



Institute of Liver & Biliary Sciences

(An Autonomous Society under Government of NCT of Delhi)

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F9 (65)/2010-11/Office Order/HR/ILBS/Part III /1717-19

Dated: - 11.02.2023

OFFICE ORDER

Subject: - Constitution of Research And Development Cell (RDC) of the Institute.

The Competent Authority has approved the constitution of Research and Development Cell (RDC) as per details at Annexure I to III attached. The RDC is in consonance with the recommendations of UGC as part of National Education Policy 2020. The same shall be implemented with immediate effect.

(Lt. Col. R. S. Singh)

Deputy Head (NM/HR)

Institute of Liver & Biliary Sciences

Enclosures:-

1. Framework of the RDC - Annexure I
2. Members of the present Research and Development Council – Annexure II
3. Roles and Responsibilities of the various officials of RDC – Annexure III

Copy to:

1. PS to Director
2. Dean, Academics, ILBS
3. All Heads / Sr. Faculty of the Departments
4. Guard File

(Lt. Col. R. S. Singh)

Deputy Head (NM/HR)

Institute of Liver & Biliary Sciences

**Institute of Liver and Biliary Sciences (ILBS)
Vasant Kunj, New Delhi – 110 070**

**RESEARCH AND DEVELOPMENT CELL (ILBS)
(Guidelines for Initiation and Facilitation of Research Projects)**

Research and Development Cell (RDC)

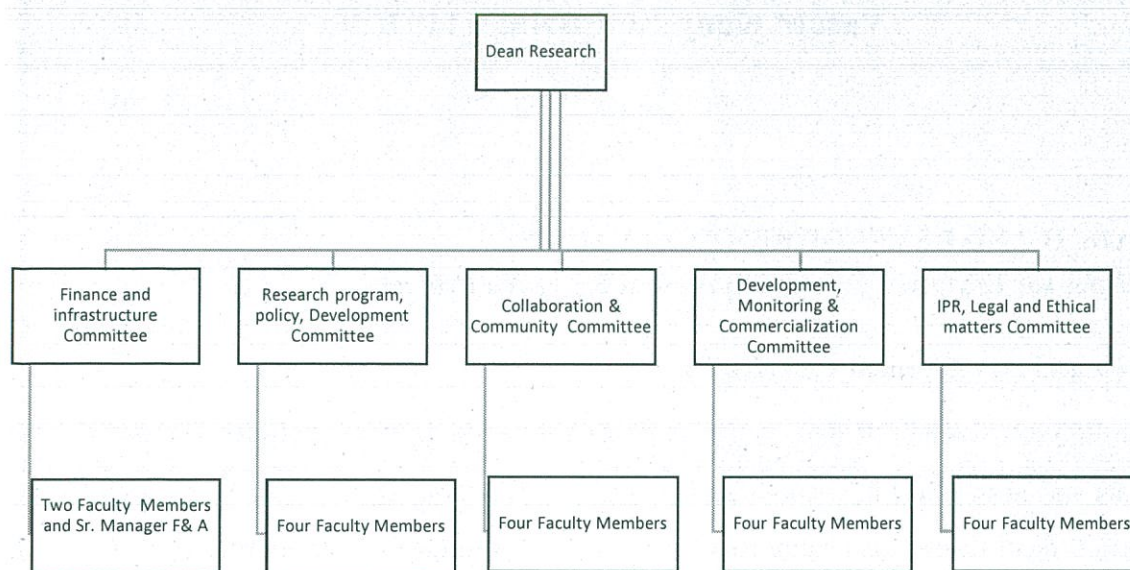
The Institute of Liver and Biliary Sciences (ILBS) trains more than 100 post-doctoral Senior Residents and nearly 50 Ph.D students each year who are actively engaged in research work. In addition, faculties are also supported by extramurally-funded research projects as a part of their academic and research activities. All these activities involve Institutional Ethical approval, training in research methods, recruiting manpower and managing funds of the projects and submission of Progress reports and audited statements of accounts.

ILBS is committed to encourage and promote the faculty members to take up (with or without collaboration) research in the field of hepato-biliary sciences and allied areas funded by recognized agencies such as UGC, ICMR, DST etc and also international sponsors for various Research and Development activities subject to the condition that the same research is consistent with the objectives of the Institute and will neither interfere with nor will have any adverse effect on their basic obligation towards the ILBS.

