



Office Order

Subject: Redefining R&D internal processes - regarding

The Competent Authority has approved redefining of some of the R&D internal processes as under:

1. Processing Payments

- Sanctioning authority / payment releasing authority will pass the bill on respective bill form.
- Concerned official (Regular/Project Staff) will prepare ERP voucher and Tally voucher and it shall be checked by CA / Junior Superintendent. Maker and Checker concept will be enforced.
- The Office of R&D may make requisite changes in forms, processing system like ERP, Tally etc.

2. HRA claim

The payment of HRA will be made on submission of HRA claim Form with declaration as per the norms of the funding agency / R&D.

3. Report of Selection Committee for Project appointments

In order to maintain confidentiality and sanctity, the Selection committee report will not be routed through multiple officials. It should be routed as under:

- PI will submit Report of Selection Committee to HELPDESK-RND in eOffice
- HELPDESK-RND will forward it to R&D Establishment
- R&D Establishment will check and put up to appointing authority
- The Appointing authority will send to R&D establishment
- Offer letter will be issued as per approval and norms of funding agency / R&D

4. Office of R&D Budget:

The budget in respect of Office of R&D will be submitted for approval of the competent authority through Planning & Budget Committee from the Financial Year 2023-24.


Dean (R&D)

Distribution:

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