

**HAND BOOK
ON
PROJECT MANAGEMENT**



**Project Management Cell
Indira Gandhi National Open University
2004**

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INTRODUCTION

The Indira Gandhi National Open University is engaged in the dissemination of knowledge to the learners located in far-flung areas. The University is committed to work for uplifting the educational standards of the masses whereby they could have better socio-economic improvement and development. Besides, the University is mandated to work in such areas, which are of greater social concern and relevance. Since its inception, the University has been engaged in development, launch and execution of educational programmes at various levels, capacity building through training programmes, and also working for community awareness and its sustenance in a number of areas. Over a period of time, many agencies, Governmental and non-Governmental, Local, National and International, have been associating with the University for different activities to be taken in project mode because IGNOU is the National Resource Centre for Distance Education and has its network spread all over the country. Projects can bring forth-quick results aiming at achieving targeted goals in specific locations. Projects go a long way in updating ground base knowledge of the faculty, improving skills of the clients and improving the training and outreach capacity of the University, besides generating a realistic database which could be used for quality development of the educational programmes launched by the University. Thus, there is a linkage between the Project work and the development of Programmes being offered by the University. Furthermore, the University can gain some financial strength by undertaking Projects.

PROJECT MANAGEMENT CELL

Project Management Cell (PMC), housed in the VCO, functions as the nodal agency for the Projects. It has an Academic Head, who is advised by various Project Advisory Committees and Finance Officer for specific purposes. The Head of the PMC shall be the nodal officer for all Projects executed by the University for Proper Coordination and handling all references received from Ministries, U.G.C. and other Statutory Bodies/Agencies connected with the Project. For carrying out various tasks effectively, PMC is assisted by the staff transferred to it from the General Administration and Computer Division. Depending upon needs, there will be faculty and staff from Schools/Divisions who will be assigned the additional responsibility to work in PMC.

FUNCTIONS

The PMC facilitates the Project work by coordinating between various nodal points.

Its functions are to:

- Provide information and guidance for getting Projects;
- Process the Project proposal for approval;
- Facilitate MOU/agreements to be signed between the University and sponsoring agencies;
- Communicate with funding agencies and arrange money;

- appoint Project Advisory Committees, if need be;
- liaise with the Administration Division for infrastructure to be provided;
- facilitate recruitment of Consultants, administrative and technical staff;
- monitor progress of the project periodically.

PROJECT INITIATION

Projects constitute a very important component of the academic activity of any University. You can seek information from PMC regarding the research projects available with different agencies.

You may get copies of application forms; some of these are available on the IGNOU home page on Internet and can be downloaded. The University academics and officials who strive to develop the Project proposal and who interact with the Ministries/Agencies sanctioning the Projects are given a chance to undertake the Projects coming to the University.

Any faculty member or a group of faculty members from one or more discipline, based in one or more Schools/Divisions can conceive, plan and write a Project proposal. University officials are also approached by outside Ministries/agencies for planning and implementing a Project directly or through the University. In either case you have to follow the norms and procedures laid down by the University. The University officials who are approached by the outside Ministries/Agencies shall have to seek specific prior approval of the University, through PMC, for acceptance of the Project. The format for submission of a new Project proposal is at **Annexure I**.

TYPES OF PROJECTS

Projects could be of different types depending upon their size, source of funding, nature of activities and the method of execution.

In IGNOU, the Projects are of different nature, for example research, academic, extension, evaluation, training, etc. Projects (funded, fully or partially by external agencies) are classified into two categories:

Category A

- | | | |
|---------------|---|----------------------|
| Cost | - | Up to 10 lacs |
| Undertaken by | - | Individual or School |

Category B

- | | | |
|---------------|---|----------------------|
| Cost | - | More than 10 lacs |
| Undertaken by | - | Individual or School |

The Projects sponsored by outside agencies are governed by the terms and conditions specified in the Memorandum of Understanding entered into between the IGNOU and the sponsoring agency or by the terms and conditions stipulated in the letter sanctioning the project/grants in aid. Broadly the terms and conditions include the project objectives, outline duration, implementation strategies, evaluation and funding arrangements. In keeping with the said broad contents, the MoU/Agreements/Contract will be prepared by the Principal Investigator and the Funding Agency. Such MoU/Agreement/Contract shall be ratified by the Legal Cell and F & A Division before seeking approval of the competent authority to enter into an Understanding/Agreement and Contract.

