

काशी हिन्दू
विश्वविद्यालय



BANARAS HINDU
UNIVERSITY

Project Guidelines - 2018

Effective from November 1, 2018

(Corrected up to January 8, 2019)

This page was intentionally left blank

प्रो. राकेश भटनागर

कुलपति

Prof. Rakesh Bhatnagar Ph.D.

FNA, FASc, FNASc

Vice-Chancellor



काशी हिन्दू विश्वविद्यालय

Banaras Hindu University

(Established by Parliament by Notification No. 225 of 1916)

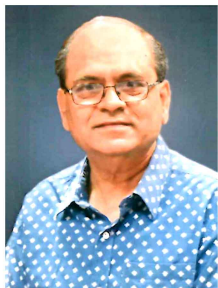
Varanasi-221005 (INDIA)

Phone : 91-542-2368938, 2368339

Fax : 91-542-2369100, 2369951

E-mail : vc@bhu.ac.in

Website : www.bhu.ac.in



31st October, 2018

FOREWORD

We are in the age of rankings. Banaras Hindu University is ranked in the top ten Institutions in India in the last two National Institutional Ranking Framework and ranked third in Universities category. Two of the important parameters used in calculating the index are number of projects the university could garner from the funding agencies along with quantum of money received and number of publications in indexed journals. Both are inter related. To conduct good research we need good equipment and without the help of the sponsored research projects the Universities cannot purchase such costly equipment with the funds made available by the University Grants Commission.

After my joining the University as Vice-Chancellor, during my initial interactions with the faculty members, I was informed that there are inordinate delays occurring in getting various approvals in appointments, procurement of equipment etc. related to projects. Though the BHU has well defined project guidelines, the faculty members felt that there is a need to update them keeping in view the recent GFR-17, Govt. Procurement Rules, Govt. e Market (GeM) etc. Therefore, a committee was constituted under the Chairmanship of Prof. O.N. Srivastava, who has a long experience in running the projects.

The Committee met several times, invited suggestions from the faculty members and after several rounds of deliberations the draft project guidelines were prepared. Finally these draft guidelines were discussed in a meeting held on 8th September, 2018 with stake holders under my Chairmanship and the present **Project Guidelines – 2018** were finalized.

These **Project Guidelines – 2018** will come into effect from 1st November, 2018. In addition to this we have brought all of the financial activities of projects under one roof, whereas earlier these were dealt in different sections – Project Section (A/c), Trade Bill Section and IMS Finance, giving chance to apply different procedures/rules by the dealing assistants. With this initiative same procedures/rules will be applied in all cases. I hope now running projects in BHU will be a pleasure.

I congratulate Prof. O.N. Srivastava, the Chairman of the Committee, Prof. S.C. Lakhota, Prof. S.S. Agrawal, Prof. Sanjay Kumar and Prof. D. Dash, the members of the Committee and Mr. Sanjay Kumar, Jt. Registrar (Dev.) & Member Secretary for conducting this herculean task with simplicity and ease. I thank Dr. Neeraj Tripathi, Registrar and Dr.S.B Patel, Finance Officer for their constructive suggestions. I also thank Mr. Manoj Kumar Manuj, Asstt. Registrar (Projects), Jawaharlal Nehru University for sharing his experience during the final deliberations.

Hope with this the University will improve its ranking further and will become one of the top ranker in the world rankings.

(Rakesh Bhatnagar)

This page was intentionally left blank

Preface:

- i. There is no denying the fact that procedures for implementation of sponsored projects have undergone significant changes in the last few years.*
- ii. Thus new General Financial Rules (GFR 2017 Rule 152 to 156), Manual for Procurement of Goods (MPG 2017 Rule 166) have come into effect. Besides these there is a repeated demand by project sponsoring agencies for opening a separate Savings Bank Account or interest earning account for each project. It has now become essential to show interest earned on the project fund, and returning the interest so earned to the Funding Agency. Next installment of grant is not released unless the said conditions are fulfilled. Also project fund transfers are now being mostly done by PFMS or RTGS and not through cheques.*
- iii. The sponsoring agencies are reviewing the project progress through presentations every six months (or some time even after three months). Besides the due progress reports, they also often require submission of interim progress report. Also there is restriction on carryover of funds to the next financial year. The funding agencies desire that all the non-recurring grant should be spent preferably in the first year itself. Recurring grant seems to get lapsed if not spent in the financial year for which it is meant.*
- iv. In the last about 8 years UGC / MHRD / DST and other agencies have floated several projects/ schemes/ programmes like UPE, GIAN, IOE, PURSE etc. which require special processing of the project/scheme matters in a time bound fashion. If the processes of these schemes / project are delayed, release of further grants becomes very difficult and also it may lead to denial of the award of second phase of these programmes/ schemes.*
- v. The above criteria / restrictions makes it imperative to set a much faster time line than what it is being done presently for implementation of the projects. Therefore, it becomes essential to re-visit the existing project guidelines. Suitable alterations, modifications and additions are required to be done so as to become compatible with the above said new directives / rules.*
- vi. It is with the above said reasons that the project guidelines described in this booklet have been framed. It is hoped that the*

Project Guidelines - 2018

new project guidelines will help in the proper implementation of the project in the present scenario.

- vii. It has often been noticed the different rules are followed for purchases and passing of bills for short terms (3 years) and long term (5 years which are termed as schemes). The research centric schemes which are sanctioned by various funding agencies are also projects. Since the short term and long term sanctions for research oriented work are projects these should be tackled by the project office under JR/DR (Dev.) Project/Account.*

These guidelines will be called Banaras Hindu University Project guidelines – 2018 and will come into effect from the date they have been notified by the Banaras Hindu University and will supersede all previous ones in the matter.

1. Definitions

- i. **Sponsored Research Project** means sponsored cost and time bound projects sponsored by Government, public, private, national, international agencies and autonomous bodies. These include short term (generally 3 years) and long term (generally 5 years). The long term projects awarded by funding agencies / State / Central Governments but which are to be subsequently merged in the University establishment (in many cases) are called Schemes.
- ii. **Principal Investigator (PI)** is a member of faculty (including, emeritus, distinguished, visiting and Chair Professors, Scientists, or any other equivalent academic person. A Co-PI may be identified if required for academic or administrative reasons at the time of submission of the project. A Co-PI may be appointed by PI at a later stage if he superannuates during the tenure of the Project.
- iii. **Coordinator** is equivalent to PI for interdisciplinary Projects, Centre of Excellence, Subject Centre Special Assistance Programme (CAS/ DRS/ DSA); DST: FIST and PURSE Programmes running in various faculties and Centers. However, unlike PI of Sponsored Projects, Coordinator is appointed by University or the funding agencies.

