

# Procedure for Advances

**1. Requested advance should be within the expenditure limits of the budget approved for the research.**

**2. Advance approval Limits**

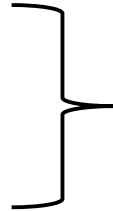
**Dean/FOM**

**up to Rs. 50,000/-**

**VC**

**up to Rs. 100,000/-**

### **3. Documents to be submitted for Advances**

- Advance Request form
  - Payment voucher
  - Budget for the requested advance
  - For purchases - documents according to procurement approval limits ( please refer to slide 3 & 4)
- 
- (duly signed & approved)

### **4. Advance should be settled within 30 days**

## Purchases

Procurement method	Value	To Be Approved By
1. Without calling quotations	20,000.00	Dean/FOM
	100,000.00	Vice chancellor
2. Quotation from sole agent	100,000.00	Vice chancellor
	Above	
	100,000.00	UPC

It Should be clearly stated that **approval is sought to directly purchase the xxxx item from XXX Co. Ltd for Rs. XXX .XX.** (preferably giving the reason for not following the procurement procedure )

Procurement method	Value	To Be Approved By
3. Calling 03 sealed quotations		
Goods / Services	500,000.00	Vice chancellor
Works	Rs. 1Mn	Vice chancellor
4. Calling at least 05 quotations	Rs. 1Mn	RPC
	Up to Rs. 10Mn	UPC

# Payments for lab services

1. Should be included in the Initial approved budget
2. Invoice from the company
3. Procurement approval ( According to procurement method used )
4. Payment Voucher (duly signed and approved)

# Travelling Expenses

## 1. Owned Vehicle

Rs. 12/- per Km for petrol vehicle

Rs. 8/- per Km for Diesel vehicle

## 2. Finance Committee approved rates for vehicles on rent basis for year 2024/25

## Payments for Research Assistants

- **Should be equal or less than Rs. 67,494/- w.e.f. 01.01.2025**

Employee Category	Salary code	Basic Salary
Research Assistant	U AC 02	Rs. 67,494/- + Cost of Living Rs. 17,800

- For URC research project can pay only Rs. 60,000/-