CIRCULAR

All faculty and staff should refer to the Annexures to this Circular. The Annexures include;

- A Table showing Routing of applications made for various purposes,
- Guidelines and flow of documents for procurement under ‘Stores & Services’
- Guidelines and flow of documents for procurement under ‘Purchase of equipments’
- Guidelines and flow of documents for proposals for ‘Deputation & Delegation’

All staff and faculty should follow the guidelines. Proposals with the mentioned mandatory details will only be considered for approval or otherwise. Deficient proposals will be summarily rejected.

DIRECTOR

Circulate to: All Deans / Registrar / Heads of the Departments / COE / Accounts Officer / Stores I/C
Main office / Deputy Registrar
Annexure 1. Routing of Documents

1. Application for CL
   (Faculty/Non Faculty) → HoD or Section Head

2. Application for EL/ OD/Medical Leave:
   Faculty → HoD → Dean(Faculty) → Deputy Registrar → Director for approval
   Staff → HoD → Registrar for approval → Deputy Registrar

3. Application for Experience Certificate:
   Faculty/Staff → HoD / Section Head → Deputy Registrar → Registrar → Director →
   Deputy Registrar → HoD/Section Head → Faculty/ Staff

4. Application for LTC:
   Faculty/Staff → HoD or Section Head → Deputy Registrar → Registrar → Director →
   Deputy Registrar → HoD or section head → Faculty or staff

5. Purchases:
   Faculty → HoD → Dean(RMF) → Director → Store/Purchase Committee → Registrar → Store

6. Payment of bills of vendors:
   Faculty/Staff → HoD/Section Head → store → Accounts → Dean(RMF) → Director →
   Accounts

7. Financial Approval:
   Faculty/Staff → HoD/Section Head → Dean(RMF) → Director → HoD/Section Head
   Faculty/Staff

8. Advance Settlement:
   Faculty/Staff → Accounts → Dean(RMF) → Director → Accounts

9. Reimbursement of Medical Bills:
   Faculty/Staff → HoD/Section Head → Accounts → Dean(RMF) → Director →
   Accounts

10. Deputation of Faculty to Conferences/Seminars/STTP(India):
    Faculty → HoD → Dean(Faculty) → Dean (R&D) → Dean(RMF) → Director → Deputy Registrar →
    HoD → Faculty

    (Students applications must be routed through their Guides)
11. Deputation of staff to Conference/Seminar/STTP (India):

Staff → HoD/Section Head → Registrar → Dean(R&D) → Dean(RMF) → Director → Deputy Registrar → HoD/Section Head → Staff

12. Deputation of Faculty to Conference/Seminar(Abroad):

Faculty → HoD → Dean(R&D) → Dean(Faculty) → Dean(RMF) → Director → Chairman BoG → Deputy Registrar → Faculty

13. Newconstruction (outside budget provision):

HoD/Section Head → Dean(IP) → Dean(RMF) → Director → BCC → Finance Committee → BoG → Dean(IP) for further processing

14. Requisition for Maintenance activities:

Faculty/ HoD/Section Head → Dean(IP) → Dean(RMF) → Director → Dean(IP) → Maintenance Section

15. Any concern/application regarding Security issues:

Faculty/Staff/Student → Security Officer → Registrar → Director → Security Officer

16. Faculty / Staff Grievance Redressal:

Faculty/Staff → HoD/Section Head → Dean(Faculty)/Registrar → Concerned Committee → Director.

17. Issue of Identity Certificate/NoC:

Faculty&Staff → HoD/Section Head → Registrar

18. Application regarding GPF Loan/Part/Final Withdrawal:

Faculty/Staff → Accounts → Director → Accounts → Dy. Registrar(record)

19. Any application from students regarding students activities and other Matters:

Student → Rector/ Principal Rector/ Faculty in-charge → Dean(Students) → Dean(RMF) (if matter relates to accounts/finance) → Director

20. Academic Matters:

Student/Faculty → HoD → Dean(Academic) → Director → Dean(Academic) for further processing.
## Annexure 2: Guidelines for procurement under “Stores & Services”

