

Regulation-14

Jagan Nath University, Bahadurgarh

Purchase Procedure and Rules

The following guidelines are issued for observance while procuring the required items such as machinery, equipment, furniture, chemicals, stationery, services (such as repairs and maintenance) etc., required by the Departments (academic) of the University and by the Office Administration (other than academic).

Constitution of Purchase Committee:

A Centralized Purchase Committee will be constituted every year by Vice -Chancellor for purchase of items /services required in the University.

The purchase committee will include the following members:

1. Chief Finance & Accounts Officer or his Nominee (Convener)
2. Registrar or his Nominee
- 3 Head of the concerned Department or his nominee

Process of Purchase:

- Demands from the various departments - academic and non-academic will be invited by purchase department.
- The demands after receiving from the departments will be sent to the various vendors
- Minimum three quotations will be invited
- The quotations will be opened in presence of at least two members of purchase committee
- After analysis of all the quotations, final decision will be taken by the purchase committee
- The purchase order will be sent in writing.
- The Items while receiving in the University will be entered in the register at the main Gate with seal of Gate Keeper on Challan.
- After receiving the item(s) stock entry will be made in stock register.
- After checking the Stock Entry, the Convener of Purchase committee will forward the invoice to the Accounts Department.
- The payment will be made according to PO terms and conditions.

Purchase upto Rs. 5000/- :

- Such Purchase can be made without inviting quotations from vendors. It may be purchased on the basis of approval of Head of the concerned Department / Vice Chancellor.

Purchase from Rs. 5001/- up to Rs.50,000/-

Such purchase can be made by following authority:

1. Registrar
2. Chief Finance & Accounts Officer

The above authorities can purchase required item(s) or obtain services without inviting quotations from vendors with prior approval of the Vice –Chancellor.

Purchase from Rs.50,001/- onward

Such purchase can be made on quotation/tender basis with the approval of the Chancellor/Chairperson.

Steps in Purchase Process

A. Maintenance of Stock Register.

I. Incoming Items Entry:

- (i) Guard at main gate to enter item description in register and make physical verification.
- (ii) Store keeper to make entry in stock register and prepare invoice for each item after physical verification.
- (iii) Storekeeper to forward voucher to convener purchase committee who will recommend it for payment after physical verification.
- (iv) For items where cash down payment is made, one member of purchase committee or store keeper (as decided by convener) will accompany for payment.
- (v) For purchase of consumable item including Diesel, the quantity will be verified by one additional member nominated by Convener. All such purchases to be executed during working hours only.
- (vi) For purchase of petrol/diesel for University vehicle the purchase will to be signed by Driver and countersigned by Convener or nominee.

II. Outgoing Items Entry:

- (i) Every outgoing item entry to be made in Stock Register by storekeeper and checking entry by Gate-keeper after physical verification.

B. Petty Cash Register.

- I. The petty cash Register to be maintained by Account Officer or person nominated by the Account Officer.
- II. The Requisition for all expenses from petty cash to be sanctioned by the Registrar or his nominee.
- III. The process for purchase of items from petty cash will be same as for other normal purchase.
- IV. For hiring daily wage workers, in urgent situation, prior approval from Registrar, entry at Gate and verification by Hostel Warden/ Other Staff is mandatory.
- V. The Petty Cash Register to be settled on weekly basis with Accounts Department.

C. Assets Record Register.

The verification of Assets/Fixed Stock Register to be done once in three months. The Officer In-charge will submit detailed report to the Registrar for final verification.