

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

(An Institute Of National Importance)

SILCHAR, ASSAM

No. NITS/PROJECT/ - 13350-13400

Date: 29/09/2023

CIRCULAR

It is brought to the notice of all concerned Project Principal Investigator(s) having R&D Projects that after sanction of a new R&D Project the concerned PI is requested to submit the following documents **to start the project related activities** with reference to **Revised procedure of flow of funds under Central Sector Schemes** vide GOI, Ministry of Finance, and Department of Expenditure OM No.F.No. 1/(18)/PFMS/FCD/2021 Dt 09.03.22 and F No. 1/(12)/PFMS/2022 Dt 16.09.22 and for smooth functioning of project related activities in Accounts Section:

- a) The Scheme code and Scheme name against the newly Sanctioned Project.
- b) The copy of the sanction letter as provided by funding agency.
- c) The copy of Bank Mandate submitted while submitting the Project Proposal.
- d) Fund Transfer Details ie. NEFT /RTGS/Bank Transaction details etc and **date of credit/ Assigning Limit** by funding agency as per new CNA/TSA system for internal record and Fund Flow Management.
- e) The **date of Start of Project** and **the date of closure** may be intimated. Further extension if any may also be informed in due course.
- f) Budget Break up of Total Sanction and Actual Installment received with sub-head wise proposed distribution by PI including the Project Overhead amount to be earmarked.
- g) Further, while submitting the project Bills/vouchers **the name of the Project & Scheme Code** is to be mentioned and copy of sanction letter may be enclosed for ready reference for identification of Scheme wise distribution of Project as per latest guidelines to avoid delay in processing in all levels.
- h) Kindly note that **no expenditure can be made after the date of closure of the project** as per revised procedure of Flow of Fund against Research Project. Further all bills/vouchers etc needs to be submitted atleast **15 days ahead** before the closure of the project tenure for completion of all processing correctly within the time limit.
- i) Letter of refund of Unspent Balance (If any) stating the type of transfer i.e DD/Bank Account Transfer/ through Bharatkosh Portal etc is to be submitted by PI along with the refund amount for closure of Projects as per funding agency.

All the concerned Principal Investigators are requested kindly to ensure the submission of all the documents for the management of New Sponsored Project Fund and its further processing.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. PA to Director – for kind information of the Director
2. All Deans/HoDs/HoSs, NIT Silchar-for information and necessary action with a request to kindly circulate the contents of the circular to all concerned faculty members
3. All Project Principal Investigators.
4. Deputy Registrar Accounts – for information.
5. FIC (website) with a request to upload the same on the Institute Website.