



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360006  
All India Institute of Medical Sciences, Rajkot, Gujarat 360006  
Institute of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



**Standard Operating Procedures for utilization of  
Intramural Research Grant**

Name	Designation	Function	Signature
Prof. (Dr) Ashwini Agarwal	Vice Dean (Research)	Preparation	
		Review	
Prof Dr (Col) CDS Katoch	Executive Director & CEO	Approval	

REVISION SUMMARY			
Revision No.	Issue No.	Issue Date	Revision History
0	1.0	26/12/2023	NA

Document Name	SOP for utilization of Intramural grant		Revision No.	0	
Issue No.	1.0	Issue Date	26/12/2023	Page No.	1 of 8



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360006  
All India Institute of Medical Sciences, Rajkot, Gujarat 360006

Institute of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



## Introduction

- **Intramural Research Grant** is sanctioned to the Principal Investigator (PI) to meet the budgetary requirements of the intramural research projects.
- The grant shall not ordinarily exceed **Rs 5 lakhs**. Exceptions will be considered only for outstanding, innovative projects after due sanction of the Executive Director.

## Utilization of Grant

- The funds can be utilized only for-
  - a) **Purchase of consumable:** drugs, chemicals, kits, reagents, disposables etc.
  - b) **Contingency-** 2.5% of total proposed budget subject to a maximum of Rs 10,000/- (Ten thousand only) can be kept as contingency fund for unforeseen expenses. The admissible contingency grant may be utilized for unpredicted expenses like on spares for apparatus, stationery (office and computer), photocopying, postage and typing of the project.
  - c) **Diagnostic tests-** should preferably be carried out in the institute. Testing can be outsourced only if the facility is not available in the institute after prior approval of RRB and Executive Director.
- Funds will not be utilized for-
  - a) Purchase of any permanent items like instruments, machine, equipment, computer, books etc. which are not of consumable nature.
  - b) All items covered under the Learning Resource Allowance (LRA) Scheme will not be allowed under this scheme.
  - c) Staff salaries
  - d) Registration/ projects of Ph.D. students

<b>Document Name</b>	SOP for utilization of Intramural grant		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	26/12/2023	<b>Page No.</b>	2 of 8



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360006  
All India Institute of Medical Sciences, Rajkot, Gujarat 360006

Institute of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



## Responsibility

- PI shall be responsible for timely utilization of allocated funds.
- The funds allocated to the project for a particular financial year are to be utilized in that FY only. No carry forward of the funds to the next FY is permissible.
- The PI shall abide to total budget allocated under various heads as approved by RRB.
- All requirements for procurement shall be channelled through the Research cell to administrative section of the institute.
- All the procurement shall be done by institute Procurement officer as per procurement policy of the institute.
- PI shall be responsible for timely utilization of allocated funds and submission of original bills to the administrative section for payment within the same financial year.
- Once sanctioned, the PI will not be allowed to avail of leave of more than 3 months without making appropriate arrangements for the work to be completed.

## Approval of Necessity (AON)

- The first step for procurement involves 'Approval of Necessity' (AON) including vetting of quantity by the Competent Authority (CA).
- PI shall submit the requisition for purchase of items in the prescribed format alongwith detailed specifications of the items, quantity and estimated cost (Annexure 1).
- Requisition of items shall be forwarded to the Research cell in a file alongwith a Noting Sheet (Annexure 2) through proper channel for obtaining AON.
- The Research cell will examine the proposal for procurement and if found in order it will be forwarded to the CA for approval.

<b>Document Name</b>	SOP for utilization of Intramural grant		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	26/12/2023	<b>Page No.</b>	3 of 8



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360006  
All India Institute of Medical Sciences, Rajkot, Gujarat 360006

Institute of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



## Procurement process

- After obtaining AON, procurement of required items for the research projects shall be done by the Institute Procurement Committee as per the procurement policy of the Institute and laid down Government procedures.
- The following procedures shall apply to all procurements after taking administrative cum budgetary approval in the prescribed format from the Competent Authority-
  - (a) **Procuring of items available on Government e Marketplace (GeM)**- All items available on GeM including contingency (stationary, office items etc.) shall mandatorily be procured through the GeM portal only.
  - (b) **Procuring of items directly under rate contract**- as per GFR 2017 Rule 156 (1).
  - (c) **Procuring of items not available on GeM**- under GFR 2017 Rule 154, 155 and 158.

