



**अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110**  
**All India Institute of Medical Sciences, Rajkot, Gujarat 360110**  
An Institution of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)

<b>SOP No.- RC 13</b>	<b>Standard Operating Procedure for transfer of fixed assets procured through extramural projects</b>
---------------------------	---

1. The purpose of this SOP is to describe the administrative procedure for transfer of fixed assets procured through extramural projects after the completion of the projects
2. The PI is required to seek approval from the funding agency for retaining the instruments in the Institute.
3. If the PI can undertake the maintenance of the assets like coverage of AMC, CMC, repair costs, calibration etc from the project funds, then the PI may not transfer the assets to the institute and continue to maintain records of the same in the project inventory.
4. If the PI opts to transfer the assets to the institute, then the PI would move a note sheet proposing the same and also attaching relevant documents like Purchase Order, Terms & Conditions of the Purchase, AMC & CMC costs, permission of the funding agency for retaining the instrument, etc. The file should be sent to the Research Cell, through the respective HoD, through online mode on the email id- [researchcell@aiimsrajkot.edu.in](mailto:researchcell@aiimsrajkot.edu.in) and the hard copy of the file should also be submitted to the Research Cell.
5. The Research Cell would process the file for obtaining administrative approval and financial concurrence through the Admin & Accounts Sections.
6. Following approval of the competent authority, the details of the assets will be entered in the fixed assets register of the institute and transferred to the concerned department of the PI for necessary entries in the departmental inventory.

<b>Document Name</b>	SOP for transfer of Research fixed assets	<b>Revision No.</b>	0
<b>Issue No.</b>	1.0	<b>Issue Date</b>	01 Jan 2025
		<b>Page No.</b>	Page 1 of 2

