

## **Guidelines for depositing/using money in DDF**

### **All cheques should be drawn in favour of : Seth GS Medical College & KEM Hospital, Department Development Fund**

1. The individual department may collect amounts as:
  - (a) Voluntary donations by approaching grateful patients and other well-wishers of the Department / Institution. Funds collected towards service provide will not be accepted.
  - (b) Voluntary donations from other institutions, companies, trusts, organizations.
  - (c) Funds for the execution of the specific projects /conference.
2. Ten percent of the funds collected to a maximum of 1 lac per project / per donation will be transferred to the DDF General account.
3. Funds for specific projects will be accepted only after the form provided for the purpose has been submitted (Form 1). All such forms will be put up before the meeting of the DDF Trustees for approval.
4. The Head of the Department /Principal Investigator will obtain sanction of the Dean for expenditure from project funds in advance. This sanction must be obtained on the form provided for the purpose (form 2).
  - (a) In case of expenditure on salaries the remuneration for various categories shall be as follows: -The actual stipend paid to each staff member will be as per the structure recommended
  - (b) Where payment has to be made to a part-time municipal employee for extra work carried out for a project, the actual payment will be up to a maximum of 10% of the basic stipend for that category as on 1<sup>st</sup> January of the year.
5. Payment of salaries:

Stipend will be paid in the 1<sup>st</sup> week of every month only after receiving effective report signed by the Head of the concerned Department / Principal Investigator, whichever is applicable.

## **Outline of the procedure for buying materials through DDF**

- (a) For purchase of items costing less than / equal to Rs.5000/-: HOD / Principal Investigator / In charge of fund can procure them with or without quotations.
- (b) Costing more than Rs.5000/- to Rs. 10,000/- 3 quotations are required.

1. The Head of Department should recommend the item to be purchased along with financial details to the secretary prior to incurring the expenditure. The Dean/ Managing trustee is the sanctioning authority for this amount.
2. If three quotations cannot be obtained even after due notification, a letter stating the possible reason for same and recommendations should be sent to the secretary or further action.

(c) For purchase of items costing more than Rs.10,000/-:

1. The pattern of obtaining quotations from at least three dealers should be followed.
2. When three or more quotations have been obtained, the original quotation papers along with a covering letter giving recommendations be sent to the secretary for further action. The decision regarding sanction will be made at the meeting of the DDF committee, following receipt of the request for purchase.

The annual maintenance contracts for instruments purchase for the department through DDF can be from DDF after prior approval from the DDF Committee.

Grant for participating in attending conferences, workshops, scientific Meetings symposium, seminars, meetings aimed at promotion of activities of department institutions would be provided to full-time staff/Resident doctors.

- i. Maximum reimbursement of expenses up to Rs.20,000.00 or 25% of balance amount with department per meeting / event inclusive of expenses on travel, registration fees and stay against submission of receipts.
- ii. No advance payment will be made.
- iii. Same individual will get assistance from DDF only alternate financial years.
- iv. First a proposal should be sent to DDF, with an estimate. Bills / Receipts should be submitted after the event for reimbursement.
- v. These conditions would not apply to travel grants as a part of research projects, where specified budgets have been sanctioned by DDF.

9. An advance of Rs. 5000/- will be given to

- (a) Principal Investigator for projects and
- (b) HOD for Sundry Expenses
- (c) DDF Secretary /Treasurer.

The next advance will be disbursed only after accounts for the previous advance has been submitted

10. Conference/Conduction of Academic Activities:

- Conferences / or academic activities can be arranged through Department development fund with prior approval of the Dean.
- The HOD/Organizing secretary/organizing chairperson shall submit the proposal for organizing conference in a format similar to proposal for research project along with a budget stating the way the money is planned to be spent

(as per rules and regulation of DDF). This will be subject to 10% deduction as per No.2.