



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatchpur
F.NOP.S- Tekari, District- Gaya (Bihar) PIN- 824236

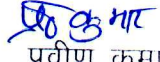
No. CUSB/Acad/19-1/2013/1837

दिनांक- 30.09.2021

परिपत्र

विश्वविद्यालय में अनुसंधान परियोजनाओं का सुचारु संचालन हेतु कुछ महत्वपूर्ण बिंदुओं के साथ कुछ प्रक्रियाओं के लिए 'मानक संचालन प्रक्रिया' सक्षम पदाधिकारी द्वारा अनुमोदित किया गया है, जो कि आप सबों के जानकारी तथा संदर्भ हेतु इस परिपत्र के साथ संलग्न किया जा रहा है।

संलग्नक : यथा उपरोक्त।


प्रवीण कुमार
सहायक कुलसचिव (विकारा)

प्रतिलिपि :-

1. सभी संकाय सदस्य को सूचनार्थ प्रेषित।
2. कुलपति/कुलसचिव/वित्ताधिकारी/परीक्षा नियंत्रक के निजी सचिव को सूचनार्थ प्रेषित।
3. प्रणाली विश्लेषक - विश्वविद्यालय वेबसाइट पर अपलोड हेतु प्रेषित।

Execution Process of Proposals related to Research Project

01. Standard Operating Procedure (SOP) for obtaining Financial Statements, Utilization Certificate etc.

Step 01	Request submitted by the Project Investigator (PI) to Finance Officer for issuance of "Statement of Expenditure". Statement of the Expenditure will be issued/ provided by F & A section to the PI.
Step 02	Based on the "Statement of Expenditure" received, PI should submit the proposal with signed copy of financial statements, Utilization Certificate etc. to the Finance Officer.
Step 03	After verification by the F&A section, Finance Officer will endorse and forward to Development Section.
Step 04	Development Section will submit the file to the Registrar for counter- endorsement.
Step 05	Signed documents may be collected from Development Section

02. SOP for Advance Adjustments / Bills/vouchers etc. in respect of those Expenditure which has already been approved by the Competent Authority (as per MSRP Guideline)

Step 01	Submission of bill/ vouchers to the Finance Officer by the PI. <i>While submitting the bill/vouchers, all the requisite formalities must be completed. Copy of the approval/ copy of the relevant rule regarding sanctioning authority should be highlighted/ enclosed with the proposal.</i>
Step 02	Finance & Account section will process the bill for payment/ reimbursement

03. SOP for Fund transfer to the Project Account (except 1st Release).

Step 01	Submission of the proposal by the PI to Finance Officer with all supporting documents.
Step 02	Process of the fund transfer by the Finance & Account section

04. Faculty Project approval Committee (FPAC) and Project Purchase Committee (PPC) will be constituted (As per MSRP) and notified by respective Dean.

05. While submitting the proposals, No Objection Certificate (NOC) of the persons from external organization must be submitted.
 06. Any proposal must be submitted well in advance (10-15 days prior to last date) for processing.
 07. Piece meal proposals/ requests should be avoided.
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