The need for bringing up all the research and related activities under a single functional setup is strongly felt and is also endorsed by the UGC as a part of National Education Policy. The proposed Research and development Cell will be constituted as per the direction of the UGC and will be operated by the committees and members as suggested by the UGC and is as follows:



Research and Development Council (Every committee shall have a chairperson who will see the subject matter with the other members of that particular committee)



The details of the present Research and Development Council is at Annexure II

Scope of the RDC:

The main functions of the RDC may be defined as under:

1. To administer the research project: coordination between sponsors / funding agency, institution and the investigator
2. To process the cases of JRF / SRF / PhD students
3. To ensure that all codal formalities are followed in purchases of the equipment / disposables.
4. To manage and process the travel grants received by the faculty / SR / PGs for attending conferences
5. To oversee that the guidelines / procedures / relevant provisions of the rule are adhered to by the principal investigator.
6. Transfer of grant in the project account after deducting 15% from the recurring grant except manpower
7. A panel of auditors (chartered accountants, up to 2) will be appointed by the RDC. The RDC may consider writing to the CA institute for this purpose, who will verify sign the project accounts UC/SE

Operation of Finances:

1. The basic premise in the utilization of research grants is that the fund has been generated by the efforts of the investigator and it should be the prerogative of the investigator to utilize it in any manner that he/ she considers most beneficial for fulfilling the objective within the defined time frame of the project without violating the financial norms.
2. PI shall submit the undertaking at the outset regarding the strict adherence to the financial norms.
3. The principal investigator is primarily responsible to the funding agency.
4. *Any kind of administrative norms will be facilitative and not obstructive.*
5. All the procedures and processes will be generated into the computerized form and a software needs to be procured/ designed at the outset.
6. For the smooth running of the RDC, a separate bank account shall be operated as per guidelines of funding agency for the following purposes.
 - a. Grants, salaries of SRF/JRF/PhD students received from different agencies in respect of the projects
 - b. Amount in respect of travel grants
 - c. Amount related to contingency

The joint signatories to these accounts may be PI and Finance person

Steps to be followed in processing of a research project:

Submission of the research project by the faculty member/ PI to the research cell

1. Director will entrust Dean Research as the forwarding authority of the Research project
2. Sanction order to be submitted to RDC
3. Depositing the grant in the bank account
4. Transfer of grant received to the project bank account. The bank account in the name of the project shall be opened by the concerned PI after obtaining approval from the Dean
5. The duly audited account to the project shall be submitted to the funding agency after due attestation by the Dean
6. The RDC will meet periodically (may be once in every two weeks or more, if necessary to process the financial and administrative matters related to the projects.

Duties of the Principal Investigator:

1. To utilize the money as per the guidelines of the funding agency and as per the general financial rules (GFR)
2. For purchase of consumables/equipment up to Rs 5 lacs, quotation based as per order 2018 limited tenders may be invited through the purchase branch of the institute.



3. For purchase of equipment above Rs. 5 lacs, Institute's purchase procedure shall be followed.
4. For contingency up to the expenditure of Rs. 25000, the PI shall be authorized to process the same directly.
5. For contingency expenditure above Rs. 25000, but less than 1 lac, the same should be approved by the finance committee of the RDC.
6. Any equipment purchased under the project shall be available for patient care (if necessary) during the project. After completion of the project, the equipment shall be used by the department for the benefit of patients.
7. For appointment of the project employees, wide publicity on the notice boards of the campus and other hospital may be made as per the guidelines of the funding agency.
8. For recruitment of project staff, as selection committee should be constituted consisting of the following:
 - a. Principal Investigator: Chair person
 - b. Any faculty member of the department: member
 - c. Member from other department: member
 - d. External member
9. The appointments are to be made purely on the temporary basis and not exceeding the project period.
10. All leave record in respect of the project employees shall be maintained by the PI.
11. All stock books in respect of the material and equipment purchased from the research grant will be the direct responsibility of the PI.
12. Separate stock books will be maintained by consumable and non-consumable stock by the PI.
13. The PI will be accountable for maintenance of accounts, stock books and all connected record of the research grant, and will have the account audited and furnish utilization certificate to the prescribed authority
14. Audit of the expenditure shall be made by the authorized chartered accountant.
15. On the completion of the project, the entire Files / document shall be deposited with the research cell.
16. In case of funds delay from the funding agency, PI+ Dean + Head administration can request Institute to provide loan on recoupment basis
17. Salaries of the project staff to be dealt by PI /RDC
18. Project staff should also get salaries slip monthly as well ILB i-card may be issued by RDC
19. In case the PI leaves the Institute directions of the funding agency will be applicable.