PROJECT FUNDING

Project could be financed;

- 1) Entirely by IGNOU;
- 2) Entirely by outside agency;
- 3) Jointly by IGNOU and outside agency.

The budget estimates of the Projects are to be made in accordance with the stipulations listed in **Annexure II**.

PRINCIPAL INVESTIGATOR, CO-INVESTIGATOR AND PROJECT TEAM

The person in-charge of the Project is called Principal investigator. If the Project is to be carried out by a team, the team shall recommend the name of Principal Investigator to the Director of the School/Division. The person who conceived the idea and is willing to run the Project shall be preferred for nomination. The team may like to propose a Co-investigator in order to expedite the work. The Co-investigator will be responsible in the absence of Principal Investigator for the Project work. Vice-Chancellor's approval is necessary for appointment of the Principal Investigator, Co-Principal Investigator/s, Project Team, Advisory Committee, Project Review Committee, etc.,

The Vice-chancellor shall nominate the Principal Investigator, if the Project is sponsored to the University by external agencies.

PREPARATION OF PROJECT PROPOSAL

The Principal Investigator in consultation with the team will prepare Project proposal which will include.

- Context
- Objectives
- Outline of Project
- Implementation strategy

- Duration of Project
- Financial requirement
- Preparation of budget estimates and spelling out budget heads based on the activities involved
- Various academic, technical, infrastructure and administrative resources needed
- Milestones for achieving the targets/deliverable frame
- Submission dates for interim and / or final report

Note:

- 1) *The financial requirement specified must include 10% amount (as overhead) payable to IGNOU for providing administrative and other infrastructural facilities*
- 2) *In case the project work requires your full time or of other faculty member(s)/staff, the Project budget must include the salary and other allowances of the University faculty and staff.*
- 3) *All types of Projects must be routed through (submitted after prior approval from) the PMC and should have financial concurrence.*

FORWARDING OF PROJECTS

In order to obtain the approval, the Principal Investigator should submit two copies of the Project proposal to IGNOU Project Management Cell through Director of the School / Division.

The Director/Head forwards the project proposal to PMC with a request to communicate to funding agency. It is important to ensure that Project is manage, as far as possible, with existing infrastructure facilities and staff, and if there are additional requirements, the same should be within the proposal and funding is requested accordingly.

PROCESSING OF PROJECT PROPOSAL

The PMC will examine the following aspects of the Project proposal:

- academic
- administrative
- ethical
- financial aspect of the proposal will be examined in consultation with the Finance Officer.

If need be, PMC may arrange a Project Review Committee and ask the Principal Investigator to make a presentation on the Project.

The Project Coordinator shall not make any commitment for the expenditure unless the concurrence on academic, ethical, administrative and financial is obtained from PMC on the Project proposal.

The approved Project will be sent to the funding agency.

PROJECT IDENTIFICATION NUMBER

When the Project is forwarded by the Project Cell to the funding agency, a Project Identification Number (PIN) will be assigned to it. The Project Management Cell will send a copy of the forwarding letter containing the PIN to Principal Investigator (PI). Once the Project is funded, this PIN will be used as identification number in all administrative and financial dealings.

Suggested Pin

XX-XX-XX-XXXX-X (First two digits identify the School/Division, second two digits identify the faculty member, third two digits identify the funding agency, next four digits identify the year of funding and last digit the grant number).

