



University of Kashmir, Srinagar

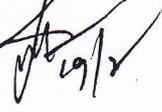
OFFICE OF THE DEAN RESEARCH

CIRCULAR

It is notified for the information of all concerned that on the recommendation of the constituted committee the competent authority has approved that all the Principal Investigators of the research projects shall adhere to the following procedures/instructions while conducting the field work/survey at different parts of valley and outside valley and submit claims accordingly for the purpose.

1. That the Principal Investigator shall seek the authorization of the likely expenditure item wise, with detailed breakup, to be incurred on the field work from the competent University authorities before proceeding for the fieldwork. The rates for each item of the field expenditure should be got authorized by the competent authority before proceeding for the field work.
2. That the Principal Investigator has to choose a group leader among the depute project fellows in whose favour he/she should issue a cheque for making initial expenses of the work and keep photostat of that which should be latter provided duly attested with the claim for adjustment/payments. Other than group leader Principal Investigator can make payment through cheque wherever necessary to the supporting agency and latter attach a copy of the same with the claims. It will be mandatory that expenditure claims should be supported by the copies of cheques. In case Principal Investigator is accompanying with the project fellows he/she should also make the payments in cheques in favour of team leader of project fellows and supporting agencies for isolated cases as well.
3. That the claims of the Principal Investigator pending with the accounts section for the reasons of cash payments made by the Principal Investigator or the fieldwork already completed up-to date, under proper authorization of the competent authority, shall be processed by Deputy Registrar (Accounts) for adjustment/payment to the Principal Investigator as one time concession.
4. That the Dean of the concerned faculty shall continue to be the competent authority for the grant of deputation in favour of the JRF for travel out of the state. However, Principal Investigator shall be competent to authorize the deputation of the JRF's and other project staff for field work within the valley. However, the Principal Investigator shall inform the concerned Head of the Department and Dean of the faculty about the movement of the JRF's in the field.
5. That Research fellows are not bound to issue cheques while utilizing their contingency grants.
6. That the Principal Investigator shall strictly follow the specific guidelines of the funding agencies in terms of the fieldwork grant utilization under the sponsored research projects, as per GFR 2005.

No: F(Instructions) / Field work / RES/KU/15
Dated: February 19th, 2015


Assistant Registrar
(Research)

19/2

Copy to:

1. Deans of all Faculties.
2. Heads/PI/Co-PI/Co-ordinators of the projects of all Teaching Departments/Directors of Research Centers/Institutes.
3. Special Secretary to Vice-Chancellor for information of the Hon'ble Vice-Chancellor.
4. Deputy Registrar (Accounts).
5. P.S to Registrar for information of the Registrar.