*Note: It is mandatory for a buyer to generate a GeM Availability Report and Past Transaction Summary (GeMAR&PTS) with unique ID on GeM Portal using institute credentials on GeM for procurement outside GeM.*

### (A). ITEMS AVAILABLE ON GeM

Following modes are available on GeM for procurement of items-

- **Up to Rs.25,000/-** through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. However, it may be noted that this is subjected to procuring authorities certifying the reasonability of rates. While making such direct on-line purchase below Rs. 25,000/-, the buyer should have approval of CA and should also record reasons for selecting the specific product in case lowest priced products are not being accepted /ordered.
- **Above Rs.25,000/- and up to Rs.5,00,000/-** through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the CA.

<b>Document Name</b>	SOP for utilization of Intramural grant		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	26/12/2023	<b>Page No.</b>	4 of 8



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360006  
All India Institute of Medical Sciences, Rajkot, Gujarat 360006

Institute of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



- **Above Rs.5,00,000/-** through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
- **Buying through Proprietary Article Certificate (PAC) Mode-** While making procurement under PAC buying on GeM, buyer has to comply the following condition: After obtaining the requisite approval, PAC certificate has to be obtained from the competent authority as per Rule 166 of GFR 2017, thereafter the buyer can use PAC filter provided on GeM for selecting product with specific model/make.

**(B). ITEMS UNDER RATE CONTRACT**

- **GFR 2017 Rule 156 (1):** Items under Rate contract can be procured by the institute directly from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the Rate Contract.

⇒ PI shall submit noting sheet for procurement of rate contracted items accordingly.

**(C). ITEMS NOT AVAILABLE ON GeM**

- **If the item is priced less then 25000/- follow GFR 2017 Rule 154:**

*Rule 154 GFR: Procurement of items upto the value of Rs. 25,000 (Rupees twenty-five thousand) only may be made without inviting quotations or bids.*

⇒ Drugs/Medicines and consumable priced less then 25000/- can be procured from authorized pharmacy at AIIMS Rajkot under this rule.

⇒ PIs may please note that splitting of demand to create multiple requisitions of same item in order to avoid other modes of procurement is not permitted.

<b>Document Name</b>	SOP for utilization of Intramural grant		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	26/12/2023	<b>Page No.</b>	5 of 8



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360006  
All India Institute of Medical Sciences, Rajkot, Gujarat 360006

Institute of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



- ⇒ After ascertaining non-availability of the required item with desired specifications in the GeM portal, PI shall obtain a financial quotation for the item from the vendor and satisfies himself/herself about the technical suitability and price appropriateness of the quoted item.
- ⇒ PI then generates a noting sheet, containing the requirement of the item and quantity, the availability of funds under the respective head and the quotation to the Research Cell (Annexure 3).
- ⇒ The Research Cell will examine the proposal and if found in order will forward to the CA for approval.
- ⇒ After obtaining approval of the CA the procurement officer of the institute can place the supply order for purchase of the item.
- ⇒ PI has to issue a certificate after receiving and inspection of the item with respect to quality, quantity and time in the following format-

*“I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”*

- **If the item is priced between Rs.25,000/- to Rs. 2,50,000/- follow GFR 2017 Rule 155:**

**Rule 155 Purchase of goods by Purchase Committee:** Purchase of goods costing above Rs. 25,000 (Rupees twenty-five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of at least three members of an appropriate level as decided by the Competent authority.

- ⇒ A **Project Specific Local Purchase committee** shall be constituted with approval of the CA. PI should be one of the members of the Committee.
- ⇒ The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under-

<b>Document Name</b>	SOP for utilization of Intramural grant		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	26/12/2023	<b>Page No.</b>	6 of 8



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360006  
All India Institute of Medical Sciences, Rajkot, Gujarat 360006

Institute of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



*“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned.”*

⇒ After obtaining approval of the CA the supply order can be placed for purchase of items.

- **If the item is priced above Rs. 2,50,000/- follow GFR 2017 Rule 158:**

**Rule 158- Purchase of goods by obtaining bids.** *Except in cases covered under Rule 154, 155 and 156 (1), Institute shall procure goods under the powers referred to in Rule 147 of GFR by following the standard method of obtaining bids in: (i) Advertised Tender Enquiry (ii) Limited Tender Enquiry (iii) Two-Stage Bidding (iv) Single Tender Enquiry (v) Electronic Reverse Auctions as decided by the competent authority.*

### Investigation charges for Research Projects

- All investigations including laboratory, radiology, clinical tests etc. shall be carried out in the institute. Equipment/ facilities available in the institute can be utilized for the purpose.
- The investigation(s) required for the research project shall be carried out in respective departments. It is mandatory to have a co-investigator from the investigating department.
- Only consumables (Chemicals, kits, reagents, disposables etc.) required to perform the test shall be procured out of intramural grant.
- PI will submit a notesheet requesting for permission of CA to carryout investigations required for the research project on free of charge (FOC) basis (Annexure 4).
- Once it is approved by competent authority, the investigation will be carried out on FOC basis for the patients/subjects recruited for the research project.
- All recruited patient/subjects shall be registered in HIMS and mandatorily have a CR number.

