



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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(Accounts Branch)

F.No. IPU/FRGS/Accounts/2016-17/247

Dated: 06.10.2016

## CIRCULAR

**Subject: Guidelines for issue and utilization of Facility Research Grant Scheme (FRGS).**

It is has been observed that faculties, who have been sanctioned FRGS are not clear about the applicability of the scheme. The following guidelines are hereby issued to facilitate the implementation of FRG Scheme.

### ONE TIME SEED MONEY GRANT

Any faculty joining University School of Studies on regular basis will be provided one time seed money to facilitate take off research by the faculty. The one time seed money amount is Rs. 5 lakh and Rs. 3 lakh as per the course.

- **Use of Grant:** The grant may be utilized for the purchase of equipments, software, printer, cartridges, USB and external hard disk, pen drive, stationery, books & reference materials, consumables and chemicals, but cannot be used for travel, salary of any type of manpower and purchase of Laptop.
- **Advance Drawl:** Advance can be drawn/ sanctioned only in case of emergent purchase for specific item under specific/concerned head; the concerned faculty should apply in prescribed form.
- **Period of utilization:** Within two years from the date of award, and may be extended by one year with the approval of competent authority. After the expiry of the time limit any unutilized fund will be lapsed.
- **Purchase Procedure\*:** Principal Investigator/Faculty will follow all the codal formalities & Purchase procedure rules as required as per GFR's.
- **Expenditure Control Register:** Record to be maintained Principal investigator/Faculty will maintain Expenditure Control Register and keep a record of all receipts and payment. Further, stock register will also be maintained of the items purchased out of the grant sanctioned.
- **Expenditure Sanction:** Principal investigator /Faculty will issue/convey expenditure sanction order, as the case may be, along with duly verified necessary document/bills to Account Branch under the specific head as approved in the Grant along with Expenditure Control Register.
- **Submission of report:** Principal investigator /Faculty has to submit work report and utilization report after utilization of the grant.

- **General:** The Grant is not transferable. If the principal investigator/faculty is likely to be left/superannuated from the university then he/she should settle the accounts of grants before final relieving from the university, and if PI/faculty fails to complete the project, he/she has to refund the entire amount released with interest

### ANNUAL RESEARCH GRANT

To assist the regular faculty in carrying out their research activities, an annual top-up research grant will be provided excluding the first year of the new appointee who availed the seed money grant. The annual research grant (ARG) is Rs. 2.00 lakh and Rs. 1.00 lakh as per the course.

- **Use of Grant:** The grant can be utilized for various research related activities like purchase of consumables, lab supplies and services, software, printer, cartridges, USB and external hard disk, pen drive, stationery, books & reference materials and contingency expenses, but cannot be used for purchase of equipments, travel, salary of any type of manpower and purchase of Laptop.
- **Advance Drawl:** Advance can be drawn/ sanctioned only in case of emergent purchase for specific item under specific/concerned head; the concerned faculty should apply in prescribed form.
- **Period of utilization:** During a financial year, any unutilized funds in a given year may be utilized in the next year for the ongoing research.
- **Purchase Procedure\*:** Principal Investigator /Faculty will follow all the codal formalities & Purchase procedure rules as required as per GFR's (Annexure)
- **Field Work /Travel Expenses:** The amount allocated under the head field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc. Further, bills of vehicle hired for the field work should have following details:
  - Total Kilometers traveled date wise.
  - Rate of per Kilometer charged.
  - Details of night/waiting charges, if any.
  - The rate should not be exceeded as approved by the State Transport Authority. and Air Tickets must be purchased from authorized agent i.e. Balmer Lawrie and Company Ltd., Ashok Travels and Tours and IRCTC/Direct from the air lines counter/ Air Lines website. Accommodation & fooding to be restricted as per entitlement.
- **Hiring Services:** This is meant for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.
- **Expenditure Control Register:** Record to be maintained Principal investigator/Faculty will maintain Expenditure Control Register and keep a record of

all receipts and payment. Further, stock register will also be maintained of the items purchased out of the grant sanctioned

- **Submission of report:** Faculty has to submit progress report and utilization report at the end of the financial year i.e. March, 31<sup>st</sup>.
- **General:** The Grant is not transferable. If the principal investigator/faculty is likely to be left /superannuated from the university then he/she should settle the accounts of grants before final relieving from the university, and if PI/faculty fails to complete the project, he/she has to refund the entire amount released with interest

In view of the above, all concerned faculties who have been allotted funds under FRGS (2016-17) are hereby directed to comply instructions strictly as mentioned above. Procurement rules as per GFR also annexed for its compliance.

