

PROCEDURE FOR PURCHASES OF GOODS & SERVICES

Procurement value including tax	Recommending Authority	Approving Authority (Administrative & Financial approval)	General Rules
Upto Rs. 1.00 Lakh	Departmental Academic and Administrative Committee (AAC) / Project Purchase Committee (PPC)	<p>Hods of Academic Departments: All Consumables and Non-consumables within allocated budget (University/project) and budget booking on portal. If the indenter is HoD, the approving authority will be School Dean. If the indenter is HoD and School Dean, the approving authority will be DIA. <i>Purchase orders for consumables under rate contract shall be issued by Stores and Purchase section.</i></p> <p>Dean Incharge Academics (DIA) for university-level projects such as DST-PURSE and ITBI NIDHI: All Consumables and Non-consumables within allocated budget and budget booking on portal. <i>Purchase orders for consumables under rate contract shall be issued by Stores and Purchase section.</i></p> <p>Dean Incharge Academics (DIA) for university-level academic and research centers/facilities such as Computer Centre, Central Instrumentation Laboratory (CIL), Food Testing Laboratory (FTL), IQAC, Animal House, Microbial, Cell Culture and Plant Tissue Culture Facilities, Dr. B.R. Ambedkar Chair etc.: All consumables and non-consumables within allocated budget (University/project) and budget booking on portal. <i>Purchase orders for consumables under rate contract shall be issued by Stores and Purchase section.</i></p>	<p>-Mandatory purchase through GeM as per GFR.</p> <p>-In case of non-availability on GeM, ARPTS to be raised before processing through other mode of purchase.</p> <p>-Piecemeal/ Split purchases to be strictly avoided.</p> <p>-Purchases from project overhead return shall be approved by Vice Chancellor.</p>
Upto Rs. 1.00 Lakh	Not Applicable	<ol style="list-style-type: none"> Registrar for Administrative Sections (VC Office, Registrar Office, Establishment, Stores & Purchase, Recruitment, Meetings, PRO, Security, Estate/Engineering (except works), Medical Centre, Day Care Centre, Gymnasium, & various Cells): All consumables and non-consumables for administrative sections under S. No. 1. Controller of Examinations: All consumables and non-consumables for Examination section & Academic section. Finance Officer: All consumables and non-consumables for Finance section and Audit section. Librarian: All consumables and non-consumables for Library except books, journals and periodicals. 	
	Not Applicable	<p>Note: Concurrence of Finance Office for budget availability (or) budget booking on portal is required in respect of S. No. 1 to 4 above.</p>	

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Recommending Authority 1	Recommending Authority 2	Internal Audit	Recommending Authority 3	Approving Authority (Administrative & Financial approval)	General Rules
Departmental Academic and Administrative Committee (AAC) / Project Purchase Committee (PPC)	Stores & Purchase (S&P)	Internal Audit Officer	Registrar	<p>School Dean for Academic Departments: All Consumables and non-consumables within allocated budget (University/project) and budget booking on portal. If the indenter is School Dean, the approving authority will be DIA. All consumables and non-consumables within allocated budget (University/project) and budget booking on portal.</p> <p><i>Purchase orders for all non-GeM purchases including consumables under rate contract shall be issued by Stores and Purchase section.</i></p> <p>Dean Incharge Academics (DIA) for university-level projects such as DST-PURSE and ITBI NIDHI: All Consumables and Non-consumables within allocated budget and budget booking on portal. <i>Purchase orders for consumables under rate contract shall be issued by Stores and Purchase section.</i></p>	<p>-Mandatory purchase through GeM as per GFR.</p> <p>-In case of non-availability on GeM, ARPTS to be raised before processing through other mode of purchase.</p> <p>-Piecemeal/ Split purchases to be strictly avoided.</p>
Not Applicable	Stores & Purchase (S&P)	Internal Audit Officer	Registrar	<p>Dean Incharge Academics (DIA) for university-level academic and research centers/facilities such as Computer Centre, Central Instrumentation Laboratory (CIL), Food Testing Laboratory (FTL), IQAC, Animal House, Microbial, Cell Culture and Plant Tissue Culture Facilities, Dr. B.R. Ambedkar Chair etc.: All consumables and non-consumables within allocated budget (University/project) and budget booking on portal.</p> <p><i>Purchase orders for all non-GeM purchases including consumables under rate contract shall be issued by Stores and Purchase section.</i></p>	<p>-Purchases from project overhead return shall be approved by Vice Chancellor.</p>
Stores & Purchase (S&P)	Finance Officer	Internal Audit Officer	Registrar	<p>Vice Chancellor for Administrative Sections: All consumables and non-consumables for VC Office, Registrar, Finance, Examination and Library, Establishment, Stores & Purchase, Recruitment, Meetings, PRO, Security, Estate/Engineering (except works), Medical Centre, Day Care Centre, Gymnasium, & various Cells.</p> <p><i>Purchase orders for all non-GeM purchases shall be issued by Stores and Purchase section.</i></p>	

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Procurement value including tax	Recommending Authority 1	Recommending Authority 2	Recommending Authority 3	Internal Audit	Recommending Authority 4	Approving Authority (Administrative & Financial approval)	General Rules
Above Rs.2.50 Lakhs	AAC/PPC for teaching departments	Standing Purchase Committee (SPC)	Finance Officer	Internal Audit Officer	Registrar	Vice Chancellor	As per GFR 2017 and its amendments
	NA for administrative sections	Standing Purchase Committee (SPC)	Finance Officer	Internal Audit Officer			

Vice Chancellor will have approval authority for purchases of any value

Note:

- All types of extensions, bid validity, delivery schedule and imposition/waiver of Liquidated Damages (LD) shall be sanctioned by the respective approving authority.
- All payments upto rs. 2.50 lakhs shall be approved by the Finance Officer.
- Approval by Finance office is not required during budget booking on portal for funds already allocated from university budget and extramural research projects. However, budget cancellation has to be approved by the Finance office.
- PPC shall include PI, HoD and senior most faculty member of the department. In case the senior most faculty member is PI or HoD, the next senior most faculty shall be the part of the committee.
- In case of university level projects like DST-PURSE and ITBI NIDHI, the PPC shall include PI/Co-PI and project implementation group members.
- While submitting indents for procurement of Goods & Services, buyer shall certify availability status on GeM. Copy of GeM availability report and past transaction summary (ARPTS) to be provided along with Indent.
- The above procedure is applicable for both recurring and non-recurring purchases (GeM/Non-GeM Purchases) under sanctioned projects and University funds. However, purchase of books, periodicals and journals for the Library and Campus Development Works by Engineering Section shall not come under above categories.
- Research student contingency purchases are not included in the above procedure.
- All purchase proposals shall be as per the Manual for Procurement of Goods-2017, Ministry of Finance, Govt. of India and GFR-2017 and its amendments issued from time to time and applicable university rules.
- As far as possible, both administrative and financial approval shall be sought at one go only with a provision of price escalation up to 10% against approved budget, provided the total purchase value does not exceed the upper limit set for the approving authority.
- The L-1 approval within the administrative and financially approved cost shall be accorded by the respective approving authority.
- Above procedure shall also be applicable to purchases under Rate Contract (RC) of Lab Consumables.
- Under Rate Contract purchases, Indenters shall have to provide proprietary article certificate (PAC) for specific make of Lab Consumables as per GFR.
- In any matter related to the purchase of consumables and non-consumables, the decision of the Vice-Chancellor shall be final and binding.

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2/11/20

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