



Ref. No.

Date:

Notice

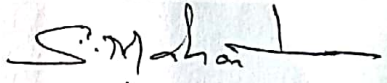
All PIs/Guides/Supervisors are hereby informed to follow the following procedure for the implementation of the project before the due date. If an approved project could not utilize the sanctioned fund, the project grant will be cancelled.

Sl. No	Components	Procedure for utilization of the Grant	Steps for receiving the grant
1	Consumable items	<p>a. The list of items with specification and expected price has to be prepared in a tabular form.</p> <p>b. The procurement procedure of the Govt of Odisha/NPIU has to be followed</p> <p>c. If the budget is less than Rs. 15000/- PI/Beneficiary can directly procure the items from a vendor who has GST Registration. In that case, prior approval of the Director must be obtained. After receiving the material, the PI will submit the bill. The payment will be made directly to the vendor.</p> <p>d. If the budget is more than Rs. 15000/- and less than Rs 300000/- PI/Beneficiary can procure the items through open quotation/limited quotation call. In that case, prior approval of the Director must be obtained. Again, the comparative statement has to be prepared. The L1 bidder will get the purchase order. After receiving the material, the PI will submit the bill. The payment will be made directly to the vendor</p>	<p>i. A separate file has to be initiated for each project containing the project application copy that you have submitted to TEQIP.</p> <p>ii. In all cases of approval/payment the file has to be enrooted through HOD of the concerned Department, TEQIP Cell to Director.</p> <p>iii. No file will be considered for payment, if the file is not processed properly.</p>
2	Domestic Travel	<p>a. Prior approval of the Director has to be obtained through proper procedure for Travel.</p> <p>b. TA/DA will be paid as per the NPIU norms on reimbursement basis.</p>	
3	Registration	<p>a. Prior approval of the Director has to be obtained</p>	



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	fee for Conference	through proper procedure for Travel. b. Registration fee will be paid as per the NPIU norms on reimbursement basis.
4	Patent application fee	a. Prior approval of the Director has to be obtained through proper procedure for Travel. b. Patent application fee will be paid as per the NPIU norms on reimbursement basis.
5	Miscellaneous Training fee	a. Prior approval of the Director has to be obtained through proper procedure for Travel. b. Training fee will be paid as per the NPIU norms on reimbursement basis.
6	Miscellaneous expenditure	a. Prior approval of the Director has to be obtained through proper procedure for Travel. b. Expenditure will be paid as per the NPIU norms on reimbursement basis.

  
DIRECTOR 08/02/2020

Copy to:

- 1) All HODs for information
- 2) All college and Hostel Notice boards
- 3) Coordinator, Nodal Officers and Departmental Coordinators of TEQIP-III for information and necessary action.
- 4) Mr. G. K. Ghosh, I/c of the Institute website for uploading the notice on the website.