ON AWARD OF SANCTION

When the Project is formally sanctioned by the granting agency, please send to the Finance Officer and the Project Management Cell, a copy of the sanction letter indicating the amount of money sanctioned and the break up of this figure into specific expenditure heads. Normally the funds from the granting agencies are received directly by the Finance Officer of IGNOU. In case you receive the cheque/draft, please send it immediately to the Finance Officer.

In general, a Project is considered to have started on the day the money is received in IGNOU.

NORMS REGARDING PROJECT WORK

- 1) The Principal Investigator would continue to be administratively under the control of Director of School/Division. All academic, administrative and financial matters for approval will be routed through the Director to PVC/VC.
- 2) The Project to be taken up by the faculty should not stand in the way of performance of assigned roles and responsibilities of the academics with regard to maintenance and development of academic programmes of the University.
- 3) Faculty may use the time earmarked for Research and Development in the workload, as per DEC Document on Work Norms for Teachers of Open Universities for project work.
- 4) There should be timely submission of the final report of the Project, preceded by discussion and satisfaction by PMC.

PROJECT IMPLEMENTATION

LOCATION OF PROJECTS

The Projects are placed in the appropriate School or Division with a Principal Investigator for the execution of the Project. Generally, all category “A” Projects mostly concerned with the subject matter shall be located within the School/Division.

All category “B” Projects shall have a Principal Investigator who shall be a senior academic/professional. In the case of a category “B” Project, the Project does not need to be a part of the School/Division.

PROJECT APPOINTMENTS

There may be research/technical or other positions sanctioned in the Project, depending upon the nature of the work. Attempts should be made to select and hire suitable persons as early as possible. All appointments should be made as per Recruitment Rules of the University. The qualifications for different positions shall be in consonance with the University rules.

ADVERTISEMENT

Project positions may be advertised in one national newspaper (classified columns) giving candidates at least 10 days to respond. Advertisements in newspapers are expensive and care should be taken to be brief (Sample enclosed **Annexure III**). The advertisements shall be routed through PMC to PIU and the Project account shall be charged accordingly. The advertisements may also be put in IGNOU newsletter or sent by circulation.

In case a Project employee leaves, the post could be re-advertised either by placing an advertisement in the newspaper(s) or by sending a recruitment notice to different universities/ institutions. Keeping in view the expenditure normally incurred on advertisement, efforts should be made to avoid it as far as possible.

In emergencies, ad-hoc appointments may be offered to suitable candidate(s) on the recommendations of the Project Investigators with prior approval from the competent authority.

SCREENING OF APPLICATION FORMS

The Principal Investigator shall be administratively responsible for short-listing the project staff sanctioned by the Project Management Cell including consultants/experts and other supporting staff needed for the duration of the Project. The Principal Investigator may draw from the panel, if any, maintained in Administration for short-listing the staff needed for the Project.

SELECTION COMMITTEE

A Performa for sending recommendations of the selection committee is given in **Annexure IV**.

There is also provision of getting approval of candidates directly from V.C. as per existing provision in the Act and Statutes.

OFFER OF APPOINTMENT

The offer of appointment to the selected candidate on the basis of the recommendations of the Selection Committee will be made by Project Management Cell in the prescribed format (**Annexure v**). Such appointments will be purely temporary and will not confer any right for regular employment in the University. It shall be made clear while issuing an appointment letter that INOU is not concerned with this Project and the person so appointed shall have no right to claim any benefit as an employee of IGNOU.

Project appointment may generally be made on a consolidated payment and not on regular scale of pay with allowances. The staff appointed on daily wage basis shall be paid at the rates notified by the Local Administration or Govt. of India, as the case may be.

Establishment cost consisting of honorarium/salary etc. of the Principal Investigator, Associate Faculty and support staff will be charged as per the prescribed terms and conditions of the Project.

LEAVE, ALLOWANCES AND BENEFITS TO PROJECT EMPLOYEE

Principal Investigator must send requests for extension of services of the Project staff beyond 6 months, to the Project Management Cell, as per the appointment rules (services of Project Management Cell) for necessary action. If a Project staff resigns, his/her resignation letter may immediately be forwarded to the Project Management Cell.

