



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपूर - 440 010

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

CIRCULAR

No. VNIT/Acct/2018-19/R&D/ 2186

25 APR 2018
Date: 23 Apr 2018

SUB: MAINTENANCE OF RECORDS RELATED WITH SPONSORED PROJECTS- Reg

1. It is stated that sponsored projects funded by various external agencies are being undertaken by faculty of the Institute. These projects usually span over a period of one year to five years.

2. The head wise budget allocation is indicated in the Sanction orders issued by the funding agencies. Further, yearly statement of expenditure (SE) and Utilization certificate (UC) (duly audited by IAO) is required to be submitted by the Principal Investigators (PIs) to the sponsoring agency, in the prescribed format.

3. Though the expenditure vouchers and ledgers are maintained at the Accounts Section, it is essential that proper records of the entire expenditure (head-wise) are maintained by the PIs. The Principal Investigators (PIs) should maintain the information pertaining to all sanctions issued, procurements made etc in separate registers and periodically reconcile the same with the ledgers maintained at Accounts Section. In absence of such records, the PIs have to solely depend upon the record of Accounts Section and the possibility of errors in the statement of expenditure (SE) and Utilization certificate (UC) can not be ruled out.

4. In order to streamline the procedure, the concerned Principal Investigators (PIs) are hereby directed to maintain proper records in the form of head wise registers for all the sponsored projects undertaken by them. Further, it will be the responsibility of Principal Investigators (PIs) to prepare the Statement of expenditure (SE) and Utilization certificate (UC) in the prescribed format, which will be audited and certified by Accounts Section. Also, institutional overheads should be transferred to Institute account, from time to time in terms of the sanction orders and utmost care should be taken to avoid the expenditure overruns in the project accounts.

5. All are requested to scrupulously follow these instructions.

*This has been issued with the approval
for Director.*


(Dr R R Yerpude)
DEAN (P&D)

Through:

1. E_mail to all Department heads
2. E_mail to all Deans
3. Registrar
4. Dy Registrar (Accts)
5. Director Office

} For information please.

