

TUF/ORIC/I-25/092

September 05, 2025

Subject: Standard Operating Procedure (SoP) for Permanent Assets Purchased Out of Research Project Funds

It is hereby notified for information and compliance that the Competent Authority has approved the following Standard Operating Procedure (SoP) for the inventory record, issuance and transfer of permanent assets (instruments, computers, etc.) purchased out of research project funds funded by HEC or any other agency:

1. Permanent assets purchased out of the project funds shall be entered in the record of the Central Stores of The University of Faisalabad and may be issued to the Principal Investigator (PI) of the concerned project.
2. The assets will remain with the PI for use during the project period.
3. Upon completion of the project, the PI shall ensure the transfer of these permanent assets to the respective Department/Institute.
4. The permanent assets may remain with the PI or in the same lab/department where the project was executed, for further utilization and availability to other researchers.
5. Transfer of assets to any other department shall require permission from the Competent Authority along with necessary record.
6. For seeking clearance from ORIC, the PI/applicant will be bound to produce the original Stock Register (indicating the purchase of permanent items) along with a copy, as well as the copy of the departmental stock register (indicating transfer of permanent items to Department/Institute), for verification and record.



Prof. Dr. Zahir Ahmad Zahir
Director ORIC

CC:-

- Office of Rector
- Office of Registrar
- All Deans & Heads of Departments