

NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119

No. R/Acc./DOC/17/

Dated:

**Subject: Guidelines for proper utilization of "DOC" Grant**

For the proper utilization of of DOC grant, a committee was constituted for consideration of the guidelines issued vide notification No.Acs./2016/1494 dated 8.6.2016. The committee considered various issues under the DOC expenditure and submitted its report to the Director on 5.5.2017. The report of Committee was placed before the Budget Finalization and Review Committee (**BFRC**) in the meeting held on August 26, 2017 headed by Director. The committee deliberated upon the report and recommended some changes upon the report. The changes recommended by BFRC were discussed in the meeting of all Heads of the departments on September 14, 2017 and the HODs were agreed over the changes to be incorporated in the recommendations of the Committee.

In view of the above, the following guidelines are hereby issued for the proper utilization of the DOC Grant:-

1. The consumables for faculty (only items not covered under CPDA) and staff and laboratories may be procured.
2. Procurement of consumables for office
  - (a) Consumables include stationary, cartridge, tonner etc. Hardware components, chemicals, raw materials and other items required for functioning of labs and departments.
  - (b) All such consumable would be procured within the purchasing powers of HODs.

Note: (i) Any capital asset (asset with price greater than or equal to Rs.5000/- and having a useful life of more than one year) should not be purchased through DOC. Split purchases must be avoided as a tool to overcome the capital asset clause).

(ii) All the consumable items in central stores section must be procured from there only.

Contd..... 2/P

3. To keep the labs & offices hygienic, materials needed for toiletries, towel, dustbin, spray for lizards, mosquitoes, minor furnishing etc.
4. Hospitality/refreshment for official meetings/visitor will be limited to 20% of the allotted DOC amount and for any additional expenses prior approval of the competent authority will be mandatory.
5. Repair/Maintenance of only that equipment which is not covered under AMC may be done out of DOC as per comprehensive Stores and Purchase Rules of the institute.
6. An Imprest money of Rs. 25000/- will be allowed out of DOC and it will be the responsibility of the HODs to make sure that the account should have a zero balance on the last day of the financial year. Any unspent amount must be transferred to the institute account on the last day of the financial year. Imprest money account must be in the name of the HOD/Coordinator.
7. The maximum grant of DOC to be allocated to the various departments is as under:

Category	Departments/Schools	DOC Allotted
A	Civil Engg., Mechanical Engg., ECE, Electrical Engg., Computer Engg., CEN	5 Lacs
B	Physics, Chemistry, Workshop	3 Lacs
C	Humanities and SS, Mathematics, MBA, MCA, ALL Schools	2 Lacs

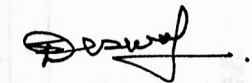
8. The above allotted DOC amount also includes "Annual Computer Maintenance Grant" and it may be 20% of the allotted DOC amount. The amount of DOC may be increased for the department by the competent authority once the funds allotted under DOC are exhausted.
9. Any other unforeseen expenses in the interest of the department not mentioned above may be met out of DOC within the purchasing powers of HOD after the prior approval of the competent authority.

Contd.....3/P

In view of the above, all the Head of Departments/Coordinator of Schools are requested to strictly adhere to the above guidelines for the proper utilization of the DOC Grant. However, it is for kind information that the DOC grant allocated and utilized during the last 03 Financial year and also the till date of the Current Financial Year 2017-18 has been mentioned on the enclosed Annexure-A.

This issues with the approval of competent authority.

1. All Deans
2. All Heads of Departments.
3. Coordinators of all PG Schools.
4. Deputy Registrar (Accounts)
5. Sr. Secretary to Director for kind information of Director.



REGISTRAR I/C

OC b/ 13/11/17