| Items Covered | Expendable & issuable  
Consumables in labs, minor repair & calibration of instruments, computer peripherals  
‘Dead stock’ items like equipment, instruments, furniture etc. |
|---|---|
| Requisition | All ‘Heads’ to maintain Stores requisition book.  
Avoid vagueness in material specifications.  
No make to be mentioned, alternately three or more makes can be mentioned.  
No purchases unless necessary.  
No purchase merely to utilize budgetary provision.  
Avoid requisitions in March, last month of a FY.  
Order Lab consumables well in advance.  
Submit list of suppliers for inclusion in ‘Approved panel of suppliers’.  
Avoid raising requisition if having In-charge ship for short duration of less than one week. |
| Quotation enquiry | Submission within 1-2 weeks.  
Quotation validity: 30 days  
Delivery period: 10 days  
Price to include installation and demonstration wherever necessary  
Request for octroi, taxes, excise and other taxes separately |
| Receipt of Quotations | Maintain register  
Should include list of vendors whom & when the enquiry is sent, date & time of receipt of sealed quotation  
Date of opening and remarks (signed or not, sealed or not etc.), if any |
| Comparative statement | Lowest preferred, Second lowest if necessary after stating reasons  
If total cost exceeds approved estimate, fresh approval for revised estimate.  
Should have specific remarks regarding conformance to requirements, acceptance of terms & conditions, vendor to whom order is to be placed with reason |
<table>
<thead>
<tr>
<th>Items Covered</th>
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Purchase of equipment

- Faculty / lab In Charge
  - Initiates (include description of equipment, specifications, purpose, who will benefit, is it replacement of obsolete equipment, is it proprietary else list of possible vendors, procurement procedure, debit head, estimated cost, budget provision)
- HoD
  - Recommends
- If costing more than Rs 2 lakhs, form Purchase Committee with Approval of Director (with one external expert)
  - Purchase Committee (Specifications, estimated cost, vendors, procurement procedure, payment terms etc)
  - Recommends
- Director / Dean (RM&F)
  - Approves Purchase Committee recommendations

Purchase Committee Recommendations

- Stores Section
  - Invite Quotations from empanelled vendors/suggested vendors / Float tenders on Institute website
  - Receive Tenders
  - Coordinate & arrange meeting of Tender Opening Committee

Quotations

- Stores Section
  - Prepare Comparative statement

Comparative statement

- Faculty (Specifications & rates verification, identify lowest)
- Head (Check & recommend)
- Accounts Officer (Scrutiny)
- Director / Dean (RM&F) (Approval)

Purchase order

- Stores In Charge (Prepare Purchase order)
- Dean (RM&F) (Issue PO)

Delivery Challan

- Faculty (Receive and Check material, Make entry in Journal/Dead Stock Register)
- Head (Confirm receipt, Register entries)

Bill

- Faculty (Forward delivery challan and bill to stores)
- Stores Clerk (Check & confirm not paid earlier)
- Accounts Officer (Confirm earlier remarks and debit head)

Cheque

- Accounts officer (Recommends release of payment)
- Director / Dean (RM&F) (Authorizes release)
- Cheque clerk (Prepare cheque)
- Accounts Officer / Director / Dean (RM&F) (Sign cheque)
- Cheque Clerk (Issue cheque)
### Annexure 4. Guidelines for Proposals regarding 'Deputation & delegation'

<table>
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<tr>
<td>Proposal</td>
<td>Funds are available for Deputation to Training programs, workshops, Seminars &amp; conferences for Faculty and other staff. Proposal to include all expenses like registration charges, travel, incidentals, DA etc. Enclose program brochure. The program should have been organized by Institutes of repute and preferably should be having particular focus rather than of general nature. It should also include national level programs attended in last six months and all foreign events attended in last five years. Training program / workshop: Proposal for Training program should include details of current teaching assignments, current research &amp; justification how the program will help to the person and to the department / institute. Seminar / Conference: Funds are available for presentation of paper in Seminar / Conference, one National and one international every year. Faculty can avail maximum Rs 75000 and PhD student can avail maximum Rs 50000 (once in three years). PG students can avail maximum Rs 8000 for attending National level event once in second year.</td>
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<td>Foreign travel</td>
<td>Only limited funding is available for foreign travel through Institute funds. Hence faculty is advised to apply to other agencies like AICTE well in advance to meet the expenses. Foreign travel will be supported only once for a faculty in a financial year.</td>
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<td>Advance</td>
<td>Advance should be taken not more than a week in advance of the proposed expenditure.</td>
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<td>Submission of bills for settlement/Reimbursement</td>
<td>Within a week of return from the program, all bills should be submitted for settlement of advances / reimbursement of expenses as the case may be</td>
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Proposal for 'Deputation'

- Faculty / Staff / Student
  - Initiates (include description of event, name of organizer, justification, estimated total expenditure, details of prior events attended, Staff & student proposal to be sent with concerned Faculty recommendation)
- HoD / Section Head
- Recommends

Approved proposal

- Dean (Faculty) for Faculty
- Registrar for Non-teaching Staff
  - Recommend confirming eligibility

- Dean (R&D) for faculty
  - Checks credentials of the Event and recommends

- Dean (RM&F)
  - Checks for funding availability & recommends

- Director
  - Approves if local event
  - Recommends if foreign visit involved
  - Chairman, BoG
  - Approves

- Concerned Faculty / Staff
  - for further action
- Deputy Registrar
  - copy for record