STANDARD OPERATING PROTOCOL FOR

CONTRACT SERVICE (TESTING) AND CONTRACT RESEARCH (PAID UP TRIAL)

RECEIPT OF PROFESSIONAL SERVCIE REQUEST FROM CLIENT/COMPANY
(DIRECTOR/ITMU/ HoD)

FORWARD TO ITMU

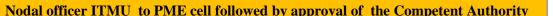


Identify the concerned Division and forward the request to the Head of the concerned Division to identify the scientist who can conduct the Contract service (testing)/ Contract Research (Paid up trial)



The concerned scientist has to indicate the charges as per in proforma of ICAR rules and guidelines for PSF 2014/ indicate the charges as per actual for sample testing

Approval of the Head of the Division and then forward to ITMU



Communication of approved charges to the client by ITMU (Contract service (testing)/ Contract Research (Paid up trial)

Payment of the charges by the client/company by way of DD/NEFT



Submission of the charges to Administration/Accounts with intimation to the concerned scientist to initiate the service



On completion of Contract Service (testing) report shall be issued from the division with a copy of report to ITMU and PME with other approval details such as date received, number of sample unit, unit and total cost, UTR No of the transaction details and e office approval of the Competent Authority

Contract Research (Paid up trial) report to be submitted in triplicate to ITMU followed by PME and followed by approval of the Competent Authority