2. Submission of Project Proposals:

- 2.1. A new sponsored research project (short or long-term) formulated by the PI for funding by an external agency will be submitted by the PI to the Office of the Registrar (Dev) for onward transmission to the concerned agency. The project proposal, prepared following the funding agency's and the University's relevant guidelines, will be submitted along with a declaration by the PI and CoPI/s, if any, as in the **Annexure 1**. Copy of the project proposal, together with the declaration/undertaking will be submitted to the Head of the

Department/ Coordinator of School/Centre and also to the Dean of the Faculty. Head of the Department/Coordinator of School/Centre shall invariably forward the proposal to Development Section with or without his comments within 3 days. For any disagreement Note below will be applicable.

Proposals for Schemes that involve participation of all or a larger number of teachers in the faculty/department/school/centre will be submitted after due discussions at the level of Faculty/ Department/ School/Centre, as required.

2.2. Submission of project proposals to International agencies

The same procedure as in (2.1) above will be followed. However, the project proposal will need clearance / forwarding from International Cell before submission to the Office of the Registrar (Dev.).

2.3 Office of the Registrar (Dev.) shall examine, endorse and forward the approved research project proposals to the given funding agency within three days of receipt of proposal from the PI.

2.4 Project Proposals that require clearance/s from the Ethical /Bio-Safety / Animal Ethics Committees will be submitted by the PI (and Co-PI, if any) to the concerned Committee/s. The concerned Committee should convey its decision within a fortnight of receipt of the application with all required details.

Note : In case of any disagreement on part of the competent authority about forwarding the project proposal, at the submission stage, and if the PI feels that such a decision is not appropriate, he/she may refer the issue to a Standing Committee for Projects to be constituted by the Vice Chancellor with following constitution:

- | | | |
|-----|--|------------------|
| (a) | One senior Professor in the University who | Chairman |
| | is also an active researcher | |
| (b) | Two other senior Professors of the | Member |
| | University (one from the same faculty as | |
| | the PI and one faculty other than that of | |
| | the Chairman and the PI | |
| (c) | Jt. Registrar (Dev.), BHU | Member Secretary |

The above standing Committee would examine and convey its decision without delay. Decision of this committee will be final.¹

¹ Dr. N.V. Chalapathi Rao, Professor, Department of Geology has been nominated as the Chairman of the Standing Committee vide notification No. R/Dev/Project-Guidelines-2018/73291 dated January 8, 2019. Members at (b) will be co-opted by the Chairman.

3. Memorandum of Understanding:

- (a) If MOU/MoA is required by Indian funding agencies like DBT/CSIR/DST etc. the same will be finalized by PI in consultation with the Coordinator, Legal Cell, BHU either before the submission of the project (the copy of this MOU be attached to the project before submission of the project) or after the project is approved, as the case may be.
- (b) MoU/MoA with foreign funding agencies/ private funding agencies shall be approved by the PPC, International Center as the case may be and vetted by the Coordinator, Legal Cell, BHU.²
- (c) [Deleted]³
- (d) In any case the preparation and finalization of MoU/MoA should not take more than 4 days.

4. Allotment of Project Code number.

- i. On receipt of sanction letter from the funding agency and the first installment of funds of a new project, the Office of the Registrar (Dev.) will allot a project code no. and communicate the same to the PI and other concerned offices within a week. **This number must be referred to in all correspondence relating to the project/scheme.**
- ii. Once the PI or the funding agency informs the Office of the Registrar (Dev) that the funds have been sanctioned and likely to arrive soon, a proactive effort from the PFMS/BR Unit of the Finance Office is required to track the arrival of funds in the bank and inform the PI and Registrar Office (Development) so that work can start immediately.
- iii. The effective date of implementation of the project shall be the date of first expenditure in the project or as defined by the funding agency.
- iv. Any expenditure incurred prior to the allotment of Project code number and after the expiry of tenure of the Project shall not be admissible unless permitted by the funding agency.

² Modified vide notification No. R/Dev./Project-Guidelines-2018/72782 dated December 31, 2018.

³ Deleted vide notification No. R/Dev./Project-Guidelines-2018/72782 dated December 31, 2018.

5. Advertisement for personnel

- i. All positions approved by the funding agency under the project will be filled in after due advertisement at the BHU web-site and through notifications about the vacancy/vacancies sent to at least 10 institutions in the relevant discipline of the country as per the proforma in **Annexure 2**. All advertisements must also be displayed on department/faculty notice boards.
- ii. The PI should draft the advertisement for staff positions available under the project following the general guidelines given in **Annexure 2** and **3**. The minimum qualifications for Scientific staff (Scientist, RA, (PA): SRF, (PRA) JRF: (PRF) or Project Assistant/any other equivalent post) under the project will be in conformity with those required by the funding agency and the university. For support staff, the qualifications and remunerations will in general be as per the comparable support staff positions in the university, unless otherwise specified by the funding agency in the sanction letter (**Annexure 3**).
- iii. The PI will provide the notification (as per model advertisement given in **Annexure - 3**) to the PRO Office for forwarding the same to the Computer Centre for placing it on the BHU website, with a copy to the office of the Registrar (Dev.).
- iv. Twenty one days time should be given for submission of application form from the date of advertisement on BHU website. The date from which 21 days will be counted should be indicated in the advertisement.
- v. The applications may be received by e-mail also.
- vi. If in the interest of the project work or if when the project is nearing completion (six months or less than that before the completion), the PI may appoint the required research or support staff, as approved by the sponsoring agency through advertisement on BHU website and by sending email to 10 Institutions of the country in the relevant area. These appointment will be for a period of not more than 3 to 6 months. The PI would ensure that the person so appointed meets the required qualifications.
- vii. In the above case 10 days time be given for submission of application form from the date of advertisement.