OPERATIONAL

In day-to-day implementation, the Principal Investigator would follow the procedure prescribed in the Financial Code, the salient features of which are briefly re-produced as under:

PURCHASE

- 1) Principal Investigator will prepare budget estimates so that expenditure can be regulated. Purchases must be made in the most economical manner in accordance with the definite requirements of the Project, if the provision for such purchase exists in the Budget Estimate of the Project.
- 2) The Principal Investigator shall endeavour to procure his/her requirements through CPU/ CD/EMPC/MPDD or ascertain the particulars of the party from CPU/CD/EMPC/MPDD and purchase from the same source at pre-settled rates and as per the norms of the University.
- 3) If no such party has been identified as at (2) above, then purchases would be made from Kendriya Bhandar/Co-operative Stores/outside agencies after following the procedure laid down in the Financial Code.
- 4) Items covered by Director General Supply and Disposal rate contracts, can be purchased from the approved parties at pre-settled rates or by negotiations if reduction in rates is feasible.
- 5) In case of urgency or when the quantity needed is comparatively small, off the shelf purchase (not exceeding Rs. 500/-) may be made in cash and if the value exceeds Rs. 500/- and up to Rs. 2000/- by obtaining quotations from at least three vendors.

- 6) Supply order shall be prepared in triplicate. The first two copies shall be sent to the Vendor, the third being retained as office copy. The vendor shall be asked to return the original supply order along with its bill.
- 7) All stores on receipt be thoroughly checked and inspected by the Principal Investigator or his nominee. It shall be ensured that the quantity is correct, quality is good and articles are according to approved specifications, where prescribed, before taking on stock register. The following certificate shall be recorded in suppliers' bill by the Principal Investigator:
 - a. Stores received on
 - b. Certified that the stores mentioned in the bill have been inspected and found to be in accordance with the supply order and are in good condition.
 - c. Taken on charge vides stock register/ledger No..... Folio No.....
- 8) Suitable code number, serial number, and identification marks would be written on all the items of furniture and equipment to facilitate physical verification.
- 9) The information about immovable property/assets acquired in the Project shall be sent by the Project Investigator to CPU immediately on acquiring, with the copy to PMC. CPU shall maintain records for each project separately and verify as and when the assets are handed over to CPU on completion of the project.

Note: After completion of the project, the assets acquired out of project funds shall be handed-over to the University.

FINANCIAL MANAGEMENT

The Project funds shall be credited to Project Account maintained in Finance Division. The PMC maintains a separate account for each Category of Projects showing all the Receipts & Payments. For projects sanctioned by IGNOU, the funds are credited in the name of the Project. All funds shall be sent by the Principal Investigator to the F& A Division with the copy to the PMC for information.

The payments and accounts of transactions will be through F&A Division which will receive all cheques, installments of grants from agencies, and the same will deposit in Project Accounts. If the Project Investigator receives cheques/drafts, they must be transferred to the Finance Officer through PMC as and when received.

The Principal Investigator should submit budget estimates to F&A Division (if not given in the proposal) so that the expenditure can be related to budget heads and correctness about accounts is maintained.

The Principal Investigator shall be the Drawing Officer for the funds standing at the credit of Project. He/she will be fully responsible for management and timely utilization of funds.

The Principal Investigator shall exercise the financial power to arrange administrative and technical support needed towards achievement of the Project objectives. These will

also include hiring of transport, holding of meeting/workshops, refreshment, signing of contracts for outsourcing project related work to outside agencies/individual, sanctioning of local conveyance and other day-to-day expenses, issuance of advertisement and materials etc.

All payments to be made from the Project fund shall be authorized by Project Investigator. If a particular payment is beyond the powers delegated to him/her, he/she will obtain the approval of the concerned PVC or VC.

