

**SOP: Procedure of Projects after Board Approval**

- 1 After approval of project from the Board, the concerned Team Leader on very next working day will issue a letter to the Project Manager for submission of a) two signed copies of project document and b) two signed copies of the agreement document. Similarly, Administration Officer (SRDB) will issue a letter to PM for opening of project account.
- 2 The Theme Leader will sign the budget details and milestones in the project document and will also get the agreement signed from the Chief Executive Officer.
- 3 The Theme Leader will return one signed copy of the project document and agreement to the PM for provision of attested copies of the indicated documents to the followings:

a). SRDB	4 Nos (Project document)
b). Team Leader (s)	One each (Project document and Agreement)
c). Head of Host Institute/ Organization	One (Project document and Agreement)

The PM shall also instruct the TLs to provide a copy of the Project document and Agreement to the respective head of collaborating institute/organization.

5. The Theme Leader will provide the electronic copy of the final project document to Computer Programmer who will put it on SRDB website within 2 working days.
6. The Theme Leader will send 2<sup>nd</sup> copy of project document and Agreement (containing original signatures) to the Account Officer for arranging payment.
7. The Account Officer after receiving of signed copies of Project document, Agreement, and opening of project account will get sanction from the Chief Executive Office, for transfer of funds to PM on account of 1<sup>st</sup> installment and will prepare the Cheque, get it signed from the Chief Executive Officer before dispatch of the Cheque to Project Manager. The Chief Executive Officer may approve above SOP for implementation.

-/Sd:

Account Officer

**Chief Executive Officer**