6. Selection and appointment on sanctioned positions in the project/ scheme.

6.1 Selection of Research Staff (RA/SRF/JRF etc.)

- i. All appointments on the approved research staff positions under a project/scheme will be made through interview by a Selection Committee constituted for the purpose as given in the **Annexure 4**. Short-listing of applicants to be called for interview will be made by the PI (and Co-PI, if applicable) and a précis of candidates called for interview will be prepared as given in **Annexure 5**. No TA/DA will be payable to candidates appearing for interview, unless specifically provided for under the project/scheme.
- ii. Proceedings of the Selection Committee meeting will be recorded as per proformas in the **Annexure 6** and **7**.
- iii. Soon after the meeting of the Selection Committee, the PI will issue a provisional appointment letter as given in **Annexure 8** to the selected candidate/s, following which the PI will forward the following documents (**Annexure 9**) to the Office of the Registrar (Dev.).
 - a. Full advertisement placed on BHU website.
 - b. Selection committee proceedings
 - c. Two copies of the appointment letter issued to each of the staff.
 - d. Mark-sheets and other relevant documents of the selected candidates
 - e. Two copies of the joining report (as per **Annexure 10**) of each of the personnel appointed under the project/scheme.
 - f. Two copies of the précis showing the bio-data of the candidates who had applied for the position/s.
- iv. If so required ad-hoc appointments of research personnel may be made by PI for a limited period (not more than 3 months). However, eligibility criteria and also the procedure for joining and subsequent steps to be taken will be the same as for non-ad-hoc research personal.
- v. The Central Registry shall examine the proceedings of the Selection Committee. If any procedural discrepancy is noted, the same will be communicated to the P.I. within a fortnight for rectification. Any liability arising because of such a discrepancy would lie with the PI.

- vi. The tenure of the positions sanctioned in the project will be for the period as stipulated in the approval letter beginning with the actual date of joining, but not before implementation of the project, till termination of the Project. However, the selection committee, based on the request of PI may make appointments for a shorter but definite period, generally not less than six months. This may be extended by the Office of the Registrar (Dev.), based on the recommendation of the PI, beyond six months for the duration of the project. The University will not be responsible for any liability of the project staff beyond the duration of the Project.
- vii. The fellowship shall normally terminate on completion of its tenure or from the date the Fellow resigns and his/her resignation has been accepted by the PI. The Fellowship may be terminated by the funding agency on the recommendation of the P.I. The fellowship may also be terminated if the Faculty/Department/School where it is tenable refuses to continue to provide facilities to the fellow on disciplinary grounds. Same will apply to other staff appointed in the project.
- viii. If a fellow leaves without permission, stipend due at any time shall not be paid to him/her, till all dues are cleared and certified by the PI.

6.2 Selection of Non-teaching Staff

- i. For selection of non-teaching staff skill test and/or written test should be conducted and the selection will be on the basis of merit in the test. There will be no interview for these support staff/technical positions. This fact should be indicated in the advertisement.
- ii. Soon after the meeting of the Selection Committee, the PI will issue a provisional appointment letter as given in **Annexure 8** to the selected candidate/s, following which the PI will forward the following documents (**Annexure 9**) to the Office of the Registrar (Dev.):
 - a) Full advertisement placed on BHU website.
 - b) Copy of the / letter sent to Institutions.
 - c) Selection committee proceedings
 - d) Two copies of the appointment letter issued to each of the staff.
 - e) Mark-sheets and other relevant documents of the selected candidates
 - f) Two copies of the joining report (as per **Annexure 11**) of each of the personnel appointed under the project/scheme.

- g) Two copies of the précis showing the bio-data of the candidates who had applied for the position/s .
- iii. The Office of the Registrar(Dev.) shall examine the proceedings of the Selection Committee. **If any discrepancy is noted, the same will be communicated to the P.I. within a week.** Otherwise, the provisional appointment shall be taken as approved. In any case the appointment of the research staff should not take more than 10 days. Any liability arising because of any discrepancy would lie with the PI.

6.3. Terms and conditions of Appointment

All appointments on projects are contractual and can be made only if the position is explicitly sanctioned by the funding agency. The emoluments payable to any of the appointees will be as per the sanction given by the funding agency. While formulating the budget the PI will take into account the rate of Pay prevailing at that time in the University, including EPF contribution. The appointment may be for 6 months which may be extended subject to satisfactory progress until the expiry of the project. All appointments will be co-terminus with the project. Other Terms & Conditions of appointment should be as per funding agency / University guidelines. In case the positions are not explicitly mentioned, the P.I. will make specific proposal about positions and emoluments, keeping in view the original proposal and sanction of the grant.

6.3 Leave

Research personnel are entitled for leave for a maximum period of 30 days per year in addition to general holidays (but excluding vacations for teaching staff). They would be eligible for Maternity / Paternity Leave as per the norms of the funding agency. If the funding agency has not specified any norm, the leave shall be governed by the rules as applicable to the contractual staff of the University. However, leave to Ph.D. scholars working in a project shall be regulated by the provisions contained in the Ph.D. Ordinance of the University.

6.4 Bonus

Not admissible unless provided specifically by the Funding Agency.

6.5 D.A., C.C.A. & LTC

Not admissible unless specifically provided by the Funding Agency.

6.6. Payment of salary/wages

All payments are to be made through bank only.

6.7 Contribution to EPF

The PI will ensure that EPF contribution made in respect of the daily wagers/ contractual staff engaged in his/her project as per the EPF Act. The daily wagers/ contractual staff should be enrolled for EPF within reasonable time.

6.8 Hiring on daily wages or on contractual basis

Note 1: If there is a need, the PI is allowed to hire on daily wages/contract basis for a period not exceeding 90 days at a time. For contractual hiring for a period longer than 90 days, approval of Office of the Registrar (Dev.) will be required on the prescribed Performa (**Annexure 10**).

Note 2: The PI must ensure that the hiring is as per specific requirements, within the financial limits of the project and is in accordance with the relevant rules/guidelines in operation at the given time.

Note 3: For continuation of the same contractual employee for more than 90 days approval from the Office of the Registrar(Dev.) should be obtained.

Note 4: If so required, (due to constraints of available funds in the project or for other cogent reason) the PI may appoint non research staff, for specific operation, maintenance, special lab work etc. for limited period of time. However, the wages for such a non teaching staff should not be less than Rs. 10,000/- (EPF of 12.6% and 13.6% from project fund and 12% from the wages, will be deducted as per note 3 para 6.7). The procedure for joining and other substituent steps will be the same as in 6.1 to 6.6.

