

CITIZEN CHARTER FOR SERVICES RENDERED AT OFFICE/UNIT:
OFFICE OF THE DEAN (RESEARCH &CONSULTANCY)

Sl. No.	Details of Services	Requirement from the stake holders	Check List	Maximum processing time for the office	Contact details of the concerned official
1.	For approval of Project Proposal from forwarding to Funding Agency	Request letter from the concerned faculty	1. Forwarding of HoD/PI	05 working days	Dean (R&C) Asst. Registrar (R&C) Dean R&C Office email deanrc@mnnit.ac.in Phone No. 0532-2271033, 1034
2.	For approval of draft advertisement	Request letter from the concerned faculty	Draft Advertisement must be in the format as prescribed in respective Funding Agency Project Guidelines	05 working days	
3.	For approval of recommendation of selection committee meeting (if required)	Request letter from the concerned faculty	1. Forwarding of HoD/PI 2. Complete set of documents	07 working days	
4.	For Dean's nominee	Request letter from the concerned faculty for nominating two members for Selection Committee & for one member for evaluation committee	Copy of the letter of approval of the committee	05 working days	
5.	For approval of any type of committee	Request letter from the concerned faculty	1. Forwarding of HoD/PI 2. Composition of Committee must be in accordance to the R&C rule.	05 Working Days	
6.	For approval of break-up of funds (if submitted as per sanction of funding agency)	Request letter from the concerned faculty	1. Forwarding of HoD/PI 2. Forwarding of Mentor/ Supervisor (in case of fellow) through HoD/ PI 3. It must be in accordance to the sanction/ original proposal (as the case may be)	05 working days	
7.	Extension of project staff tenure (if as per rule)	Request letter from P.I./ Co-ordinator	1. Forwarding of HoD/PI 2. Approval from Funding agency (if required)	12 working days	
8.	Request for extension of project period and sanctioned funds to be forwarded to Funding Agency	Request letter (in funding agency format, if applicable) from the concerned faculty	1. Forwarding of HoD/PI 2. Copy of Sanction letter 3. Valid Reason for extension	05 working days	
9.	Forwarding of Travelling	Request letter through	Duly filled in application form on	05 working days	

	Allowance (TA) bill and salary bills out of Testing/ Consultancy Project	HoD/PI	prescribed format alongwith address of the office to which bill is to be forwarded.	
10.	Forwarding of applications of faculty/ student for travel grant support to funding agencies	Request letter from concerned faculty/ student	1. Forwarding of HoD/PI 2. Duly filled application form in the prescribed format of the funding agency	05 working days
11.	Issuance of unique tax invoice No./ Consultancy Project number	Submission of Testing proforma by PI with estimate with payment details.	1. Forwarding of HoD/ PI 2. Project consultant signature 3. Details of amount deposited [UTR No., etc. 4. Address of client 5. GSTIN number of clients	05 working days
12.	Noting and Forwarding of testing consultancy bills for its clearance Reimbursement and Distribution processing	Testing consultancy bills in prescribed format	1. Forwarding of HoD/PI 2. P.I./ Consultant signature 3. Copy of agreement signed with the client, if any 4. Consolidated details, transfer entry 5. Copy of project completion report and registration form duly signed by PI/ Consultant & HoD	10 Working Days
13.	Salary /Fellowship Processing of Salary/ Fellowship of JRF/SRF/ PDF/ Contractual employees /technicians as the case may be.	Submission of fellowship form (for fellowship/salary) complete in all respects with supporting documents duly forwarded by the P.I./Mentor/Coordinator/Ho D as the case may be.	1. Absentee statement 2. Fund availability 3. Forwarding of concerned P.I./Mentor/Coordinator/Ho D as the case may be 4. Income Tax challan as the case may be 5. HRA receipt 6. Joining Report (for the first bill) 7. Any other requirement as per Institute/Gol norms	07 working days
14.	Equipment/Contingency/ Consumable Processing of Requisition Form	Dully filled in Requisition Form	Head/PI Mentioned payment Head	07 working days

15.	Processing of bills for Payment and reimbursement	Submission of bill complete in all respects with supporting documents duly forwarded by the P.I./ Mentor/Coordinator / HoD as the case may be	<ol style="list-style-type: none"> 1. Tax invoice / bill of supply with institute GSTIN 2. Major/Minor Budget Head 3. Name of Recipient 4. Stock Entry/Purchase Certificate 5. Deduction of liquidated damage, if any 6. Signature of PI 7. Appropriate deduction of taxes, as applicable 8. Fund sanction 9. Order copy 10. In case of reimbursement documents of receiving of payment 11. Any other requirement as per Institute/Gol norms 	10 working days	
16.	Processing of Bills in case of Gem Purchase [Below < 25000]	Submission of bill on complete in all respects with supporting documents duly forwarded by the P.I. / Mentor / Coordinator / HoD as the case may be within 05 working days upon receipt of item	<ol style="list-style-type: none"> 1. Tax invoice / bill of supply with Institute GSTIN as applicable (Supporting documents of purchase is required if Tax invoice is not available) 2. Major/Minor Budget Head 3. Name of recipient 4. Stock Entry/Purchase Certificate 5. Signature of PI 6. Fund sanction 7. Order Copy 8. In case of reimbursement, documents of receiving of payment (in case of cash on delivery) 09. Any other requirement as per Institute/Gol norms 	10 working days	
17.	Travel Processing of travel bills for reimbursement	Submission of TA/DA Form complete in all respects with supporting documents duly forwarded by the P.I. / Mentor / Coordinator /	<ol style="list-style-type: none"> 1. Tax invoice / bill of supply with institute GSTIN, as applicable 2. Major/Minor Budget Head 3. Name of recipient 4. Signature of PI 	07 working days	

		HoD as the case may be	5. Fund sanction, if applicable 6. Order Copy, if applicable 7. Proof of receiving of payment by the vendor 8. Any other requirement as per Institute/Gol norms		
18.	UC/SE Signing of Utilization Certificate (UC)/ Statement of Expenditure (SoE)	Submission of UC & SoE in prescribed Format of funding agency in four original sets complete in all respects with supporting documents duly forwarded by the PI	Template of funding agency	15 working days	

(मनीषा यादव)

सहायक कुलसचिव
(शोध एवं परामर्श)

(रमा शंकर यादव)

अधिष्ठाता (शोध एवं परामर्श)