University of Kashmir, Srinagar.  
Office of the Dean Research

Circular

It is circulated for the information of all Principal Investigators, Project Directors, Coordinators and Research Fellows of Research Projects/Schemes to adhere to the following guidelines before making any purchases related to projects/schemes:

1. To discuss the requirements of the concerned project in the Technical Purchase committee whether it is purchase of equipment, consumable or contingency items against the proper budget head for a whole year against which the funding agency has released the funds.
2. Every request for making any purchase should be routed through duly approved Technical purchase committee;
3. Not to bifurcate the purchases which is not permissible;
4. The purchases be made after following all financial norms and e-tendering wherever required;
5. Any item approved to any firm or agency by the University be acquired from the concerned approved dealer or agency. Refusal to provide approved item/equipment or any other deviation by the approved dealer on this account shall be liable to freezing of payment and disqualification of said approved dealer by the University;
6. No cash payment be made as it is also against the financial norms;
7. Stock entry of the Equipments purchased be also recorded in the departmental stock register
8. Purchases made without seeking prior permission from the competent authority will out rightly be rejected;
9. Only the University approved transporter shall be engaged for any project related work.

By order,

Assistant Registrar
Research Projects

No:F(cidr-pur-equipment)DR/KU
Dated: 15-09-2020

Copy for information to:
✓ Deans of all the Schools on the campus
✓ Heads/Directors of all the Departments
✓ Director Finance
✓ Special Secretary to HVC for kind information of HVC
✓ Principal Investigators/Coordinators of all Research Projects/Schemes
✓ P.A to Registrar for information of the Registrar
✓ P.A to Dean Research for information of Dean Research
✓ All Dealing Assistants of Research Project Section
✓ Master File; and
✓ File