7. Purchase Procedures

- i. On receipt of the 1st installment of the project/scheme grant from the funding agency, the PI will inform the Office of the Registrar (Dev.) and the Finance Officer about the breakup of the received grant under different budget heads, unless already indicated by the funding agency. On receipt of subsequent grants also, the PI shall intimate the breakup. The PI can reallocate the previous year's unspent balance

Project Guidelines - 2018

(as per UC of the previous year) under different heads, as required, provided that the reallocated amounts remain within the total amount sanctioned by the funding agency under the given budget heads.

- ii. All purchases of non-consumable and consumable items and other expenses will be in accordance with the terms and conditions of the funding agency and as per the purchase rules in force at B. H. U. It will be the responsibility of the PI to maintain proper (a) Purchase-Book (b) Stock Book (Consumable and Non-Consumable, as applicable) (c) Job Register and dispatch /Dairy registers as required for each project.
- iii. Each project must have a separate Project Purchase Committee with PI as Chairperson and Co-PIs (if any), Head of the Department/Coordinator of School and one senior teacher working in the area of center/scheme/project as members and one Secretary, to be nominated by the Chairman. Every financial year the PI will constitute the Purchase Committee and inform the Finance Office in the month of April/May along with signatures of the Committee members. Unless any changes are required, no confirmation will be conveyed by the Finance Office. While submitting the Purchase orders the PI will enclose a copy of the letter informing constitution of Purchase Committee conveyed to Finance Office.
- iv. Purchases up-to Rs. 25,000/- will be done by the PI on his own as per provision under the prevailing GFR.
- v. Purchases up-to Rs. 2.5 Lakhs will be done by PI through purchase committee as in **(iii)** above. The purchase of goods costing above Rs.25,000/- and upto Rs. 2,50,000/- be made as per Rule 155 of General Financial Rules – 2017. These orders will not require any registration in the Finance office of the University.⁴
- vi. Purchases up-to Rs. 25 Lakhs will be done through limited tender committee and the order will be cleared and registered by Director (for

⁴ Modified vide notification No. R./Dev./Project Guidelines – 2018/72787 dated December 31, 2018. Chapter 6, Rule 155 of General Financial Rules – 2017 : Purchase of goods costing above Rs.25,000/- (Rs. Twenty five thousand only) and up to Rs.2,50,000/- (Rs. Two lakh fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The Committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of committee will jointly record a certificate as under :

“Certified that we members 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, and it is not debarred by Department of Commerce or Ministry/Department Concerned.”

Institutes) and Dean (for Faculties) keeping in view the provisions of the prevailing GFR. The processing of the orders will be done by Assistant Registrar of the Institute/Faculty. The composition of limited tender committee is given below:

Composition of Purchase Committee for Procurement under Limited Tender Process:

i)	Principal Investigator	Chairperson
ii)	Co-Investigator/s (if any)	Member/s
iii)	Head of the department/Coordinator of Centre/School/Unit	Member
iv)	One senior professor of the department in relevant area	Member
v)	Finance Officer's nominee	Member

- vii. Purchases costing more than Rs. 25 lakhs will be done as per open tender committee keeping in view the provisions under the prevailing GFR. Recommendations of the Open Tender Committee will be cleared and registered by Finance Officer. The composition of the Open Tender Committee is given below:

Composition of Purchase Committee for Procurement under Open Tender Process:

i)	Principal Investigator	Chairperson
ii)	Co-Investigator/s (if any)	Member/s
iii)	Head of the department/Coordinator of Centre/School/Unit	Member
iv)	Nominee of Director of the Institute / Dean of faculty	Member
v)	Vice Chancellor's nominee (member from from the approved panel, but outside the concerned Department/Centre/School/Unit)	Member
vi)	One senior professor of the concerned Department/Centre/School/Unit	Member
vii)	Finance Officer's nominee	Member

- viii. Procurement of items under rate contract (including DGS & D) will be as per prevailing rule of the University and GFR.
- ix. On every major item procured out of Projects funds, the following information should be written on the front side of equipment for easy identification in future:

Name of PI :
Funding Agency:
Project Code:
Cost of Equipment:
Date of Purchase :

8. Inspection of Orders for Registration and Bills for final Payment

- i. The orders which needs registrations will be examined by the relevant authorities (PI, Director/Dean Office, FO Office) as per the check list provided (**Annexure 12A & 12B**). If the order is found deficient in regard to any of the items covered by the check list, **Annexure 12A, & 12B**, the relevant officer will return the order for compliance. No objection shall be made beyond the points covered by the check list. Further, clarifications about any relevant point which is not covered under the check list provided as **Annexure 12A &12B** can be enquired from PI through phone or email to expedite the process. The reply provided by the PI will be recorded by the relevant office and the matter expedited and cleared within 7 days.
- ii. All bills for payment (including advance bill for opening LC and other advance bills e.g. for clearing the items, from customs etc.) relating to various purchase orders as in section 7 above will be submitted by the PI to the finance office. If the finance has some objections, the same may be communicated to the PI or relevant authority within 3 days of receipt of the bill and clarifications will be submitted within another 3 days. The bills shall, generally, be passed for payment within a maximum period of 7 days.
- iii. It is expected that ordinarily, the orders and bills shall be cleared and expedited for payment within (including advance bill for opening LC and other advance bills e.g. for clearing the items from customs etc.) a maximum period of 2 weeks.
- iv. If any issue in registration / payment of bill remains un-solved beyond the stipulated dates, the matter will be reported to Deputy/Jt. Registrar (Dev.) who either on his own or after consultation with the Registrar, will resolve the matter within 3 days.

9. Utilization of Overhead Charges

- i. The annual or total overhead grant approved and released by the funding agency shall be shared on 50:50 basis between the University and the PI. If a PI has more than one sponsored project that provide Overhead charges, the share of the PI in all such projects would be pooled. The PI's share will be utilized by the PI for any item relevant to the project/s, including travel of PI, Co-PI and project staff . The PI will state justification of the items which he/she is planning to procure/spend under the Overhead on the relevant order/bill. Prior approval of the Office of the Registrar (Dev.) or any other office will not be required.

Note : The 50% PI Share of the Project Overhead will be effective for the funds received on or after 1st November, 2018. Accumulation of earlier 40% share of the Project Overhead will be for the funning projects only.

