



अनुसंधान अनुभाग (Research Section)
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CIRCULAR

It is hereby informed that Principal Investigators (PIs) of all Intramural and Extramural Research Projects must submit the following documents for processing procurement proposals related to project requirements through e-file. Submission of complete documents in the prescribed manner is essential to avoid delays in procurement.

1. IEC and IRC final approval of the project, along with IEC/IRC extension approval (if applicable).
2. Detailed justification/note for Procurement, clearly mentioning the requirement, quantity, and relevance to the project.
3. Sanction order from the funding agency in case of Extramural projects; and in case of Intramural projects, sanction order/approval from the competent authority, AIIMS Raipur.
4. Budget break-up of the sanctioned fund indicating the amount earmarked for procurement.

All the above mentioned documents separately are to be placed in the TOC part of the e-file.

All PIs are requested to ensure strict compliance to facilitate timely processing of project related procurement requests.

Ashiruchi
Dean (Research)
AIIMS Raipur

12/12/2025
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