<b>Document Name</b>	SOP for utilization of Intramural grant	<b>Revision No.</b>	0
<b>Issue No.</b>	1.0	<b>Issue Date</b>	26/12/2023
		<b>Page No.</b>	7 of 8



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360006  
**All India Institute of Medical Sciences, Rajkot, Gujarat 360006**

Institute of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



- While requesting an investigation under the project, the PI/Co-PI will fill the requisition form - Annexure 5 (Request for Investigation on FoC basis- for research purpose only) for the concerned investigation.
- The Investigating department, on receiving this requisition form will perform the test on FOC basis.
- The requisition form shall be retained by the investigation department for audit purpose.
- A separate account of expense of consumables received and tests carried out for the research project shall be maintained by the PI/Co-I of the investigating department.
- It shall be the responsibility of the PI to ensure that this FoC facility of investigation is used only for their research project and not for any other purpose.

### **Payment of Outsourced Diagnostic Tests**

- Testing can be outsourced only in exceptional cases if the facility is not available in the institute. Noting sheet is required to be submitted to Research cell to obtain prior approval of the CA for the same (Annexure 6).
- The investigation charges shall be as per CGHS rates applicable to the nearest CGHS city (Ahmedabad) or actuals whichever is lower.
- After obtaining approval of the CA the investigations can be sent to the outsourced laboratory.
- Outsourced laboratory shall generate bills for the investigation carried out for the Research project on a monthly basis.
- PI shall obtain monthly bills in respect to their project from the outsourced laboratory and submit it to the Research cell after verifying it.
- The research cell will scrutinize the bills and if found in order they will be forwarded to the admin for payment by Direct Benefit Transfer (DBT) to the bank account of concerned laboratory. No cash transaction is permitted.
- It shall be the responsibility of the PI to ensure that bills in respect to investigations carried out for his/her research project are cleared in a timely manner.

<b>Document Name</b>	SOP for utilization of Intramural grant		<b>Revision No.</b>	0	
<b>Issue No.</b>	1.0	<b>Issue Date</b>	26/12/2023	<b>Page No.</b>	8 of 8



**REQUISITION FOR PURCHASE OF ITEMS FOR  
EXTRAMURAL/ INTRAMURAL PROJECT**

1. Project Number : \_\_\_\_\_
2. Project title : \_\_\_\_\_  
\_\_\_\_\_
3. Type of Project- Extramural/ Intramural/Other : \_\_\_\_\_
4. Name of the funding agency (if extramural) : \_\_\_\_\_
5. Name of the PI : \_\_\_\_\_
6. Department : \_\_\_\_\_
7. Sanctioned Duration of the project : \_\_\_\_\_
8. Total budget sanctioned for the project : Rs \_\_\_\_\_
9. Total allocation to the Project for the financial year- 2023-24 : Rs \_\_\_\_\_
10. Amount spent till date excluding this requisition : Rs \_\_\_\_\_
11. Items intended to be procured under budgetary head (Non-consumables/ Consumables/ Contingencies etc.)-PI specify \_\_\_\_\_

S. No	Nomenclature	A/U	Qty	Specifications	Approx cost
1.					
2.					
3.					
4.					
5.					
6.					
	<b>Net amount</b>				
(Rupees					only )

Principal Investigator

Note Sheet \_\_\_\_

**All India Institute of Medical Sciences**  
**Rajkot**  
 \*\*\*\*\*

Ref No.-

Dated: -

**Subject: AON for procurement of items for Intramural/ Extramural Research Project**  
**Project No. \_\_\_\_\_**

Description	Encls No
1. An intramural/ extramural research project titled _____ sanctioned with budgeted cost of _____ vide letter no. _____ dated _____.	1 (Project sanction letter)
2. Requisition of items to carry out the research project is placed opposite.	2 (Requisition)
3. Approximate cost of the items is Rs _____ The financial implication of this procurement is within the funds available in the project under the respective head.	3 (Quotation)
4. The items are proposed to be procured by the institute procurement committee as per the procurement policy of the institute and laid down government procedures.	
5. Submitted for approval please.	

