

ફેક્સ : (૦૭૯) ૨૬૩૦૨૬૫૪
ટેલિફોન: ૨૬૩૦૧૩૪૧-૨૬૩૦૦૩૪૨-૪૩,
૨૬૩૦૦૧૨૬, ૨૬૩૦૦૬૬૪



ટેલિગ્રામ:યુનિગુજરાત

ગુજરાત યુનિવર્સિટી કાર્યાલય,
પોસ્ટ બોક્સ નં. ૪૦૧૦
નવરંગપુરા, અમદાવાદ-૩૮૦ ૦૦૯.

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તા. ૦૧.૦૫.૨૦૨૦

-: પરિપત્ર :-

૨૧

પ્રતિ,

ગુજરાત યુનિવર્સિટીના તમામ ભવનના અધ્યક્ષશ્રીઓ, વિભાગના વડાશ્રીઓ, પ્રોજેક્ટ ઇન્વેસ્ટીગેટર તરફ રવાના

વિષય: Standard Operating Procedure (SOP) અતર્ગત કરાયેલ એમેન્ડમેન્ટ બાબતે

સંદર્ભ: ૧. પરિપત્ર ક્રમાંક નં.હિસાબ/એ.કા.-૦૨/ગ્રાન્ટ/૪૨૫૦૬/૨૦૧૯ તા. ૨૨.૦૩.૨૦૧૯

૨. પરિપત્ર ક્રમાંક નં.હિસાબ/એ.કા.-૦૨/ગ્રાન્ટ/૧૦૩૨૧/૨૦૨૦ તા. ૦૭.૦૩.૨૦૨૦

શ્રીમાન,

ગુજરાત યુનિવર્સિટીના વિવિધ વિભાગોમાં ચાલતા વિવિધ પ્રોજેક્ટ જે જે કેન્દ્ર, રાજ્ય, યુજીસી કે અન્ય ફંડિંગ એજન્સી દ્વારા ગ્રાન્ટ આપવામાં આવે છે, આ પ્રકારના પ્રોજેક્ટ ગુજરાત યુનિવર્સિટી ખાતે આપને તથા આપના વિભાગને મળેલ એક પ્રતિષ્ઠિત ગ્રાન્ટ છે, જે યુનિવર્સિટીના રીસર્ચવર્કને બિરદાવે છે, જે કાર્યને વધુ વેગ મળે ઝડપથી કાર્યવાહી કરી શકાય તે માટે યુનિવર્સિટી સતત કાર્યરત છે તથા યુનિવર્સિટીના તમામ અધ્યાપકોને પ્રોજેક્ટ કે જે કેન્દ્ર, રાજ્ય, યુજીસી કે અન્ય ફંડિંગ એજન્સી દ્વારા જે દરખાસ્તને મંગાવવામાં આવે છે તથા પ્રોજેક્ટ મંજૂર થયા પછીની કાર્યવાહી માટે યુનિવર્સિટી દ્વારા Standard Operating Procedure (SOP) તૈયાર કરેલ છે.

ઉપરોક્ત (SOP) પરિપત્રોના અનુસંધાને વધુમાં જણાવવાનું કે, હાલ COVID-19- નોવેલ કોરોના વાઇરસની મહામારીની તકેદારીના ભાગરૂપે વખતોવખત ભારત સરકાર, યુજીસી તેમજ ગુજરાત શિક્ષણ વિભાગના દિશા નિર્દેશ અન્વયે જાહેર જનતા તથા યુનિવર્સિટીના કર્મચારીઓ, ભવનોના ડાયરેક્ટરશ્રીઓ, વિભાગીય વડાશ્રીઓ તથા પ્રોજેક્ટ ઇન્વેસ્ટીગેટર માટે વહીવટી પ્રક્રિયા સહજ, સરળ અને સમયસર થાય તે માટે વિભાગ દ્વારા Standard Operating Procedure (SOP) Amendment આ સાથે સામેલ છે જેની નોંધ લઈ હવે પછીથી તે મુજબની કાર્યવાહી કરવા વિનંતી છે.

