

## **SOP for purchasing of other items (other than accessories)**

### **Responsible Personnel/Department:**

1. Principal Investigator of SVRGFC project
1. Accounts Section
2. Research Cell

### **Procedure:**

#### **1.0 Application for Releasing of Fund**

- 1.1. After receiving RC approval and SVIEC approval for Research Project, Principal Investigator submits a application letter to Research Cell for releasing of first installment for commencement of the Research Project

#### **2.0 Purchasing of Item (other than equipment/Instrument/accessories)**

- 2.1. Principal Investigator can use this sanctioned amount for first quarter of his/her research project duration in purchasing of any item other than equipment or instrument and also for other miscellaneous expenses (Project Specific expenses like printing, travelling, etc.)

#### **3.0 Submission of billing details**

- 3.1. Principal Investigator submits the copy of bills of amount utilization to Research Cell along with consolidated statement of A/C
- 3.2. Research Cell sends those bills to account department.
- 3.3. Account section debits the amount of expenses from project specific SVRGC account.
- 3.4. This procedure is to be followed for all other installments.