



## UNIVERSITY OF JAMMU

No: Grants/2024-25/503-17

Dated: 9-12-2024

### CIRCULAR

During the scrutiny of bills by the office of Grant Section received from PI's/Project Directors/Coordinators of the projects belonging to Science Departments, it has been observed that most of the purchases related to equipments/related materials etc are being done without processing through Science Purchase Committee, which is not as per norms.

To ensure compliance with the established procedure and to avoid any potential audit objection, it is urged upon all the Principal Investigators/Project Directors/Coordinator of the projects to ensure that all purchases related to equipment /Services related materials etc are duly routed through Science Purchase Committee before submitting to this office for pass & payment of the bills.

A handwritten signature in black ink, appearing to be 'A. S. S.', written over the typed name.

**Joint Registrar (Grants)**

Handwritten initials 'th' and 'bs' with a date '9/12/24' written below them.

Copy to:-

1. All Head/Directors/PI's of Science Departments please.
2. Director IT & Enabled services please.