar, General Assistant
4. Office Assistant

The following guidelines are hereby issued for smooth functioning of Projects and Consultancy's accounts related activities in the University:

1. Principal Investigator will arrange a copy of sanction letter related to project as issued by project granting agency to Project Cell of Finance & Accounts Department as soon as project is approved by the project granting agency.
2. Project Cell of Finance & Accounts Department will monitor the receipt of funds in the University Bank Account and inform to Principal Investigator (PI) on receipt of funds into University Bank Accounts.
3. Project Cell of F&A Deptt. will open appropriate Accounting Heads in their book of accounts in consultation with PI. Scanned copy of Sanction Letter will also be uploaded in the University Accounts.
4. Principal Investigator will open a Project Register and keep a record of all receipts and payment in it. All payment will be processed through this register to the Project Cell of F&A Deptt.
5. Each payment will be made through ECS by Project Cell of F&A Deptt. and payment details will be informed through e-mail and SMS to the concerned party. Therefore, e-mail address and mobile number of payees must be intimated while processing the project bills.
6. Monthly expenditure statement of each project will be provided to concerned PI on e:mail.

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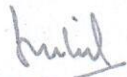
7. Utilization Certificate in the required format will be prepared and forwarded by the concerned PI to Project Cell of F&A Deptt. and after its verification, it will be processed for obtaining signature of Finance Officer and Registrar.

8. All proposal of Indraprastha Fellowship will be routed through the office of Director, Research & Consultancy. Projection of yearly expenditure will also submitted by the office of DRC.

9. All proposal related to Merged & Developmental scheme of University Grants Commission (UGC) will be routed through Director, Development. Utilization certificate in respect of all such grant will be prepared and preferred by the office of Director, Development and forwarded to Project Cell of F&A Deptt. for reconciliation with University Accounts. Project Cell of F&A Deptt. after reconciliation and verification of utilization certificate will take further necessary action of getting the signature of Finance Officer and Registrar.

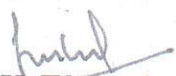
Office of Director, Development will arrange to send UC to UGC & take all follow up action related to utilization of grants by the University.

10. UGC grants named '**Any One Time Given Basis**' will be managed by the office of Director, Research & Consultancy. All scholars granted such scholarship will first report to Director (Research & Consultancy). Office of DRC will compile details of scholar availing 'Any One Time Given Basis' scholarship and send requirement of funds and UC to UGC after verification from Project Cell of F&A Deptt.


(S.K. Tanwar)
Controller of Finance

Copy forwarded to the followings for information and necessary action.

1. All Deans, GGSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS).
2. All Directors, GGSIPU
3. All Heads of School / Branch / Deptt., GGSIPU.
4. Controller of Examinations; GGSIPU.
5. All Joint Registrars' / Dy. Registrars'.
6. Executive Engineer, UWD, GGSIPU / Librarian, GGSIPU
7. In-charge (Personnel / Purchase) / Medical Officer, GGSIPU
8. A.R. to Hon'ble Vice Chancellor / A.R. to Registrar
9. FOs/DDO/AAOs/SO, Finance & Accounts Department.
10. UITS Department – for uploading the same in the University website.


(S.K. Tanwar)
Controller of Finance