

How to process your CAPEX (Non-Recurring: Minor equipment etc.) and OPEX (Recurring: Consumables, Contingency, Travel etc.) under NFSG scheme

CAPEX:

Get the approval (Form A) from the GCIR/Dept. office (online approval in Pilani Campus: BITS Approval System, <https://ipcservices.bits-pilani.ac.in/BAS/>)

Fill the Form B and submit both Forms A & B to CPU for purchasing.

OPEX:

Similar process as mentioned for CAPEX.

The direct purchase (only under contingency and consumable heads) upto Rs 25000/- is permitted. If you are from Pilani Campus, self-approval is required which can be generated from the BITS Approval System. The bills along with the self-approval will be submitted to GCIR office for reimbursement.

This is a general guideline for processing CAPEX and OPEX items. The process *may vary slightly from campus to campus*. You may follow it up with the respective GSIR offices.

Contact Numbers for GCIR offices:

Pilani: 01596-255-412

Goa: 0832-258-0129

Hyderabad: 040-6630-3893

Office of Dean Faculty Affairs, Hyderabad

Contact: 040-6630-3937