The Finance Officer shall send an intimation of receipt of all installments of grants and all monies received for the Project to the Principal Investigator. The latter shall keep a note of the amount so received in a register. The Principal Investigator shall be accountable for all the expenditure to be incurred. He shall ensure that no payment is authorized for the Project beyond the amount received from the project sanctioning authority. He shall maintain expenditure control register, stock register, etc. to ensure that the expenditure and commitments under each head of account are regulated within the sanctioned limits. The Principal Investigator shall keep the full accounts as per the heads of accounts in the project estimates. If any particular payment is beyond the powers delegated to him/her, he/she will obtain the approval of the PVC/VC.

Bills for supplies/service rendered would be passed by the Principal Investigator following the provision of the Financial Code and after satisfying with the genuineness of the claim and necessary record in the relevant registers. Bills will be drawn only when needed for immediate payment/disbursement. The Principal Investigator shall ensure optimum utilization of funds.

The accounts of the Project will be reconciled monthly with the accounts maintained in the Finance Division and discrepancies, if any, reconciled.

The Principal Investigator shall remain responsible for the project activities till completion of the Project, completion of audit and issuance of the certificate of utilization.

He/she shall make available all the initial and subsidiary records like stock register, expenditure control register, etc., to the Internal Audit/Statutory Audit on demand.

The balance standing in the Project account, if any shall be transferred to the University funds as per the terms and conditions of the Project.

The project fund should be so utilized as to ensure that the funds not required are invested and earn revenue for the Project. Investment decisions are to be taken by the F.O./the Investment committee after assessing availability of surplus funds. For this purpose, the requirement of funds within the next 3-6 months will be ascertained from Project Director. The interest earned on the investment of the project will not form part of the revenue of project but should be accounted in a separate account to be utilized by the University at its discretion for academic or other activities. Any earning which is generated out of the Project should not be part of the Project fund and this should be credited to University account for its utilization.

The Principal Investigator and Project Management Cell will follow the financial and accounting procedures laid down in the Financial and Account Code of the University.

ACCOUNTING

- 1) All installments of grants received, and all moneys received for the purpose of the project shall be credited to a single bank account styled “*project account*” by the F&A Division. An acknowledgement for receipt of money shall be sent to the Project sanctioning authority. An intimation of receipt of money along with the amount received from the project sanctioning authority shall also be sent to the concerned Principal Investigator. All expenditure of the project shall be debited to the project account.
- 2) The bills for payment submitted by the Principal Investigators will be processed by the F&A Division for payment. Before making payment, it shall ensure availability of funds under the project concerned. It shall maintain necessary payment registers, expenditure control register, etc. Separate Accounts will be maintained for each Project.
- 3) The payment against the passed claims would be made by cheque. The vouchers should be preserved project-wise in chronological order date-wise.
- 4) All receipts / payments should be promptly recorded in the Cash Book in chronological order date-wise.
- 5) Reconciliation of transactions with bank would be conducted regularly at fortnightly intervals.
- 6) Receipt and Payment Account for each Project would be prepared at the close of each month / financial year and on completion of the Project. A copy of the R&P Account duly certified by the F.O. would be furnished to the project sanctioning authority through the Principal Investigator.
- 7) In case of facilities/supplies drawn from the CPU, C.D., EMPC, MPDD and other units, contingent bill along with a copy of the indent indicating the value of the material supplied will be sent to F&A Division for settling the account between Project and IGNOU.
- 8) The accounts of the Project will be subject to Internal Audit and Statutory Audit unless it is decided otherwise in terms of MoU with the Sponsors.
- 9) On completion of the Project to the satisfaction of the project sanctioning authority and issuance of certificate of final utilization of funds, the balance amount in the account, if any, shall be transferred to the University accounts along with the assets created as per the terms and conditions of MoU.
- 10) Finance Officer will have the right to call for any record relating to the Project and conduct Internal Audit wherever necessary.