PFMS system/EAT module implementation and adherence needs guidance

Signing of Memorandum of Understanding/Memorandum of Agreement_MoU/MoA will be signed by PI and Dean (Research) only after legal and IPR vetting by the Legal Counsel of ILBS/RDC With government funding agencies such as DBT, DST, ICMR etc formal document of funding agency will be filled and signed by PI and Dean Research.



Endorsement to funding agency: Codel formalities by Dean Research and in case of special case like SERB the subject matter will be put in front of CA and provided by the institute.

Budget expenditure Rules:

- In that case, PI need to provide breakup funds so that funds will be utilised accordingly.

Procurements: Purchase unit of Research Cell will deal with processing of purchase of consumables/, making supply orders, Letter of Credit(LC), advertisement of tender and their opening and rate enquiries, placing the matter in the purchase committee of ILBS (if required) and negotiation.

Travel bills: The grant sanctioned by the funding agency under the head "Travel" are utilized by the project investigators, co-investigators and research staff(as per their entitlement) working on the scheme/project to attend conferences, symposium,

All air travel bills will be submitted to Research Cell and must be supported by original boarding passes. However, for the bills related to travel (hiring of taxi for project work, reimbursement of travel bill to patients, attending seminar/conferences etc. administrative approval is required to be submitted along with the bills, clearly indicating the entitlement of the staff and/or the amount/rate of reimbursement for taxi hiring/patient travel etc.

Contingency bills:

The grant sanctioned under contingency if available can be utilized for purpose of membership, publication charges, stationary /computer accessories, subscription for specialized journals etc, Registration fees for meetings etc

3. Preparation of UC/SE and Report

- Finance person should facilitate preparation of UC/SE and deposit of interest to Bharat Kosh on 11th month of a year to avoid any possible delay.
- Departmental Assistant (Lab Manager) in consultation with the PI will maintain records of dates of sanction and completion of the project for timely preparation of the UC/ SE. Finance person will sign after verifying expenditure with PI.

Institutional policy

- 1. Publication charges and filing patents:** Any IPR related issues such as patents and copyrights should be dealt by the IPR committee for RDC. The IPR committee will promote patents and copyrights under the Institution's name and Institute will provide assistance for the same. While publishing findings from research projects is of utmost importance. Publication charges to be met from the project funds.



AMC/ CMC of the assets acquired in the project

Any equipment purchase should be with 5 year CMC. The project should be over by this period. After the project is completed, the equipment becomes the responsibility of the Institute and hence, its AMC, CMC after 5 years will lie with the institute.

Clinical trials can be dealt separately and are beyond the scope of RDC.

Conclusive statement: The proposed policies of RDC will be harmonized with existing institute policies in these areas and is primarily meant to create seamless management of the faculty development program to increased efficiency.



Research and Development Council

The details of the present Research and Development Council is as under:

S.No.	Research and Development Council (Committees)	Members
1	Finance and infrastructure Committee	Dr. Nirupma Trehanpati, Professor (MCM) - Chairperson Dr. Anupam Kumar, Associate Professor (MCM) Mr. Naveen Narang, Sr. Manager (F&A)
2	Research Program, policy, Development Committee	Dr. M Daga, Visiting Professor (Internal Medicine and Infectious Diseases) - Chairperson Dr. Seema Alam, Professor (Pediatric Hepatology) Dr. Viniyendra Pamecha, Professor (Liver Transplant Surgery) Dr. Rakhi Maiwall, Addl. Professor (Hepatology)
3	Collaboration & Community Committee	Dr. Rajiv Khanna, Addl. Professor (Pediatric Hepatology) - Chairperson Dr. Manya Prasad, Asstt. Professor (Clinical Research/ Epidemiology) Dr. Kanica, Asstt. Professor (Clinical Research/ Epidemiology)
4	Development, Monitoring & Commercialization Committee	Dr. Archana Rastogi, Professor (Pathology) - Chairperson Dr. Pratibha R. Kale, Associate Professor (Microbiology) Dr. Savneet Kaur, Asstt. Professor (Regenerative Medicine & Stem Cell Biology) Dr. Dinesh Mani Tripathi, Asstt. Professor (MCM)
5	IPR, Legal and Ethical matters Committee	Dr. Ekta Gupta, Professor (Virology) - Chairperson Dr. R Gayatri, Professor (MCM) Dr. Rajiv Khanna, Addl. Professor (Pediatric Hepatology) Dr. Sukriti, Asstt. Professor (MCM)