Dr. \_\_\_\_\_  
 Principal Investigator  
 Department of \_\_\_\_\_

Head of Department

Dean Research

Note Sheet \_\_\_\_

**All India Institute of Medical Sciences****Rajkot**

\*\*\*\*\*

Ref No.-

Dated: -

**Subject: Permission to procure items for Intramural Project under Rule 154 GFR****Project No.** \_\_\_\_\_

1. An intramural research project titled \_\_\_\_\_  
 \_\_\_\_\_ sanctioned with budgeted cost of  
 Rs \_\_\_\_\_ vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ (Sanction letter attached).

2. Following items are required for the research project-

S No.	Name of Item	Rate	Quantity	Total cost
1				
2				
3				
	TOTAL			<i>Below Rs 25000/-</i>

3. Above items of required quality and specifications are available with  
 M/s \_\_\_\_\_ (Quotation attached).

4. The items are not available on GeM.

5. It is certified that the rates being offered by the vendor for the above items are reasonable.

6. It is proposed to procure the items under GFR Rule 154.

7. Submitted for approval please

Dr. \_\_\_\_\_  
 Principal Investigator  
 Department of \_\_\_\_\_

Head of Department

Dean Research

Note Sheet \_\_\_\_

**All India Institute of Medical Sciences**  
**Rajkot**  
 \*\*\*\*\*

Ref No.-

Dated: -

**Subject: Permission to carry out diagnostic tests for Intramural Project on FOC basis**  
**Project No. \_\_\_\_\_**

1. An intramural research project titled \_\_\_\_\_  
 \_\_\_\_\_ sanctioned with budgeted cost of  
 Rs \_\_\_\_\_ vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ (Sanction letter attached).

2. Following diagnostic tests are required to be carried out for the research project-

S No.	Name of Investigation	Department	No. of test required	Total cost
	<b>TOTAL</b>			

3. The consumables for above investigations are being procured from the sanctioned budget.

4. Permission may please be granted to carryout investigations for the patients/ subjects recruited for the research project on free of charge (FOC) basis.

5. Submitted for approval please

Dr. \_\_\_\_\_  
 Principal Investigator  
 Department of \_\_\_\_\_

Head of Department

Dean Research



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात  
All India Institute of Medical Sciences, Rajkot, Gujarat

Request for Investigation on FoC basis  
(For Research purpose only)

Project No. \_\_\_\_\_ OPD/Ward \_\_\_\_\_

Name of PI \_\_\_\_\_ Investigating Department \_\_\_\_\_

Name of PI/Co-I from Investigating Department- \_\_\_\_\_

CR No.			
Patient name		Age/sex	
Nature of specimen and when collected			
Investigation required			

Date:

(Signature of PI/ Co-I with stamp)



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात  
All India Institute of Medical Sciences, Rajkot, Gujarat

Request for Investigation on FoC basis  
(For Research purpose only)

Project No. \_\_\_\_\_ OPD/Ward \_\_\_\_\_

Name of PI \_\_\_\_\_ Investigating Department \_\_\_\_\_

Name of PI/Co-I from Investigating Department- \_\_\_\_\_

CR No.			
Patient name		Age/sex	
Nature of specimen and when collected			
Investigation required			

Date:

(Signature of PI/ Co-I with stamp)

Note Sheet \_\_\_\_

**All India Institute of Medical Sciences****Rajkot**

\*\*\*\*\*

Ref No.-

Dated: -

**Subject: Permission to outsource diagnostic tests for Intramural Project****Project No.** \_\_\_\_\_

1. An intramural research project titled \_\_\_\_\_  
 \_\_\_\_\_ sanctioned with budgeted cost of  
 Rs \_\_\_\_\_ vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ (Sanction letter attached).

2. Following diagnostic tests not available in the institute are required to be outsourced for the research project-

S No.	Name of Investigation	CGHS rate	Rate offered	No. of test required	Total cost
	<b>TOTAL</b>				

3. The tests are proposed to be carried out at \_\_\_\_\_ (Name of the laboratory). The rates being charged by the laboratory are as per CGHS rates for Non-NABL/NABL lab (Quotation attached).

4. The financial implication of this is within the funds available in the project under the respective head.

5. Payment to the laboratory shall be made as per the institute guidelines.

6. Submitted for approval please

Dr. \_\_\_\_\_  
 Principal Investigator  
 Department of \_\_\_\_\_

Head of Department

Dean Research