PHYSICAL VERIFICATION

Physical verification of the articles (consumable and non-consumable) available at the end of each financial year with the Project and on completion of the Project will be conducted and certified as such by the Principal Investigator.

PERFORMANCE REPORTING AND EVALUATION

Each Principal Investigator shall submit the progress in the Format (copy of **Annexure XI**) to the IGNOU Project Management Cell during the first week of January, April, July and October every year for placing before the Project Advisory Committee or any Competent Body as suggested by the VC for evaluation of performance.

NEW ACADEMIC PROGRAMMES EMERGING OUT OF THE PROJECTS

If, Principal Investigator and the team wish to propose an academic programme during the project period or after the project is completed, they will need to consider the academic issues involved, administrative and financial implication in launching the programme and the role and responsibilities as laid down by the authorities.

To launch an academic programme developed out of any project, the Principal Investigator has to go through the laid down procedure of Planning Division for offering any course or programme.

Submission of a New Project Proposal

TITLE.....

Principal Investigator:.....Division/School.....

Co-Investigator(s)*:.....Division/School.....

Funding Agency and Address:

Foreign or Indian Agency:

Total Financial support requested:
(Including IGNOU overhead charges)

Certified that:

- a) A copy of the Project Proposal including the nature, relevance, aim, scope, methodology, staff and infrastructural requirements, time frame and budget estimates etc., is enclosed in triplicate.
- b) A request for IGNOU overhead charges (10%) has been included;
- c) I/We undertake to get the required clearances from relevant IGNOU ethical committees before this work is initiated;
- d) I/We shall be able to conduct this project within the infrastructural support available to me at present. If additional space/infrastructure are needed, required permission from appropriate authorities has been obtained. University will not be obliged to provide extra funds/facilities to run this project;
- e) I/We certify that carrying out this project will not interfere with assigned roles & obligations in this university.

Signature of P.I.

Signature of Co-PIs

.....

* If the Co-PI is not from IGNOU, a letter from the Co-PI indicating his/her willingness to participate in the project may be enclosed.

Forwarded

Director

School/Division

HEADS OF EXPENDITURE FOR PROJECTS SPONSORED BY OUTSIDERS FOR DRAFTING BUDGET ESTIMATES OF THE PROJECTS

Note: The Head of Expenditure are illustrative and not exhaustive. Principal Investigator should incorporate additional heads of expenditure depending upon the requirements for the projects being undertaken:

- 1) Cost of advertisement in Newspapers and **IGNOU** Newsletter.
- 2) Cost of time consumed for research/technical and other positions sanctioned for the Project.
- 3) Cost of faculty and staff time consumed for the Project.
- 4) Postage & Stamps
- 5) Telegrams/Telephones
- 6) Tours and Travelling Expenses including expenses on tour abroad.
- 7) Cost of Stationary and other consumables.
- 8) Cost of assets, equipment, material, books & periodicals specifically acquired for the Project.
- 9) Expenditure on foreign service contribution payable for Project Staff engaged on deputation terms.
- 10) Honorarium payable to Principal Investigator and other including administrative staff.
- 11) Cost of transport, Travelling Allowance and conveyance charges, etc.
- 12) Miscellaneous expenditure on meetings, hospitality, etc.
- 13) Overhead 10% of the total expenditure on the above heads to meet the contingencies which are not specified above.

Project PIN.....

DRAFT ADVERTISEMENT

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SCHOOL/DIVISION

Advt. No.....

Applications are invited for the following purely temporary post(s) in the entitled “.....” sponsored by.....

- 1. Senior Consultant: Salary Rs.+.....
Essential Qualification:.....
.....
.....Desirable Qualifications:.....
.....
Job Requirement:
- 2. Junior Consultant: Salary Rs.+.....
Essential Qualification:.....
.....
.....Desirable Qualifications:.....
.....
Job Requirement:
- 3. Computer Operator: Consolidated Salary/Scale of Rs.
Essential Qualification:.....
.....
.....Desirable Qualifications:.....
.....
Job Requirement:

The Project is valid for a period of Years. The selected candidate will be appointment on purely temporary basis initially for a period of one year or till his service is required by the Principal Investigator or till the validity of the Project, whichever is earliest.