- ii. The DR/JR (Dev.) will provide information about the amount of fund available under the PI's share to all concerned sections. The expenditure bill (together with copy of the order, if any) will be submitted by PI to Finance for payment. These bills shall be processed for payment as under **8** above.
- iii. The PI's share of the unspent Overhead grant will continue to be available to the PI as long as/he she remains formally associated with the University.
- iv. For this purpose, "PIs Share" sub-head will be created in Major Head - "Special Fund" Minor Head - "Project Over head" for each PI and the PIs share of various projects of the PI will be credited to this account. Account No. will be the Employee ID of the PI.
 1. Major Head - Special Fund
 2. Minor Head - Project Over head
 3. Sub Head - PI Share - 00000 - Dr.....
- v. The charges for audit of the project for obtaining the AUC for the projects are to be met from PIs share of the Over Head Grant, or contingency grant in case a separate Overhead grant is not provided for in the project/scheme and bill for AUC charges will be submitted by the PI from his share of overhead grant/contingency grant account.
- vi. The PI's share can be used to meet travel expenses for attending a Conference / Workshop/ Meeting etc. as provided in section 12 item

(iii). The following provisions will be applicable for attending International Conference / Workshop / Meeting etc.

1. Actual economy class airfare.
 2. Registration charges (as per actual).
 3. Hotel charges at actuals but subject to a maximum of US\$ 250 per night.
 4. Per Diem for the specific country as prescribed by GOI circular 2001 /1992/1930 of 18th October 2017 (available on the internet).
- vii. Out of 50% of University share, a certain amount will be utilized for strengthening project unit (both in Development and Finance sections) with contractual engagement, if required, and providing incentives to the staff of Project Unit/Misc. Unit of RO (Dev) and Project Unit of RO (Finance) and the rest of the money may be utilized for creation of infrastructural facilities in the university with the approval of the Vice-Chancellor.

10. Submission of Annual Statement of Expenditure/Utilization certificate, closure of Project Account and issue of "No Dues: certificate to the PI

- i. The PI and Co-Investigator/s (if any) will be responsible for timely submission of Progress reports as required by the funding agency. At the end of each financial year or whenever required by funding agency, the Statement of Expenditure (SoE) and the Utilization Certificate (UC) will be prepared by the PI. The central Registry will ensure quick reconciliation of the SoE and UC and will expeditiously forward these to the concerned funding agencies so that the next year's funds are released in time.
- ii. The Principal Investigator should settle the accounts within three months on completion of the Project. The Annual Utilization Certificate from Chartered Accountant will be obtained by the Office of the Registrar (Dev.) within one month after the financial year is over and within 3 months from the date of completion of the project / receipt of the last installment of the project whichever is later.
- iii. Within three months of completion of the project, a list of all non-consumable items (Equipment, Books, Journals and any other Capital item) procured out of Project Funds shall be given to the Head of the Department in prescribed proforma, so that the same can be taken

into the stock of the Deptt./Centre/School. These items shall remain with the P.I/Co-PI till he/she continues to be formally associated with the Department/Centre/School. A copy of the same should be provided to the Development Section after issuing "No Dues" certificate by Head of the Department in respect of the project concerned.

- iv. Soon after the final account is settled, the PI should submit an application to the Office of the Registrar (Dev.) for the issue of "No Dues" certificate as per the proforma and enclosing therewith the Audit and Utilization Certificate, Statement of Expenditure and Final Technical Report. The "No Dues" or "Dues" certificate will be issued to the Principal Investigator of project/scheme within 6 months from the date final accounts were settled.
- v. The "No-dues" certificate to PI/Coordinator can also be issued if the equipments and non-consumable items procured under the project by PI are handed over to Co-PI or any other relevant faculty member and so recorded. The No-dues certificate in this case will be issued based on above said transfer certificate signed by both PI and by Co-PI or relevant faculty members to whom charge is given and countersigned by the Head/Coordinator of the Department/School/Centre/Unit.
- vi. In regard to issuance of "No-dues", at the time of superannuation of the faculty, the equipments and accessories and other relevant items that were procured under the project and older than 5 years or more should be taken as written off if the PI is not able to return those items.. For such non-consumable item/s that was/were procured in the last 5 years, the value would be determined keeping in view the original cost, depreciation usage and working condition. In either case, the PI will submit an explanation for the non-availability of the non-consumable items.

11. Responsibility of adhering to the rules and regulations stated herein lies with the Principal Investigator and the persons concerned in the Central Registry.

- i. An Important responsibility of all concerned is to follow the provisions and to maintain the various time lines as provided for in these guidelines so that the official processes are completed efficiently. For a smooth running the project, the JR/DR/AR of the Development and Finance sections should define timeline (duration) up-to which the subordinate staff like SO / Dealing Assistant must complete the

assigned work. It will then be the responsibility of the concerned subordinate officer e.g. SO to ensure completion of the assigned work within the stipulated time.

12. Other Guidelines for facilitations of processes under the project

- i. Full amount of Bills in respect of mobile / landline telephones of the PI/Co-PI can be paid out of Contingency / Overhead Grant of the Project, subject to availability of fund.
- ii. Re-appropriation of Funds from one approved item to another will be permitted in the light of specific guidelines of the Funding Agency. PI may also re-appropriate funds (if funding agency does not prohibit this) up-to an extent of 20% from one head to the other, except the non-consumable grant available under the project,.
- iii. Claim for TA/DA for project related travel by the PI/Co-Investigator/ other project staff will be made as per the entitlement under Government of India rules OR as provided specially by the Funding Agency. TA/DA bill of Co-I, research and non-research staff in connection with travel required for project work will be approved and forwarded by the PI. The TA/DA bill of PI will be sent through the concerned Head/Coordinator of the Department/School/ Centre/Unit to the Finance Office for payment. For project staff, the PI will forward the bill to Finance Office directly. In case the PI/Co-PI or research staff /Project Staff appointed in the project has to travel, for cogent reasons, by air but is not entitled for the same as per Government of India rule, a prior approval of the Director/ Dean may be obtained.
- iv. All travel by Air, for Govt. funded projects, should be through Air India only in terms of the Office Memorandum No. 19024/1/2009-E.IV dated 7th June, 2016 issued by the Department of Expenditure, Ministry of Finance, Govt. of India and notified vide notification No. R/GAD/Misc./45/56035 dated 06/07.03.2017 by the Asstt. Registrar (GAD), BHU.
- v. For any matters relating to administrative or financial aspect for running of the project, which is not covered by these Project Guidelines 2018, the PI will approach the JR/DR/AR (Dev.) and submit a proper applications who in consultation with Registrar/ Finance Officer will resolve the issue.

