



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University established by Parliament by Act No. 3 of 1997)

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No. : 60/26/ICSSR/शो. परियोजना / 82 / 113

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CIRCULAR

Sub.: Compliance with Standard Operating Procedure (SOP) for Procurement of Goods /Equipments, etc. under Externally Funded Research Projects.

A Standard Operating Procedure (SOP) for the Procurement of Goods/Equipments etc. under Externally Funded Research Projects has been prepared to streamline and regulate the procedures relating to procurement, stock entry, transfer, physical verification, and adjustment/transfer of equipment upon completion of the project.

In view of the above, all concerned teachers, Deans, Heads of Departments, Directors of Centres, Principal Investigators (PIs), Finance Department, Store & Purchase Department, and other concerned officials are hereby advised and requested to carefully follow the procedures outlined below and ensure proper documentation while making any procurement or incurring any expenditure under externally funded research projects :

- 1.1 Firstly, Principal Investigator (P.I.) will submit the application for items to be purchased (after receiving the first instalment) to the department. The department will process the file through Head of Department (HoD), Dean of School and Research & Development (R&D) Cell to the Registrar. The Registrar will send the file to Finance department for information regarding funds availability. After the availability of fund is found, the file will be sent to Hon'ble Vice Chancellor for approval of purchase. After approval, the Registrar will send the file to Store & Purchase Department.
- 1.2 All the required items for the project must be purchased through the Store & Purchase Department. All the required items purchased for the said project, must be entered in the Store & Purchase Department's Central stock register and then transferred to concerned department. Then department should clearly mention the transferred items in its project stock register at department level and after the approval of the HoD handover to the P.I. All the entries regarding procurement of equipments will be duly signed by the P.I. and Head of the Department.
- 1.3 Each project should have a separate stock register for assets, accession, consumable and non-consumable articles at department level and maintained by concerned departmental office staff.
- 1.4 A separate page should be opened in the stock register mentioning the full particulars of each article by concerned departmental office staff and will be duly signed by the P.I. and Head of the Department.
- 1.5 Physical verification of stock register should be conducted by the department at least once in the year.
- 1.6 After completion of the project all major and minor equipments purchased specially for each project will be the property of the University or funding agency. After completion of project, P.I. will write an application to Store & Purchase Department for submitting the equipment procure for the project. This application will be presented in concerned file through HoD, Dean and R&D cell to the Registrar. After handing over all the equipments to the Store & Purchase Department, on the recommendation of the Store & Purchase Department, the Registrar will issue an Equipment submission certificate for final submission of the project report.
- 1.7 It is mandatory for the Department to enter all items in stock register and to reissue them to the teacher concerned (P.I.) for his research and to take back into the stores the items, if the P.I. does not want to use. It is also mandatory for the Head of the Department to move the papers for writing off of any such items from departmental stock register which none of the teachers of the Department is willing to take and has been returned to the stores from the project.

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पोस्ट हिंदी विश्वविद्यालय, गांधी हिल्स, वर्धा-442001 (महाराष्ट्र), भारत 14/10/2026

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- 1.8 Items above Rs. 50,000/- (Fifty thousand) must be purchased, as per the GFR 2017 and its amendments/additions from time to time, through GeM by Store & Purchase Department under the supervision of Project Purchase Committee. Purchase of item/s below Rs.50,000/- (Rupees Fifty thousand only) must be purchased directly by Central Store & Purchase Department as per the GFR 2017 and its amendments/additions from time to time.
- 1.9 Purchase of item/s above Rs.50,000/- (Rupees Fifty thousand only) shall be made by Store & Purchase Department and supervised by a committee called the "Project Purchase Committee (PPC)" for each project. If the funding agency provides provision for constitution of PPC then committee shall be notified as per guidelines of the funding agency otherwise the committee shall be notified as per following composition specified by the university :

Composition	Detail
Dean of the School (In case Dean is the PI, Other Dean of School will be nominated by Hon'ble Vice Chancellor; and in case of Wardha Samaj Karya Sansthan and Directorate of Distance Education, a Dean will be nominated by Hon'ble Vice Chancellor)	Chairperson
Concerned Head of Department	Member
Principal Investigator (P.I.)	Member
Finance Officer or his Nominee (Not below the rank of S.O.)	Member
Assistant Registrar (Store & Purchase Department)	Member Secretary

- 1.10 Equipments purchased specifically for each project will be the property of the University on the termination of the project unless the sponsoring body desires otherwise.
- 1.11 All purchases of non-consumable and consumable items and other expenses should be made strictly in accordance with the terms and conditions of the funding agency and as per the GFR 2017 and its amendments/additions from time to time.

This issues with the approval of the Competent Authority.


(Dr. Surendra P. Gadewar) 14/11/2026

Copy for information and necessary action to :

1. Vice Chancellor's Secretariat
2. All Deans, HoDs, Directors & In-charge
3. Academic Director, Regional Centre, Prayagraj
4. In-charge, Regional Centre, Kolkata
5. In-charge, Shri Chakradhar Swami Marathi Bhasha tatha Tatvagyan Adhyayan Kendra, Riddhapur
6. All Principal Investigators (PIs) and Co-Principal Investigators (Co-PIs) of the Project(s)
7. Office of the Registrar
8. Office of the Finance Officer
9. Office of the Controller of Examinations
10. Office of the Internal Audit Officer
11. Assistant Registrar, Store & Purchase Department
12. In-charge, LILA – for uploading on the University website
13. Guard File.