The applications on plain paper with indicating name, date of birth/age, address essential/technical/professional qualifications, experience, research work, list of published books/articles should reach to, Principal Investigator, Faculty ofSchool/Division, Indira Gandhi National Open University, New Delhi-110068, on or before.....

()
Name/Designation of Principal Investigator

**PERFORMA FOR SENDING SELECTION COMMITTEE'S
RECOMMENDATIONS**

Title of the Project :

Project PIN :

Designation of the Post :

Pay :

Date and Mode of Advertisement :

Number of Applications received :

Number of Candidates called for
Interview :

Number of Candidates appeared :

Time and Date of Interview :

Venue of Interview :

Name of Selection Committee Members :

Recommendations of the Selection
Committee :

Signature of the Selection Committee Members

**OFFER LETTER
INDIRA GANDHI NATIONAL OPEN UNIVERISTY
(PROJECT MANAGEMENT CELL)**

No.

Dated:

Dear Sir/Madam,

I have great pleasure in offering you a purely temporary appointment in the project as per the details given below:

1. Post Offered :
2. Pay Scale/emoluments :
3. Appointment valid (period) :
4. Title of the Project under
Which the post is offered :
5. Project sanctioned by :
6. Name of the Principal
Investigator :
7. Division/School :

Your appointment will be on purely temporary basis valid for the above mentioned period or until your service are required by the Principal Investigator or till the validity of the project, whichever is the earliest.

Your appointment shall be specifically for the aforesaid project and you will not have any claim/right on any regular permanent post in the University.

Your services will be liable to termination at any time without giving any notice or without assigning any reason.

All other terms and conditions of your appointment shall be governed by the terms of grant in aid laid down by the Institution which has sanctioned the project as well as by the rules framed by the University in this regard from time to time.

In case the aforesaid offer is acceptable to you, you may please report for duty to the Principal Investigator withindays from the date of issue of this letter.

Yours faithfully,

(Asstt. Registrar)

**CONTINGENT BILL
INDIRA GANDHI NATIONAL OPEN UNIVERISTY**

Name of the Project ... Head of Account Budget Allocation Progressive Expenditure

Vr. No
of this list of payments for the
Month of

Please arrange to pay Rs.to
For invoice(s) no.....dated.....(enclosed in original) out of the Budget
grant for the(Year) under the Headof the
Financial Estimates for(Year).

Date	No. of Sub-Voucher	Particulars	Amount	
			Rs.	P.

Classification

**Signatures of Principal Investigator
(Seal)**

FOR USE IN THE FINANCE & ACCOUNTS DEPARTMENT

Passed for payment of Rs.
.....
To

Paid in Case/by cheque
Rs.
Deputy/Asstt. Finance Officer

Deputy/Asstt. Finance Officer

REQUISITION FOR TEMPORARY ADVANCE

To

**The Finance Officer
Indira Gandhi National Open University
New Delhi.**

A sum of Rs. (Rupees) may be advanced to this Project for incurring this expenditure as per particulars given below.

Sanction for incurring this expenditure has been accorded by
vide his orders dated on Page No. of File No. Purpose for which the advance is required.

- i) The head of account to which the expenditure is chargeable.
- ii) Availability of funds progressive total of expenditure and the balance available.
- iii) Full justification in case of purchase etc. i.e. a copy of the sanction should be sent wherever applicable.
- iv) A calculation sheet showing the estimated expenditure.
- v) Previous advance pending adjustment on this account, if any.

A note had been kept in the Temporary Advance Register at F. No. An account of the adjustment of this advance will be rendered to the Finance & Accounts Department before..... Cheque for the amount of advance may be made out in favour of and delivered to the undersigned. Shri whose Signature is given below.