Project Guidelines - 2018

- vi. If funds are received through Public Finance Management System (PFMS) then all the payments should be processed through PFMS only.

13. Force Majeure: Notwithstanding anything or any process contained in this guideline, the Vice Chancellor can change/modify any part of guideline or get new section in this guideline introduced or pass any other order which he/she deems fit for smooth running of the projects.

-:oOo:-

Undertaking by the PI/Coordinator

We undertake and certify that

1. This is an original research proposal which has not been simultaneously submitted to any other agency
2. Proposal is prepared as per the format prescribed by the funding agency.
3. Clearances from the relevant Committees (Ethical Committee/ Bio-safety Committee/ Animal Ethical Committee) have been obtained and attached with the proposal/ will be obtained before the project gets started and the relevant certificates will be submitted to the authorities in the University and the funding agency
4. General Infrastructure and related facilities are available in my laboratory in the department/centre.
5. The implementation of the project proposal would not involve additional space or other special requirement.

OR

Implementation of the project proposal requires additional space or other special requirements as specified here, and these have already been discussed with competent authorities and the required approval/s has/have already been obtained

6. I / We will abide for all the rules and regulations of the university and the funding agency for implementing the project.
7. Institutional/Overhead Charges have been included in the proposal.

Name/s and Signature/s of PI and Co-PI, if any

Forwarding by

Head of the Department

Dean of the Faculty



Department of
Institute/Faculty of

(Model) Advertisement

Applications are invited for the post of _____
with a Salary/Stipend/Fellowship/Fixed amount of Rs. _____
in a _____ (Name of the Funding Agency) Sponsored Project entitled
(Title of the Project) “ _____ ”
sanctioned up to (Duration/Tenure) _____. The post is
temporary and co-terminus with the project. The candidates should be (Essential
qualifications)

_____. The upper Age
Limit is ___Years (relaxable for 5 years for SC/ST/Physically Handicapped/Female
candidates; (in case of non-research positions, upper age limit may also be relaxed
for a duration of earlier work in a project/scheme in B.H.U. subject to the
University rules prevalent at that time). All things being equal, SC/ST candidates
will be preferred as per GOI rules.

Desirable qualifications, if any _____ .

Application on Plain paper giving Name, permanent and correspondence address,
names of father and mother, telephone no. and e-mail address (if available), details
of educational career (starting from High School or equivalent) along with attested
copies of all mark-sheets & certificates and details of any research or other
experience etc., if any, should reach within 21 days of the advertisement,
_____, to the P.I., Department of _____, Institute/Faculty
_____, Banaras Hindu University, Varanasi- 221 005.

No TA/DA will be paid if called for interview.

Signature of PI

Stamp

Contact Details (Phone/fax/e-mail)

**ESSENTIAL QUALIFICATIONS FOR STAFF POSITIONS UNDER
PROJECTS/SCHEMES**

(Designations should be as per sanction of the Funding Agency Norms)

**Research Positions (EMOLUMENTS AS PROVIDED BY THE FUNDING
AGENCY)**

Research Associate :

- Age : Upper age limit- 45 years: (5 years' relaxation for Female/SC/ST/Physically Handicapped Candidate)
- Qualification : Qualification: Experience Doctorate or equivalent degree or three years of Research in related fields
- Experience : or as per specific requirement of the funding agency concerned.

SRF :

- Age : Upper Age limit – 32 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate)
- Qualification : NET/GATE or equivalent as per specifications of the funding Agency concerned or Post-Graduation, with 55% marks.
- Experience : With at least two years research experience in related field

JRF :

- Age : Upper age limit – 28 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate)
- Qualification : NET/GATE or equivalent as per specifications of the funding agency concerned or Post-Graduation, with 55% marks.
- Experience : As specified for the project.

Research/Project Assistance/Fellow :

- Age : Upper age limit – 28 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate) (3 years for OBC candidate)
- Qualification : Post Graduation, with 55% marks
- Experience : As specified for the project.

NON-RESEARCH POSITIONS (Emoluments as provided by the funding agency)

Office/Project Assistant/Lab Assistant

Office/Project Assistant/Lab Assistant :

- Age : Upper age limit- 35 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate). (3 years for OBC candidate)
- Qualification : Graduate, diploma/degree in the specified area as per requirement of the Project and other requirement may be also relaxed for earlier work on Project etc. in BHU.
- Experience : As specified for the project.

Junior Office/Junior Project/Field/Laboratory Assistant or Attendant :

- Age : Upper age limit – 30 years: (5 years' relaxation for female/ SC/ST/, 3 years for OBC Physically Handicapped Candidate). Upper age may be relaxed for earlier work on Project etc. in BHU.
- Qualification : Graduate or Intermediate with 2-3 years' laboratory/field work experience or as per specified requirement of the funding agency concerned.
- Experience : As specified for the project.

CONSTITUTION OF SELECTION COMMITTEE

a) Composition in respect of Research positions

i)	Principal Investigator	Chairman
ii)	Head of the Department or Coordinator of Centre/School	Member
iii)	Co-Principal investigator/s, if any	Member
iv)	Expert Member nominated by the Principal Investigator	Member
v)	Expert Member nominated by the Funding Agency, if any	Member

Provided that in order to ensure that the number of members in the Committee is not reduced in the event of one person holding 2-3 slots (except the PI, who is required to Chair the Committee), the Vice-Chancellor may nominate additional members (Professor/Reader) in the following manner:

1. When Dean/H.O.D./Coordinator of the Center and P.I. is the same, the next senior most teacher in the Department will be a member.
2. If the senior most is the H.O.D., then next senior most teacher will be a member.

b) Composition in respect of Non Research/Contractual positions

The composition of selection committee for non-research/contractual positions shall be as under:

i.	Principal Investigator	Chairman
ii.	Co-Principal investigator/s, if any	Member
iii.	Head of the Department or Coordinator of Centre/School	Member
iv.	Dean's nominee (from the panel provided by Dean)	Member
v.	SC/ST nominee	

NOTE:- (i) The appointments on research positions will be based on tests/interviews.

