SECTION – 3

FOR INTRAMURAL RESEARCH FUND COMMITTEE

BUDGET DETAILS

1. Title of the Project:
2. Total amount required:
3. Year wise break-up of the amount:
4. Budget requirement:
    a. Consumable (Provide the list of items required with all relevant details)

S. No.	Name of the item	Justification	Available in Departmental open tender – Yes/No. If Yes mention the Rate	If not in open tender then follow limited tender Enquiry/other method. Mention rate	Quantity needed (as per material and methods)	Total
1						
2						
Grand total						

    b. Non-consumable (Detailed justification required)
    c. Travel (Not for attending conference) – field work etc.
5. For Faculty project:
    a. No. of intramural grants received in last five years:
    b. Enclose order copy of last intramural grant:
    c. Enclose copy of UC, SOE and progress report of last intramural grant:
    d. No. of extramural grants received in last five years:
    e. Enclose order copy of last extramural grant:
    f. Enclose copy of UC, SOE and progress report of last extramural grant:

Declaration:

A) I/we declare that the infrastructure necessary for carrying out the above mentioned research scheme are available with me/us.

B) Limited tender was floated as per **JIPMER purchase procedure** and comparative statement and quotation received are enclosed. Comparative statement is approved by the three member committee which includes HOD and one member from other Department (Additional professor and above rank).

C) I/we agree to submit within, one month of termination of the scheme a final report on the work and an annual report within one month of expiry of a year if the project goes for more than one year. (Extension of the project will be subject to approval of the report by the expert committee).

D) I/we have submitted the final reports in respect of earlier projects granted by the Institute. (In case of non-submission of the report, Faculty member is not entitled for the Institute Grant in future till they submit the report).

Principal Investigator

Items and Quantity specified in the proforma are required for the Research Project.

Forwarded with remarks from Head of the Department
(in which The principal Investigator is working)

Enclosures –

1. Comparative statement approved by three member committee
2. Quotation approved by three member committee
3. IEC

FOR OFFICE USE

1. Date of submission -
2. Submitted complete proforma section -1, 2 and 3 - Yes/No
3. All section -1, 2 and 3 has original signature and seal Yes/No
4. IEC Yes/No
5. Required only consumables Yes/No
6. Budget within allocated limits Yes/No
7. Limited tender floated Yes/No

   If Yes -

   a. Received minimum of three quotes Yes/No
   b. All quotes approved by three member committee Yes/No
   c. Comparative statement approved by three member committee Yes/No
   d. Rate and GST in proforma matches with quotation Yes/No

Dealing Clerk –

Member Secretory –

Dean Research – Approved / Not approved