Signature of Shri

Signature of Principal Investigator

(Seal)

Attested

Signature of Principal Investigator

FINANCE & ACCOUNT DEPARTMENT

Particulars against Sr. No. (ii) and (iii) above have been verified. An advance of Rs.
(Rupees)
has been entered in the Register of Advance item No.

Passed for and Pay Rs.

To

A.F.O./D.F.O.

T.A./D.A. FOR PROJECT STAFF RA/SRF/JRF. Etc
(to be submitted in duplicate)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
DIVISION/SCHOOL.....

Sub: Application for T.A./D.A./financial assistant
out ofProject

NAME & DESIGNATION :
BASIC PAY/FELLOWSHIP :
FUNDING AGENCY :
TITLE OF THE PROJECT :
DURATION OF PROJECT : FROM TO
PLACE(S) TO BE VISITED :
PERIOD OF VISIT (Days) : FROM TO
PURPOSE OF VISIT :
ESIMATED EXP. : (a) T.A. (b) D.A. (c) Any other

Total:(approximate)

Signature of Applicant
Name/Designation
(Project Staff)

Recommended

Principal Investigator

Recommendations/ Comments

Director

(to be filled in by the Project Cell)
Certified that required funds are available/not available for the purpose.

V.C.*
***(In case air travel)**

Copy to: (a) Principal Investigator for necessary action please (b) Project file

T.A./D.A. FOR PRINCIPAL INVESTIGATORS
(to be submitted in duplicate)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
DIVISION/SCHOOL.....

Sub: Application for T.A./D.A./financial assistant
out ofProject

NAME & DESIGNATION :
BASIC PAY/FELLOWSHIP :
FUNDING AGENCY :
TITLE OF THE PROJECT :
DURATION OF PROJECT : FROM TO
PLACE(S) TO BE VISITED :
PERIOD OF VISIT (Days) : FROM TO
PURPOSE OF VISIT :
ESIMATED EXP. : (a) T.A. (b) D.A. (c) Any other
Total:(approximate)

Signature of Applicant
Name/Designation
(Project Staff)

Justification

Recommended

Principal Investigator

Recommendations/ Comments

Director

(to be filled in by the Project Cell)
Certified that required funds are available/not available for the purpose.

V.C.*
***(In case air travel)**

Copy to: (a) Principal Investigator for necessary action please (b) Project file

ADJUSTMENT BILL
INDIRA GANDHI NATIONAL OPEN UNIVERISTY, NEW DELHI
DIVISION/SCHOOL
.....Project

Voucher Noof 2010
 Maintenance Account*
 Development Account*
 Earmarked Funds Account*
 Deposit Account*

Voucher Noof 2010

A Sum of Rs.was taken as advance on by out
 of this advance a sum of Rs.has been spent as per the following vouchers
 (Enclosed.)

Voucher		Name of the Firm	Items Purchased etc.	Amount	
No.	Date			Rs.	P.
Total					

The unspent balance of Rs. has been deposited in the Finance &
 Accounts Department vide Receipt No.dated

An additional amount of Rs.has been spent by Shri
on the purchase of the above item. This amount
 may please be reimbursed to Shri and charged
 to the Budget Grant for the yearunder the Head

Dated: Assistant Section Officer

**Signature of Principal
 Investigator (Seal)**

*Delete whichever is not applicable.

For use in the Finance & Accounts Department	
Passed for adjustment	No Payment or
Payment of Rs.	Rs.
Rupees	Paid in cash/by cheque No.
.....	Dated:
To	
Shri	
.....	
.....	

S. O.

Asstt. Registrar

Deputy Registrar

QUARTERLY PROGRESS REPORT FOR

Jan-March
April-June
July-Sept.
Oct.-Dec.

Title of the Project :
Project PIN :
Date of Commencement of the Project :
Project Duration :
Details of Work undertaken during the Quarter :
Observations, if any :

Date:

Signatures of the Principal Investigator