  
(MUNISH GAMBHIR)  
Finance Officer -III

Copy to:

1. Director, Resource & Consultancy, GGSIP University.
2. All Deans USS, GGSIP University.
3. Chairman, UCITIM with a request to upload on University website, please.
4. A.R. to Hon'ble Vice Chancellor for information.
5. A.R. to Worthy Registrar for information.
6. P.S. to Controller of Finance for information
7. Guard file

  
(ASHOK KUMAR MEHAN)  
Assistant Account Officer

**\*Some Procurement Rules as per GFR 2005**

For ensuring that the procurement of goods is carried out in a fair, transparent and equitable manner procedure as laid down in GFR Rules 145, 146, 150 and 151 is required to be followed depending upon the value/ nature of the goods to be purchased and the circumstances under which procurement is being made. Some mandatory rules of GFR 2005 are given below

1. **Rule 141 A GFR - Rate Contract** : The DGS&D will host an online Government e-Marketplace (GeM) for common use Goods and Services. The GeM would be dynamic, self-sustaining and user friendly. DGS&D will ensure adequate publicity including periodic advertisements in newspapers of the GeM and the items to be procured through GeM for the prospective suppliers. The procuring authorities will satisfy themselves that the price of the selected offer is reasonable. GeM may be utilized by Government buyers (at their option) for direct on-line purchases as under:  
Upto Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period; Above Rs.50,000/- through the supplier having lowest price amongst the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. GeM will also provide tools for online bidding and online reverse auction which can be used by the Purchaser. The above monetary ceiling is applicable only for purchases made through GeM. For all other purchases, GFR Rule 145, 146, 150 and 151 will apply.
2. **Rule 145 of GFR – Purchase of goods without quotation** – “Purchase of goods up to the value of Rs. 15000/- only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format  
“ I....., am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price.”
3. **Rule 147 of GFR- Purchase of goods directly under rate contract:** In case a Ministry or Department directly procures Central Purchase Organisation (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Ministry or Department shall make its own arrangement for inspection and testing of such goods where required.
4. **Rule 146 of GFR -Purchase of Goods by purchase committee**–Purchase of goods costing above Rs. 15000/- up to Rs. 100000/- only on each occasion may be made on the recommendations of duly constituted local purchase committee consisting of three members of an appropriate level as decided by the HOD. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of purchase order, the member of the committee will jointly record a certificate as under :-  
“ Certified that we -----, member of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”
5. **Rule 150 of GFR – Advertised tender Enquiry** – Procurement of goods above the estimated value of Rs. 25 lakh. The goods may be purchased BY publication of open tender enquiry in print media and through e-procurement.

6. **Rule 151 of GFR – limited Tender Enquiry** – Procurement of goods upto the estimate value of Rs. 25 lakh. Goods may be purchased by observing limited tender enquiry; NIT may be sent/ circulated to the vendors/ suppliers registered in accordance with the procedure laid down in GFR 142. Further if the purchases are above Rs. 1 lakh and below Rs. 2 lakh a copy of the tender/quotations shall have to be placed on GGSIPU website.
7. **Rule 154 of GFR – Single Tender Enquiry** – obtaining quotations by issuing single tender enquiry to a selected source amounts to purchase without generating competition. Therefore this mode of purchase should be resorted to only in unavoidable situation/circumstances. Purchase through Single Tender Enquiry may be adopted when
  - a. It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods. The reason for arriving to this conclusion is to be recorded and the approval from the competent authority obtained.
  - b. In a case of emergency the required goods are necessarily to be purchased from a particular source subject to the reason for such decision being recorded and approval from the competent authority obtained.
  - c. For standardization of machinery or components or spare parts to be compatible to the existing sets of machinery/equipment ( on the advice of a competent technical expert and approved by the competent authority) the required goods are to be purchased only from the selected firms.

**Note :** Proprietary Article Certificate in the following form is to be provided by the Ministry/Department before procuring the goods from a single source under the provision of sub Rule 154 (i) and 154 (iii) as applicable.

(i) The indented goods are manufactured by M/s.....

(ii) No other make or model is acceptable for the following reasons :

.....

.....

(iii) Concurrence of finance wing to the proposal vide : .....

(iv) Approval of the competent authority vide : .....

\_\_\_\_\_  
 \_\_\_\_\_  
 (Signature with date and designation  
 of the procuring officer)'

8. A proprietary article certificate form is to be provided by the department before procuring the goods from a single source under the provision of point a & c above as applicable, and a suitable tender / quotation document containing required terms and conditions are to be issued to the selected firm.
9. As per circular issued by the IT department, Govt. of NCT of Delhi, on 02.07.09 vide item no. 04 all the departments were directed that "e-procurement system should be compulsorily implemented for all tenders over Rs. 2 lakhs".
10. Further the items (Consumable/Non Consumable or Equipments) whose rate contract are already approved by the university, should have been purchased from the approved suppliers/vendors/firms.

Above list of rules is illustrative only and not exhaustive - PI/ faculty shall ensure that all relevant financial rules & regulations, other directions, instructions, guidelines etc. issued by the GGSIPU/ GNCTD/GOI/CVC etc. on the subject from time to time are strictly adhered/observed.