



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Ref. No.: SMVDU/R&D/20/648-653

Date: 23rd Sep., 2020

Circular

Sub: Signature of Principal Investigator and Head of School on Inspection Report

It has been observed that in respect of goods purchased from project funds, the report of the Inspection Committee is either signed by the Project Investigator (PI) or the Head of the Department. The finance wing pointed out that in respect of all the purchases made from project funds, the signatures of the Project Investigator (PI) should be made mandatory.

It is therefore, enjoined upon all Heads of the Schools and Project Investigators that henceforth all inspection reports/bills of any procurement made out of research funds must be signed by the Project Investigator and countersigned by the Head of the School concerned. Henceforth, no bill shall be entertained by the Finance Wing without bearing the above signatures.

This is issued with the approval of the Competent Authority.

R. L. W.
23/9/20
Dean (R&D)
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Copy to:

1. All Heads of Schools for information & Circulation among all faculty members.
2. All Principal Investigators for information.
3. PS to VC, for kind information of the Hon'ble Vice Chancellor.
4. Finance Officer for kind information.
5. I/c, Website, for uploading the same on University Website.
6. Concerned File.