Annexure III

Duties, authorities and accountability of the RDC

1. Director will entrust Dean Research as the forwarding authority of the research project
2. RDC shall be the authority on the procurement, financial and operational parts.
3. Process and resolve the grievances of research JRF / SRF / PhD students. – 1 week
4. To administer the research project
5. To oversee that all the guidelines are adhered to by the principal investigator.
6. Transfer of grant in the project account after deducting 15% of recurring budget of the project amount. 1 week
7. A panel of auditors (CAs, up to 2) will be appointed by the RDC. The RDC may consider writing to the CA institute for this purpose, who will verify and sign the project accounts UC/SE.
8. The duly audited account to the project shall be submitted to the funding agency after due attestation by the Dean.
9. The various committees of the RDC will meet periodically to process the financial and administrative matters related to the projects.

Accountability of the PIs

1. Forwarding the sanction orders with fund breakup to the RDC. - Immediate
2. Advertisement for the recruitment of project staff.
3. Recruitment of project staff through a selection committee designed by PI
4. Offer of appointment to the project staff to be made on temporary basis not exceeding project period.
5. Leaves and attendance record of the project staff and the details of the same shall be furnished to the RDC for salary processing. – end of every month
6. Forwarding the purchase indents to RDC. - every Monday
7. For purchase of consumables/equipment up to Rs 5 lacs only, quotation based as per order 2018 limited tenders may be invited through the purchase branch of the institute.
8. For purchase of equipment above Rs. 5 lacs, Institute's purchase procedure shall be followed.
9. For contingency up to the expenditure of Rs. 25,000, the PI shall be authorized to process the same directly (as per new GFR).
10. For contingency expenditure above Rs. 25,000, but less than 1 lac, same should be referred to RDC.
11. For travel, the PI should inform regarding its travel plans 1 week in advance to the RDC and obtain the approval of travel from the Dean.
12. On the completion of the project, the entire files/ document shall be deposited with the RDC. – within 4 weeks
13. In case of funds delay from the funding agency, PI+ Dean + Head administration can request Institute to provide loan on recoupment basis.
14. All travel bills will be submitted to RDC and must be supported by original invoices, boarding pass in case of air travel.



Duties, authorities and accountability of the Accounts Manager under the RDC

1. The bank account and subaccount.
2. Preparation of the utilization certificates and statement of expenditure of all the research projects, after verifying expenditure with PI, at the end of every FY. – PIs could request for a provisional UC not earlier than a quarter.
3. Maintaining all the account and connected record of the research grant and furnish the financial report to the PI. - end of every month.
4. Have the account audited and furnish UC-SoE to the prescribed authority.
5. Process the salary upon receipt of the attendance and leave record of the project staff, by PI. – end of every month
6. Finance person should facilitate preparation of UC/SE and deposit of interest to BharatKosh on 11th month of a year to avoid any possible delay.
7. PFMS and EAT module implementation
8. Project Checklist
9. Audit of the expenditure shall be made by the authorized external auditor.
10. Depositing the grant in the project account after deducting 15% of recurring budget of the project amount after approval from the RDC. – 1 week
11. Financial SOPs and get them verified by the concerned committee
12. To ensure all codal formalities mandate form



Responsibilities of Office Executive (for research purchase upto 5 lacs and office work)

1. Source Selection and Registration of Vendors
2. Evaluation of vendors/contracts as per GFR
3. Processing of Indents and Tender Documents and Review and monitoring of capital purchases.
4. Preparation of Comparative Statement and Commercial evaluation.
5. Terms & Conditions and Formulation of Purchase Order/Contract
6. Approval of Purchase & Contract Finalization through the concerned Committee/s
7. Organizing negotiations or renegotiations.
8. Identify opportunities for cost savings.
9. Issue of Purchase Order/Award of Contract
10. Receipt, inspection, acceptance or rejection of items
11. Issue of materials and equipment to the concerned user Department / Division in the Centre / Unit.
12. Arranging calibrations
13. Maintenance of all Research equipment for annual maintenance contract.
14. Response to inquiries from internal and external sources or appropriate referrals to the concerned committee.
15. Compile data from variety of sources/ funding agency.
16. Maintaining stock of capital items & organizing the physical verification periodically.
17. Review and maintain good record of purchasing files and records and ensure the ready availability of documents.
18. Any special projects and/or other duties as assigned from time to time.
19. Office work and development of SOPs from time to time
20. Custom clearance CDEC