(ii) For non research position selection will made based on skill test and examinations.

(ii) The Selection Committee may, if necessary, recommend a panel of not more than two candidates per position. The panel will be valid for a maximum period of one year.

Note : If the Funding Agency has laid down specific guidelines with regard to the composition of Selection Committee the same should be invariably followed.

Proforma for Précis

Summary of candidates called for interview for the post of _____ under Project/Scheme P-____,

Department of _____, Institute/Faculty _____,

BHU vide Advertisement No. _____ dated _____ in _____.

1. Number of Applications received: _____

2. Minimum Qualification prescribed for calling for interview: _____

Number of Candidates called for Interview:

S.No.	Name & Address	Whether SC/ST/PH	Sex	Date of Birth	% marks, year of passing and name of Board/university				Research Experience	Remarks
					High School	+2	U.G.	P.G.		

Project Guidelines - 2018

ANNEXURE 6

PROFORMA FOR PREPARATION OF MERIT INDEX OF CANDIDATES BY MEMBERS OF THE SELECTION COMMITTEE

S. NO.	<i>Name of the candidate</i>	Assessment of experts in respect of candidate	Marks obtained	<i>Remarks</i>

SIGNATURE OF MEMBERS:

- (1)
- (2)
- (3)
- (4)
- (5)

Project Guidelines - 2018

ANNEXURE 7

PROCEEDINGS OF THE SELECTION COMMITTEE

Minutes of the meeting of the Selection Committee held at _____ am/pm on _____
in the chamber of _____, Institute / Faculty _____, BHU _____ to
select _____ (Post) _____ for the Research Project entitled “
_____” (Project Code No.) P-

The following Members were Present (list as required):-

Prof. /Dr.	PI	:	Chairman
Prof. /Dr.	Dean's nominee*	:	Member
Prof. /Dr.	HOD	:	Member
Prof. /Dr.	Co-PI	:	Member
Prof. /Dr.	Expert***	:	Member
Prof. /Dr.	SC/ST nominee**	:	Member

(Notes:

- Expert Member nominated by the PI in case of Research Positions only.
- * Dean's nominee only for non research personnel.
- ** Only for non research personnel.

For the post of _____, _____ candidates were called for the interview, out of which _____ turned up. The members of the Selection Committee thoroughly examined the candidates and after due consideration resolve to recommended that:

Dr./Shri/Ms./Km./ _____ is recommended for temporary appointment as _____. The appointment is co-terminus with the Project.

Signature of the members:

Project Guidelines - 2018

ANNEXURE – 8



..... विभाग
..... संस्थान / संकाय
DEPARTMENT OF
INSTITUTE / FACULTY OF
TEL. NO.
E-MAIL

PROFORMA FOR PROVISIONAL APPOINTMENT LETTER FOR RESEARCH/CONTRACTUAL POSITIONS

Ref. No./

To:

.....

.....

Subject: **Engagement of _____ under the sponsored Project**
“ _____ ”

Reference: Your application dated _____

Dear Sir/Madam,

On the recommendation of the Selection Committee which met on _____, you are **provisionally** engaged on a Job Contract basis, as _____ on a _____ emoluments of **Rs.** _____ (Rupees _____ only) per mensem, on the following terms and conditions: -

1. The engagement is for the above externally funded Project only, and is not transferable to any other Project.
2. The Contract is for the duration of the said project and co-terminus with it, or for a period not exceeding _____ months/years, whichever is earlier. However, the initial engagement will be for a period of six months, extendable from time to time depending upon your performance.
3. It is not an appointment in BHU, temporary or otherwise. It is purely a job contract for the period as stipulated in clause 2 above. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation/regularization/absorption in BHU against any post/position.
4. The Contract may be terminated at any time without assigning any reason therefore.
5. No traveling allowances will be paid to you either for undertaking the contract, or on termination of the same.
6. Your engagement on contract will be subject to the production of the following documents at your expense at the time of your reporting for duty:

Project Guidelines - 2018

- i. Medical certificate of health and physical fitness for the contract issued by the Medical Superintendent, S.S. Hospital, BHU; and
 - ii. Documentary evidence in support of your date of birth, qualification and caste.
7. In case it is detected at any stage that you have committed any fraud or forgery in seeking this contract, your contract shall be immediately dispensed with, without any notice.
 8. Your contract shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the research work
 9. You are required to give an undertaking to the effect that the above-mentioned conditions are acceptable to you and you shall abide by them. Any violation shall attract termination of contract without any notice.
 10. In the event of any dispute arising out of this contract, the decision of the Vice-Chancellor, BHU shall be final and binding on you.

If you are willing to accept the above offer of contract on the terms and conditions stipulated, you may please commence the work immediately and in any case, within a fortnight from the date of receipt of this letter failing which the offer will automatically stand cancelled.

This provisional engagement is subject to approval by the competent authority.

Yours faithfully,

(Principal Investigator/Coordinator)

Ref. No.

DATED:

Copy to the following for information and necessary action

1. The Head of the Department (_____)
2. The Director/Dean (_____)
3. The Registrar, BHU
4. The Finance Officer, BHU
5. The Deputy Registrar (Development), BHU

(Principal Investigator/Coordinator)

Project Guidelines - 2018

ANNEXURE – 9

BANARAS HINDU UNIVERSITY

DETAILS REGARDING APPOINTMENT UNDER THE PROJECT

1. Name of Principal Investigator :
- 2 Name of the Funding Agency :
- Reference No. & Date of Sanction :
3. Duration of the Project :
4. Sanctioned Posts :
5. Advertisement (name of the Newspaper): **Enclosure No.**
6. Required Qualification (As per Advertisement):
7. Précis of the candidates called for interview: **Enclosure No.**
8. (i) Qualification of the selected candidate :
- (ii) Experience :
9. Recommendation of the Selection Committee: **Enclosure No.**

PRINCIPAL INVESTIGATOR/CO-ORDINATOR

.....

COMMENTS OF THE OFFICE (DEVELOPMENT SECTION)

Checked the above information.

DEALING ASSISTANT

On the basis of the information provided above and scrutiny of the papers the recommendation of the Selection committee has been found in order/not found in order due to the following reasons:

The provisional appointment is confirmed/cancelled.

SECTION OFFICER

A.R. (DEV.)

