

Office of the Dean Research, University of Kashmir, Srinagar

Circular

It is notified for the information of all concerned Principal Investigators / Project Directors / Coordinators / Research Fellows -

1. To enclose toll receipts with their transport claims while going for inter-state/inter province/inter-UT for field survey/sample collection etc. to enable the office to process the claims smoothly. Such claims which are without toll receipts, wherever required, shall not be entertained.
2. The WDC claim of purchases upto Rs.25,000 shall be got signed by the TC/PC/DPC and the claim beyond Rs.25,000/- shall only be accepted after it is signed by the TC/PC.
3. The purchase proposal of equipment/consumables etc. shall be got approved by the TC/PC before forwarding the same to the Dean Research Office for approval.
4. The budget breakup/allocation proposals shall be submitted for authorization as per the sanction of the Funding Agency compulsorily earmarking "Overhead" budget head component as per the original sanction of the project.
4. The Principal Investigator/Coordinator/Research fellow shall make sure to expend 75% of the project budget by 31st December, 2021 to avoid the rush and the consequent delays towards the end of the financial year.

By order,

Assistant Registrar
Research Projects

No:F(cir-toll- receipt-TC/PC)DR/KU/21

Dated: 5-8-2021

Copy to:-

1. All Principal Investigators/Project Directors/Research Fellows/Coordinators;
2. Spl. Secretary to HVC for kind information of HVC;
3. Chief Accounts Officer;
4. P.A to Dean Research for information of Dean Research;
5. Master File; and
6. File.