

Minutes of meeting reg. charges for laboratory/clinical/radiological investigation & Procurement for research projects dated 20/07/2021

Charges for investigation in research projects will not be waived off. Following procedures of payment for Investigations are applicable for both Intramural and Extramural projects -

In advance mode -

1. PI will put up the e-file to Dean Research asking for advance money against sanctioned budget for laboratory/clinical/radiological investigation for projects.
2. PI will pay the laboratory/clinical/radiological investigation charges case to case ^{basis} to billing desk and produce the receipts at the time project completion/UC.

On credit basis:-

1. PI will make an ink stamp(mentioning name of project, sanction letter no. with space for investigations proposed and signature) as per their requirement. (sample given in annexure-1)
2. PI will move an e-file regarding laboratory/clinical/radiological investigation requirement (Name of investigation and total number required) for his/her project to Dean Research on credit basis against stamped requisition.
3. Dean Research will forward this file to Medical Superintendent (MS) for approval and then MS will forward it to PRO/Bill & Registration In-charge for necessary action.
4. PRO/Bill & Registration In-charge will instruct to one counter/cashiers for maintaining e-Hospital record of billing of same investigations and approved numbers of Investigations along with project sanction No. and PI name.
5. With this arrangement patient will be given receipt of Zero charges and patient can get his investigations done.
6. PI can continue with this arrangement of credit billing for maximum time of three months or Rs. 50,000/- whichever is earlier in one go. If, either time

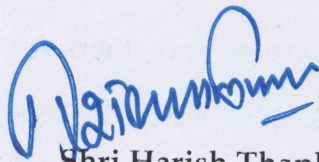
duration exceeds three months or amount exceeds Rs. 50,000/- PI will be asked to settle /reimburse it from his/her sanctioned grant .

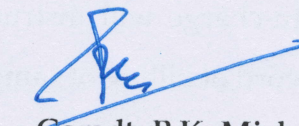
For being able to do this, PI will take all the bills from registration counter and will put up to Dean Research through project e-file for reimbursement. Once reimbursement is done, PI can continue for remaining investigations on credit basis again, if any.

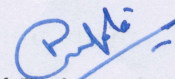
7. At time of project completion & financial closure of the file, PI will produce all the remaining bills & the relevant documents through e-office.
8. In cases when investigations are not routinely done at institute, :-
 1. PI will be allowed to purchase reagents/consumable/chemicals through GeM with due approval.
 2. If not available through GeM procurement will be allowed as per available Rate Contract with due administrative approval.
 3. If it is not available on GeM & RC procurement through LPC will be allowed .PI will be required to put GeMAR and PTS certificate.

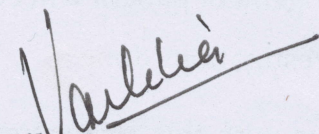
PI can take up above options only after administrative & financial approval.

9. In special case when PI wants to carry out some advance investigation which is not available at AIIMS Rishikesh, However, available in other organizations of the country, special permission may be given against the benchmark, with advance payment as per sanctioned budget. This option can only be resorted when concern Head of Laboratory certifies non availability of investigation, and administrative approval has been granted.


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PRO


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Procurement of consumables /capital items for Research Projects (Intramural/ extramural):-

PIs to adopt following procedures-

1. PI should check its availability on GeM. (Items less than Rs. 5000 or life of item less than 1 year, may not necessarily be purchased from GeM) For this you need to put up detailed specifications of desired items and send e-file to Faculty In charge GeM desk of Institute.
If item is available on GeM, then procurement process will be initiated by Faculty In- charge GeM procurement after you receive administrative approval for the said items.

If item is not available at GeM, GeM desk will provide you GeMAR-PTS certificate and then -

2. For purchasing any item, check availability of Rate Contract from concerned store for item and specification you desire as first step. If Rate contract is available for specified item then you can procure item from concerned vendor of institute.
3. Now, by producing GeMAR-PTS certificate you can go for asking for administrative approval as per GFR (155(LPC)/ proprietary purchase, etc. as applicable.

Kindly note-

1. All procurement will be done through GeM/RC.
2. PI can procure only consumables/regents costing up to Rs. 25000/- without splitting the requirement.
3. PI should avoid unwarranted splitting of bills.
4. Procurement of capital items under GFR 149/154 under Rs. 25000/- is not permissible directly
5. In extramural project procurement of item with specific brand/feature is allowed against sanction/approval of such brand name/features only after the completing of required formalities necessary as per applicable GFR.

Vaishu

Rakesh