



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research Bhopal

IISERB/R&D/2016-17/

Date 14-2-17 68

Office Order

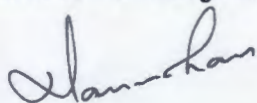
Research and Development

The work of Research & Development Office is hereby distributed / allotted with immediate effect as under:

Sr. No.	Wing / Sub Section and Description of Work	Allotted to
1.	<p>R & D Group – I (Budget, Accounts & Payment and Receipt Group)</p> <p>Accounting and Book Keeping: Financial Accounting of all Receipt, Payment and Adjustment transactions of the Sponsored and Other R&D Projects. Receipt / Payment / Journal / Contra Voucher Entries in OA & Tally software.</p> <p>Book Keeping and Maintenance of all Accounts Books – Cash Book / Bank Book, Ledger, Journal, Day Book etc. of R&D Projects.</p> <p>Budgeting & Grant-in-Aid: Project wise Budget, Budgetary Control & Fund Management. Monthly Expenditure Reporting, Demand for Grant-in-Aid from Funding Agencies, Preparation of Utilization Certificate for Grant-in-Aid received from different Funding Agencies.</p> <p>R&D Projects, Scholarships / Fellowships and Other Funds Accounting: Preparation of R&D Project wise and Fund wise Receipt and Payment a/c, Income and Expenditure a/c, Expenditure Statements and Utilization Certificates in the format prescribed by the Funding Agency.</p> <p>Endowment Fund Accounting and Management, Investment of Funds and maintenance of related Records.</p> <p>MIS: Preparation of all Financial Information for BoG, FC, other Govt. Departments / Funding Agencies and for Higher Authorities of the Institute.</p> <p>Bank Related Matters: Timely Bank Reconciliation of R&D Bank Accounts, Investments, Keep watch on Bank Balances, Investments and Term Deposits, Correspondence with Banks. Maintenance of relevant records and other related works.</p> <p>Statutory Deductions, Dues and Liabilities: To handle all Income Tax / TDS, VAT, Labour Cess, and Service Tax related matters & Maintenance of relevant records .</p> <p>Audit: Conduction of Annual Audit of Grants/ Funds received from deferent funding agencies and preparation of Audited UCs (if required).</p> <p>Payment & Receipt Vouchers:</p> <p>Pre checking and process for payment of all bills of Direct Purchases, LPC, against PO for procurement of Goods and Services, including Service Contracts, Consultancy Services, Printing / Publication & Outsourcing of Services / Job Works, .</p> <p>Miscellaneous Payments: To process the T.A. / D.A., Honorarium, Remuneration, Fees, Hospitality, Labour Charges / Wages and all other miscellaneous expenditure bills related to Meeting, Seminar, Conference, Workshop or any other R&D related event for payment as per the rules.</p> <p>Project wise entry of expenditure under approved budget heads. Collection and deposition of all receipts of R&D Projects and proper Project wise / Funding Agency wise entry. Maintenance of relevant record.</p>	<p>Ms. Ashwati Sasikumar, Office Assistant (Multi Skill)</p> <p>Assisted by</p> <p>Mr. Chirag Lalwani, Project Office Associate</p> <p>&</p> <p>Mr. Yohan Daniel Pagare, Project Office Assistant</p>
2.	<p>R & D Group – II (Establishment / Personal, Salary / Fellowship)</p> <p>Recruitment and Personnel Management:</p> <p>Recruitment process of all R&D Staff (Manpower requisition, Approval of Competent Authority, Advertisement, Constitution of Selection Committee, Short listing of Applications, Conduction of Written Exam and / or Interview etc.) as per Approved Rules, Guidelines and R&D Pay Structure.</p> <p>Issue of Offer / Appointment Letter and Joining of R&D Staff.</p> <p>Maintenance of personal files and service records of all R&D staff.</p> <p>Handling Leave and other Service matters of R&D Staff and maintenance of Leave Record.</p>	<p>Mr. Shubham Singh, Office Assistant (Multi Skill)</p> <p>Assisted by</p> <p>Mr. Yohan Daniel Pagare, Project Office Assistant</p>

	<p>Salary and Scholarships: Preparation of Monthly Salary Bill of all Contractual and R&D Project staff of the Institute. Preparation of Monthly Scholarship and Fellowship Bill of all Students, SRFs, JRFs, PDFs of the Institute. Disbursement of Monthly Salary Scholarship and Fellowship. Provide Account Head wise and Fund wise summary of Salary, Scholarship, Fellowship and Deduction to F & A Group – I for Accounting Entry. To ensure the recovery of Installments of Advances taken by employees License Fee, Water Charges, Electricity Bill, Car / Institute Vehicle Charges as per the rules. Payment of Incentive. Payment of Remuneration / Honorarium etc. Maintenance of PBR, all other relevant Records, Registers.</p> <p>Telephone Bill Reimbursement: Reimbursement of Telephone Bills to eligible Contractual Staff Members as per the rules and maintenance of relevant record.</p>	<p>& Mr. Chirag Lalwani, Project Office Associate</p>
3.	<p>R & D Group – III (Project Management) Proposals and Registration of R&D Project: Maintenance of online / offline record of all project proposals submitted by PIs to Funding Agencies. . Opening / Registration of new Projects upon receipt of Sanction Letters from Funding Agencies. Fixing overall / financial year wise and head wise expenditure budget and physical targets of the project.</p> <p>Operation and Monitoring of Projects: Facilitate the PIs for smooth operation of the Project. Submission of Progress / Project Status Reports, other deliverables, Statement of Accounts and Utilization Certificates to Funding Agencies. Preparation and submission of MIS reports for Institute Management and Funding Agencies.</p> <p>Project Extension, Completion and Closing: All works related to Project Extension in coordination with PIs. Assistance to PIs for submission of Project Completion Report and maintenance of relevant record. Closing of R&D Projects and process for refund of remaining fund and transfer of Project Overheads to Institute Endowment Fund a/c.</p>	<p>Ms. Ashwati Sasikumar, Office Assistant (Multi Skill)</p> <p>Assisted by Mr. Yohan Daniel Pagare, Project Office Assistant</p>
4.	<p>R & D Group – IV (MOUs / Agreements, IPR and Publication Management, Workshops / Seminars) MOUs / Agreements / Contracts: Providing assistance to PIs for drafting, checking and execution of MOUs / Agreements for Collaboration with other Institutes / Organizations / Industry in consultation with legal cell of the Institute. Record keeping and data maintenance of MOUs / Agreements / Contracts.</p> <p>IPR Management: Registration and Classification of IPRs generated by Institute Faculty / Students individually or in collaboration. Filing and Management of Copyrights and Patents. MIS reports for Institute management and maintenance of relevant record.</p> <p>Publication Management: Management and Record Keeping of all Research and Development Publications</p> <p>Workshops / Seminars / Conference: Assistance in organizing Workshops / Seminars / Conference / Meetings related to R&D. Maintenance of relevant data and record.</p>	<p>Mr. Shubham Singh, Office Assistant (Multi Skill)</p> <p>Assisted by Mr. Yohan Daniel Pagare, Project Office Assistant</p>

Beside the work allotted as above all staff members will also perform duties that may be assigned by the authorities time to time. Task for compilation of R&D Project accounts with Institute main a/c will be performed by F&A Section. All work will supervise and managed by D.R. (R & D) and all proposals and files will be routed through him to the undersigned.



अधिष्ठाता, अनुसाधन एवं विकास
Dean, Research and Development