J.R. (DEV.)

Project Guidelines - 2018

Annexure – 10

PROFORMA FOR ENGAGEMENT ON CONTRACTUAL/DAILY WAGE BASIS

(To be filled in by the concerned Principal Investigator)

1.	Name of the Principal Investigator	
2.	Department	
3.	Project Code	
4.	Name of the Person to be engaged on contract basis	
5.	Date of Birth	
6.	Qualification	
7.	a) Permanent Address	
	b) Address for communication	
8.	Position against which engagement is sought	
9.	Budget Head	
10.	Date of Engagement / Contract	
11.	Substantive position available in the Project / Unit in the cadre :	
	a) Sanctioned strength	
	b) Filled in	
	c) Engaged against vacant position	
	d) Vacant	
12.	Required period of contract	From to
13.	Period of last engagement/ contract, if any	
14.	Performance during period of previous engagement	
15.	Justification for engagement on contract basis	
16.	Specific recommendation of the P.I.	

Signature of the P.I.

Forwarding of Head/ Dean/ Director

Project Guidelines - 2018

ANNEXURE – 11

JOINING LETTER

Dated:

From:

To

The Principal Investigator/Coordinator
Title of the Project /Scheme _____
Department of _____
Institute / Faculty of _____
Banaras Hindu University
Varanasi – 221 005

Subject: Joining report for the post of _____ under the project P-

Respected Sir,

Thank you very much for your letter No. _____ dated _____ regarding appointment as _____ under the Project entitled " _____ "(P- _____).

I accept all the terms and conditions mentioned in the appointment letter and hereby report on duty w.e.f. _____ (F.N./A.N.) and request you to do the needful as per University rules.

Thanking you,

Yours faithfully,

Project Guidelines - 2018

ANNEXURE 12 (A)

Check-list (A)

(Please ensure to carefully check the following before submission of the
Bill to the Finance office)

S.N.	Particular	Yes
FOR PROCUREMENT OF GOODS AND SERVICES		
1	Purchase Book and Stock Book entry (as the case may be), GFR certificate, signature of store keeper / project personnel with date, signature of the DDO with seal and date have been provided on the supplier's bill [(GFR-2017 Rule 208 (ii)]	
2	The supplier's bill in GST invoice/ bill of supply (as the case may be) attached	
3	Purchase order with details of items required, rate, quantity and total amount along with proper terms and conditions.	
4	The supplier's bill is in accordance with the purchase order	
5	The AR-37 is properly stamped and signed with date by the DDO. It includes dispatch number, date, Major and Minor Budget Head details, Proper name of the recipient and the other columns on top-right of the form are filled in properly.	
6	In case of Advance Bill; column No. 9 of the advance form is filled in properly with EID number of the responsible person in addition to other columns viz. details of advance / adjustment / purpose etc. A statement of expected expenditures is also enclosed. The advance is properly entered in advance register and the details of the same have been mentioned on the AR-37 form with seal and signature of the DDO, together with date.	
7.	In case of GeM procurement, GeM generated comparative statement, copy of the Contract, Copy of the GST Invoice, CRAC (Consignee Receipt and Acceptance Certificate) are enclosed. Signature of DPC/HOD/DDO (as the case may be) on each of above document have been obtained with stamp and date (GFR-2017 Rule 149 (vii)]	
8.	In case of LTC Procurement / E-procurement, e-publishing has been done and the signatures of LTC/OTC/HOD/DDO (as the case may be) have been obtained on each document with seal and signature, with date, of DDO.	
9.	In case of proprietary procurement, the specific proprietary certificate from the manufacturer alongwith Annexure-7 of the purchase procedure duly stamped and signed, with date, by the DDO with the approval of DPC/LTC/OTC (as the case may be) is enclosed [GFR -2017 (Rules 166)]	
10	In case of Equipment; the installation certificate is enclosed	
11.	In case of foreign procurement : Form A-1, A-2, 15 CA & CB (wherever required) and undertaking are duly filled-in and enclosed	
12	Any cutting and overwriting should be strictly avoided; further, if any cutting/over-writing has occurred, due to unavoidable circumstances, it must be countersigned by the DDO	
13	Copy of sanction letter, if relevant, is enclosed	

Project Guidelines - 2018

ANNEXURE - 12(B)

Check-list (B)

(Please ensure to check the following properly before submission of the Purchase Order in
Trade Bill Section of R.O. - Finance)

S.N.	Particular	Yes
FOR REGISTRATION OF VARIOUS PURCHASE ORDERS FOR PROCUREMENT OF GOODS AND SERVICES		
1	In case of Limited Tender : Tender has been invited from more than three or more prospective vendors of repute and all are GST registered. GFR-2017 (Rule 162(i)]	
2	The Tender documents are dispatched properly as per directive of GFR-2017 [GFR-2017 (Rule 162(i)]	
3	Envelopes and all the bid documents are stamped & signed with date by DDO	
4	The comparative statement is properly prepared with respect to the details of specification of items, terms and conditions of the bidders, specific recommendation of the DPC/LTC/OTC (as the case may be) along with their signature and date [GFR-2017 (Rule 203)]	
5	Purchase order is prepared (in triplicate) properly with specifications of the utems being ordered, Terms and Conditions, quantity, rate and total amount. If any cutting has occurred, it has been countersigned and sealed by DDO	
6	Signatures of the DPC/LTC/OTC (as the case may be) have been obtained on first and second pages of the Purchase Order as required together with the name of the members.	
7	It includes dispatch number, date, Major and Minor Budget Head details, Proper name of the recipient and the other columns on top-right of the form are filled in properly.	
8	Requisite undertakings are enclosed	
9	Under two stage of bidding through either e-tendering or Limited Tender Enquiry : A copy of Technical Evaluation Report (Annexure 6 of the Purchase Procedure) duly signed by the Technical Evaluation Committee as per purchase procedure is enclosed [GFR-2017 (Rule 163)]	
10	Copy of sanction letter is enclosed	
11	In case of proprietary procurement, the specific proprietary certificate from the manufacturer along with Annexure-7 of the purchase procedure duly stamped and signed, with date, by the DDO with the approval of DPC/LTC/OTC (as the case may be) is enclosed [GFR -2017 (Rules 166)].	
12	Tender Opening Format (Annexure 5 of the purchase procedure) is enclosed	