નોંધ

કુલસચિવશ્રી

બીડાણ:

Standard Operating Procedure (SOP) Amendment

Standard Operating Procedure (SOP) Amendment

Standard Operating Procedure (SOP) Amendment

In context of the prevailing COVID – 19 pandemic and with reference to the various circulars and notifications of the Education Department, Government of Gujarat, for the prevention and control of the contamination of the spread of COVID-19, it was directed by the Competent Authorities to amend the Standard Operating Procedures, Grant Section, Gujarat University.

In pursuant to the circular No. નં. હિસાબ/એ.કા.-૦૨/ગ્લાસ્ટ/૪૨૫૦૬/૨૦૧૯ dated ૨૨-૩-૨૦૧૯, duly approved by Finance Committee Resolution No. 26 dated 30.08.2018 & Executive Council Resolution No. 6 dated 11.02.2019. And the Circular No. નં એ.કા.-૦૨/ગ્લાસ્ટ/૧૦૩૨૧/૨૦૨૦ dated 7-03-2020, the following are the amendments.

I. Forwarding Research Project proposals

Submit the proposal through email to the Grant section with a copy marked to the HOD and Director of School. You can email to grant@gujaratuniversity.ac.in.

The grant section will take electronic approval of the Registrar/PVC/VC and convey it to you through email.

In case the proposal is to be submitted on-line, you are requested to email the pdf of the proposal to the grant section and the Development Officer/Registrar will email it further to the funding agencies.

In case the proposal is to be submitted on-line, you are requested to email the format of the NOC to grant section. The section will take an endorsement from the Registrar and mail it back to you.

You can submit it to the Funding Agency with a copy to the Grants Section.

The other aspects remains as it is.

II. Procedures after receiving the Project

It is requested to use your official email id and send a formal email with all the details and attachments. Kindly follow the hierarchy HOD/Director.

All the emails or must be sent through proper channel i.e. through HOD /Director. It is requested to HODs/ Director to either give your consent or forward the email to the grant@gujaratuniversity.ac.in

The other aspects remains as it is.

III. Permission for implementation of the project.

After receiving the sanction letter from the Funding Agency, send an email to the University in (in Grant Section) addressed to The Registrar, through proper channel (i.e. through HOD and Director of school) requesting to give permission for implementing the sanctioned research project. Kindly attach a copy of the sanction letter. This will be forwarded

electronically to the higher authorities for approval and on receipt of the approval will be sent back to digitally.

You are requested to mark a copy of email to the Co-Principal Investigator also, if any.

The other aspects remains as it is.

III a. Acceptance Letter to the Funding Agency.

You are requested to send the Acceptance Letter to the Funding Agency including the date implementation of the project and mark a copy of the same to the Grant Section.

III c. Transfer of Funds to the Project Account

Once the account in the name of the Project is opened, kindly send a letter through email with a copy marked the Chief Accounts Officer, for the transfer of funds to the Grant Section. After the approval from the Competent Authority, this approval has to be submitted to the Chief Accounts Officer, Account Section for the transfer of Funds to the respective account. As per the Guidelines for implementation of Research Project in the University duly approved by Executive Council dated 13/6/2018, Resolution No. 4 & Finance Committee dated 22/3/2018, Resolution No. 13 the permission to open the bank account is given to all the PIs vide Circular No. Hisab/Acc-2/Grant/15626/2018 dtd. 25/7/2018. Please refer to this circular on the website for defining the Signatories of the Project Account.

IV. Purchase Procedures

The purchase of Equipments has to be as per Ordinance 62-D of the Gujarat University Act and with the Approval of Finance Committee and Executive Council. Finance Committee Resolution 2 dtd. 31/7/2014 & Executive Council 10 dtd 22/8/2014. Finance Committee Resolution 5 dtd. 26/8/2016 & Executive Council 23 dtd 14/10/2016. Finance Committee Resolution 12 dtd. 1/6/2017 & Executive Council 6 dtd. 10/6/2017.

