



SOP for functioning of R&C Division

Reference: -

- ❖ Standard Operating Procedure (SOP) for Research & Consultancy duly approved in 37th BOG.
- ❖ Manual on "Policy for procurement of goods" issued by the Ministry of Finance and other instructions issued from time to time.

1. It has been observed by the Competent Authority that Project Investigators are facing difficulty & hardships and various requirements pertaining to their Projects are getting delayed like purchases, processing of bills, data maintenance, submission of utilisation certificates etc.

2. The Competent Authority has also noted that the SOP for R & C – 2019 approved in the 37th meeting of the BOG is not being followed and implemented.

3. To streamline the functioning of the R & C Division, an SOP is released stipulating the broad guidelines to be followed for smooth functioning of the R & C division.

4. Roles and responsibilities:-

Sl. No.	Authority	Function / Role
1	Dean (R&C)	<ul style="list-style-type: none">➤ Powers and work as stipulated in the NIT Statutes and R&C Manual/ as bestowed upon by the Hon'ble BOG/ Director.➤ Shall act as the Administrative Head of the R&C Division➤ Signatory of the R & C Bank Account/ UC/ SOEs
2	Associate Dean (R&C)	<ul style="list-style-type: none">➤ To act upon the instructions/ directions of the Dean (R&C)/ Director.➤ To coordinate with Pls.➤ To deal with MoE and other funding agencies queries and communication.➤ to act as Co-Signatory on the cheques of R&C Bank Account/ UC/ SOEs.



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कुलसचिव का कार्यालय

OFFICE OF THE REGISTRAR

Sl. No.	Authority	Function / Role
3	Dealing Assistant	➤ To process bills, files and proposals pertaining to R&C Division/ maintenance of data project-wise/ compliance to Manual of Office procedure/ GFR/ GOI orders/ Institute Rules to ensure that day to day working of R&C Division runs smoothly.
4	Accountant	➤ To maintain the accounts i.e. Ledger/ Payment Record/ fund booking /cheque preparation/ checking of bills/ bank reconciliation/ maintenance of office records etc./ entry in tally/ preparation of UC & SOEs/ compliance to Manual of Office procedure/ GFR/ GOI orders/ Institute Rules and any other work assigned by Dean (R&C).
5	Data Entry Operator	➤ To maintain FTS, file movement diary, typing work/ Data Entry work.

5. File movement:-

- All files/ proposals/ bills etc. with respect to R&C Division/ Projects/ Consultancy and Testing and any other matters where the payment is made through R&C Account should be sent directly by the concerned department /Section/ Unit to the Dean (R&C).
- The files/ proposals/ bills etc. shall be processed in the R&C division by the concerned Dealing Assistant/ Accountant.
- After processing in the R&C Division, the file will be sent to the Internal Audit Cell.
- After comments of the Internal Auditor the file shall be returned to the Dean (R&C) through Registrar. Dean(R&C) shall grant approval as per the mechanism mentioned below:-
 - For cases worth ₹1 Lakh or below- approval by Dean (R&C).
 - For cases above ₹1 Lakh- the file to be sent to the Director for approval.
- After approval from the concerned Authority, the payment shall be processed by the Accountant and Cheque signed by Dean & Associate Dean as per R&C Manual.



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6. Procedure for procurement by Principal Investigator (PI):-

It has been experienced that the Principal Investigator (PI) are facing difficulties in procurement of items related to their project. To overcome the same the revised procedure for procurement of items related to project will be as under: -

- All Principal Investigators (PI) will be given access for purchase through GeM.
- Concerned Principal Investigator (PI) will look for the items as per specification available on GeM. Once the items are identified the indent for the same along with fund booking form will be forwarded to Dean(R&C) through HOD.
- In the office of Dean(R&C) the same will be checked, fund booked and other requirements checked.
- The remarks of the Internal Auditor will be obtained.
- After IA's remark the same will be approved as given in para 5 above.
- After the approval the indent/file will be sent to Officer-in-charge/ PI (S&P)/AR (S&P) for issue of Purchase Order.
- In case any observation is pointed out by Officer-in-charge /PI(S&P)/ AR (S&P), the concerned PI will be contacted and observation will be rectified before issue of the Purchase Order.
- After the issue of Purchase Order, the complete procurement will be monitored by the Office of Dean(R&C). PI(S&P)/ AR(S&P) will provide necessary assistance, if required.

6. Others:-

- The Dean (R & C) shall be the custodian of the R & C Account.
- It shall be the responsibility of Dean (R&C) to ensure that the SOP of Dean R&C -2019/ MoE & GOI Guidelines/ GFR etc. is followed strictly.
- The PFMS as and when implemented compulsorily by the MoE shall replace the Cheque payment methods. However, Dealing Assistant, Accountant should get trained for the PFMS when organised centrally.


Col (Dr) N.K.Rai (Retd)
Registrar

Copy to:

1. Office of Director for kind information.
2. All Deans/HODs/HOSs/HOCs/Officers/Chief Warden/All Faculty

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