

पंजाब केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)
नगर परिसर, मानसा मार्ग, बठिंडा-151001
ईमेल: registrar@cup.ac.in
वेबसाइट: www.cup.ac.in
दूरभाष: +91-164-2864106



Central University of Punjab

(Established vide an Act no. 25(2009) of Parliament)

City Campus, Mansa Road, Bathinda-151001

Email: registrar@cup.ac.in

Website: www.cup.ac.in

Telefax: +91-164-2864106

Ref No: CUPB/CC/16/Notification/182

Dated: 27-4-2016

NOTIFICATION

Subject: New Purchase Rules.

It is notified for the information of all concerned that Central University of Punjab is going to follow new Purchase Rules and will process in this financial year 2016-17. All the purchases shall be strictly as per GFR, which will include pre-auditing and approval from the competent authority.

Two tier purchases shall be followed in the university, which will include:-

- (a) Purchase below Rs. 15,000/-
- (b) Purchase above Rs. 15,000/- to Rs. 2.0 Lacs
- (c) Purchase above Rs. 2.0 Lacs

1. Purchase below Rs. 15,000/-

- (a) Indent and justification to be forwarded through CoC.
- (b) Budget booking
- (c) DAA approval

The purchase below Rs. 15,000/- will be materialized by taking either sanction or advance, but it should have strict adherence to GFR. Split purchase will not be allowed.

- (d) Post purchase audit

2. Purchase below Rs. 2.0 Lacs:-

Only Centre Purchase Committee (CPC) consisting of the following members will handle the purchase below Rs. 2.0 Lacs:-

- (a) Dean of the School - Chairman
- (b) Member outside the School (To be nominated by the DAA)
- (c) AAC members
- (d) CoC as Convener

CPC Purchase Process

- (a) AAC approval (*Decision for LPC/limited tender, CoC has to justify and certify that the purchase has been as per the GFR – mention relevant rule*)
- (b) Budget booking in relevant budget head of Centre
- (c) S&PO to process the file for NIQ/limited tender
- (d) Auditing (*Audit has to ensure that the purchase is being made as per the GFR*)
- (e) Competent Authority approval
- (f) Post Purchase audit

3. Project Purchase Below Rs. 2.00 Lacs

Project Purchase Committee

- (a) Chairman of the Committee : PI
- (b) CoC as member
- (c) Dean of the School as member
- (d) Budget Booking
- (e) S&PO for further processing
- (i) Auditing

- (i) Competent Authority approval
- (ii) Post Purchase audit

5. Purchase above Rs. 2.0 Lacs.

University Standing Purchase Committee (USPC) shall take care of the purchase above Rs. 2.00 Lacs for university and projects purchases.

Before sending files to USPC, the following steps needs to be completed:-

(a) **Centre Purchase (above Rs. 2 Lacs)**

- (i) AAC approval
- (ii) Budget booking
- (iii) Submission to USPC
 - (aa) Recommendations of USPC
 - (ab) Processing the purchase (Limited tender/Open tender)
 - (ac) S&PO to process the file
- (iv) Auditing (**Audit has to ensure that the purchase has been made as per the GFR**)
- (v) Competent Authority approval
- (vi) Post Purchase audit

(b) **Project Purchase above Rs. 2.0 Lacs**

Project Purchase Committee

- (i) Chairman of the Committee - PI
- (ii) CoC as member
- (iii) AAC approval
- (iv) Budget Booking
- (v) S&PO for further processing
 - (aa) Recommendations of USPC
 - (ab) Auditing
 - (ac) Competent Authority approval
- (vi) Post Purchase audit

USPC will meet once in a week (every Wednesday), but all files should reach the S&PO by every Monday.

The file for approval of Competent Authority must have original documents. In case of photocopies, authentications from the CoC/PO in original should be in place.

This has the approval of the competent authority.

Registrar

[Handwritten signature]

Copy to:-

1. Vice Chancellor's Secretariat: for kind information of the Vice Chancellor
2. Dean, Academic Affairs: for information
3. All Deans/CoCs/ OICs/Section Heads: for information
4. Purchase Officer: for information
5. Accounts Officer: for information
6. All Faculty and Staff: for information
7. Concerned file