For the purchase of the Equipments of Rs. 5,00,000/- and/or above, you are required to go for E- Tendering.

All the approvals can be taken electronically –

- for constitution of a committee for opening Technical and Commercial Bid
- for approval of tender document
- for representing it before the Finance Committee

Registrar has power to sanction all normal expenditure as per Ordinance – 62D approved from time to time as per the Finance Committee and Executive Council Resolution as above.

In such cases send inquiry to at least 4 vendors along with required specifications of the item asking them to send the quotations by a certain date and time in sealed envelopes through courier/post/website. Open the received quotations by a committee consisting of Directors/HODs/PI/Professors from which the School of Sciences (at least 2 members of other Department).

Take signature with dates of these members on the envelope and the quotations.

Prepare a comparative statement.

Forward this electronically to the Grant Section for the approval with all the attachments. The Grant Section will resend it to you in the same mode after the approval from the Competent Authority. You may go for the purchase and send the bills for the payment to Accounts Section along with the original documents.

Pro-Vice chancellor has power to sanction all normal expenditure upto Rs. 25000/- without inviting tenders and upto Rs.60000/- after inviting tenders or quotations.

In such cases send inquiry to at least 4 vendors along with required specifications of the item asking them to send the quotations by a certain date and time in sealed envelopes through courier/post/website. Open the received quotations by a committee consisting of Directors/HODs/PI/Professors from which the School of Sciences (at least 2 members of other Department).

Take signature with dates of these members on the envelope and the quotations.

Prepare a comparative statement.

Forward this electronically to the Grant Section for the approval with all the attachments. The Grant Section will resend it to you in the same mode after the approval from the Competent Authority. You may go for the purchase and send the bills for the payment to Accounts Section along with the original documents

Vice chancellor has power to sanction all normal expenditure upto Rs. 1,00,000/- without inviting tenders and upto Rs.5,00,000/- after inviting tenders or quotations.

Please follow the same procedure of floating the inquiry and opening the quotations. Before placing the order directly, send all the documents to the Grant section electronically for taking the approval of competent authority. Place the bills along with the University letter and all the required documents to Accounts Section.

NOTE: The rest of the aspects remains the same as in the earlier SOP.

The approvals for the Project Budget, Travel, Consumables, Contingency, Overhead Charges or for that matter any aspects related to Project including UC/SE can be obtained electronically by sending emails to

- grant@gujaratuniversity.ac.in
- dppandya@gujaratuniversity.ac.in
- dkpandya@gujaratuniversity.ac.in

If found in concurrence with the Project Guidelines the UC will be signed digitally by Registrar and send back to PIs.

All the other aspects of the Standard Operating Procedure notified vide Circular No. ળ. હિસાબ/એ.કલ.-૦૨/ગુન્ટ/૪૨૫૦૬/૨૦૧૯ dtd. 22-3-2019 remains the same, please read as it is.

VII .Preparation of the Statement of Expenditure and Utilization Certificate (SE/UC)

The Statement of Expenditure and Utilization Certificate (SE/UC) duly Audited by Chartered Accountant or Certified by Development Officer /Chief Accounts Officer/Registrar(as per the format and requirements of Funding Agency) must be submitted at the end of every year in the prescribed format of the Funding Agency in at least two original copies. (1 for sending to Funding Agency and 1 for office records). It is advisable to prepare the SE / UC in three original copies. One original copy must be kept in the file of P.I. After the Completion of the project, the final SOE /UC must be audited from Chartered Accountant and uploaded on the Departmental Website along with the report of the Project.

Others:

- The IPR filed by any Faculty would be binding as per the Gujarat University IPR guidelines.
- This Section does not deal with Block Grant received from the State Government for Salary and Maintenance of the University and Grants for NSS.
- This document is bounded by the Resolution of the Executive Council from time to time. Over and above, terms and conditions of funding agency are to be observed for all the set process by the funding agency.
