

Guru Nanak Dev University

(Accounts Branch - Contingency Section)
(For Purchase/ Repair costs more than 25,000 from Authorized Dealer)
(Must be printed on Green Paper)

AD

FTS No. _____/_____/_____/_____

- A)
1. Name of the Department _____
 2. Item/s to be purchased _____
 3. Budget Head Code / Name _____
 4. Estimated Cost _____
 5. Advance Demanded? Yes / No
 6. If Yes then Amount (Rs.) _____
Name of Official: _____
Designation : _____

7. Purchase on the basis of **University Calendar Vol - 1 Page 137-138 Rule 27.5 (ii) Authorised Dealer**
Purchases made from authorised dealers of specific brands e.g., D.C.M., Remington Typewriter, Godrej Khira, Philips Electric Goods, Bata, Usha, Gestetner, etc., at the rates fixed by their principals for the whole of the country/region.

8. **Item is Available on GEM** Yes No

9. **Certificate**

(Reason for not making the purchase from GEM)

It is Certified that the above mentioned item at A(2) is available on GEM, but due to following reason the item is purchased from Authorised Dealer M/s _____

Higher Rates Not available in Punjab Specification do not matches

Min Qty. Per Consignee is Higher than the required Qty

Note: Evidence of above certificate to be attached.

Head of Deptt

Sr. Professor of Deptt

Concerned Teacher / PI

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction

Vice – Chancellor

Sanction an amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter – IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

Standard Procedure to be adopted by the Department

- Step - 1** Search the availability of the Item/service on the GEM. If the Item/service is available on GEM then to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step – 2** If the Item/service is available on GEM then to fill the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- Step – 3** Attach the estimate Invoice of the Concern Item from the authorized Dealer, countersigned by Head of the Department.
- Step – 4** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Printout of the GEM Portal showing the availability of the Item.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Evidence for not making purchase from GEM.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Estimate Invoice of the Firm (Authorized Dealer)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certificate of Authorization of the Firm.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
7.	In case of Repair / Tonners etc Life record Performa.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Duly filled in and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University
(Accounts Branch - Contingency Section)
(For Purchase/ Repair costs less than 25,000 from Authorized Dealer)
(Must be printed on White Paper)

AD

FTS No. _____ / _____ / _____ / _____

- A)
1. Name of the Department _____
 2. Item/s to be purchased _____
 3. Budget Head Code / Name _____
 4. Estimated Cost _____
 5. Advance Demanded? Yes / No
 6. If Yes then Amount (Rs.) _____
Name of Official: _____
Designation : _____

7. Purchase on the basis of **University Calendar Vol - 1 Page 137-138 Rule 27.5 (ii) Authorised Dealer**
Purchases made from authorised dealers of specific brands e.g., D.C.M., Remington Typewriter, Godrej Khira, Philips Electric Goods, Bata, Usha, Gestetner, etc., at the rates fixed by their principals for the whole of the country/region.

8. **Item is Available on GEM** Yes No

9. **Certificate**

(Reason for not making the purchase from GEM)

It is Certified that the above mentioned item at A(2) is available on GEM, but due to following reason the item is purchased from Authorised Dealer M/s _____

Higher Rates Not available in Punjab Specification do not matches

Min Qty. Per Consignee is Higher than the required Qty

Note: Evidence of above certificate to be attached.

Head of Deptt

Sr. Professor of Deptt

Concerned Teacher / PI

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction

Registrar

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs., 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

Procedure to be adopted by the Department

- Step - 1** Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step – 2** If the Item/service is available on GEM than fill the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- Step – 3** Attach the estimate Invoice of the Concern Item from the authorized Dealer.
- Step – 4** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Printout of the GEM Portal showing the availability of the Item.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Evidence for not making purchase from GEM.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Estimate Invoice of the Firm (Authorized Dealer)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certificate of Authorization of the Firm.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
7.	In case of Repair / Tonners etc Life record Performa.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Duly filled in and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University

(Accounts Branch - Contingency Section)

(For Purchase/ Repair costs more than 25,000 from GEM Portal)

(Must be printed on Green Paper)

GEM

FTS No. _____/_____/_____/_____

- (A)
1. Name of the Department _____
 2. Item/s to be purchased _____
 3. Estimated Cost _____
 4. Budget Head Code / Name _____
 5. Advance Demanded? Yes / No
 6. If Yes then Amount (Rs.) _____
Name of Official: _____
Designation : _____
 7. Item is Available on GEM Yes
 8. Purchase on the basis of **From GEM Portal, as per Punjab Government Notification No. GSR 11/Const./Art283./Amd.2018 dated 8-3-2018.**

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction Vice - Chancellor

Sanction an amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

Procedure to be adopted by the Department

- Step - 1** Search the availability of the Item/service on the GEM. Attach the print out of the GEM Page showing the **rates, availability, Min. Qty. Per Consignee.**
- Step – 2** Attach the estimate Invoice of the Concerned Item from the Local Market also.
- Step – 3** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Printout of the GEM Portal showing the availability of the Item.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Estimate Invoice of item from the local market	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
5.	In Case of Repair / Tonner Etc. Life Record Performa	<input type="checkbox"/>	<input type="checkbox"/>
5.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University

(Accounts Branch - Contingency Section)

(For Purchase/ Repair costs less than 25,000 from GEM Portal)

(Must be printed on White Paper)

GEM

FTS No. _____/_____/_____/_____

- (A)
1. Name of the Department _____
 2. Item/s to be purchased _____
 3. Estimated Cost _____
 4. Budget Head Code / Name _____
 5. Advance Demanded? Yes / No
 6. If Yes then Amount (Rs.) _____
Name of Official: _____
Designation : _____
 7. Item is Available on GEM Yes
 8. Purchase on the basis of

From GEM Portal, as per Punjab Government Notification No. GSR 11/Const./Art283./Amd.2018 dated 8-3-2018.

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction

Registrar

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs., 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

Procedure to be adopted by the Department

- Step - 1** Search the availability of the Item/service on the GEM. Attach the print out of the GEM Page showing the **rates, availability, Min. Qty. Per Consignee.**
- Step – 2** Attach the estimate Invoice of the Concerned Item from the Local Market also.
- Step – 3** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Printout of the GEM Portal showing the availability of the Item.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Estimate Invoice of item from the local market	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
5.	In Case of Repair / Tonner Etc. Life Record Performa	<input type="checkbox"/>	<input type="checkbox"/>
5.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University

(Accounts Branch - Contingency Section)

(For Purchase/ Repair costs more than 25,000 through Purchase Committee)

(Must be printed on Green Paper)

PC

FTS No. _____/_____/_____/_____

- (A) 1. Name of the Department _____
2. Item/s to be purchased _____
3. Estimated Cost _____
4. Budget Head Code / Name _____
5. Advance Demanded? Yes / No
6. If Yes then Amount (Rs.) _____
- Name of Official: _____
- Designation : _____

7. Purchase on the basis of **University Calendar Vol - 1 Page 137-138 Rule 27.5 (i)**
Purchases made on the spot selection by a committee of senior officers/Heads of the Department appointed by the Vice-Chancellor for specified purchases, where the aggregate value of such purchases does not exceed Rs. 50,000/-. This limit would, however, not apply to the purchases of building material for the construction department. Provided further that before making such purchases, the committee shall obtain a certificate from the Vice-Chancellor that purchase on the spot selection is necessary and is in the interest of the University.

8. Name/ Designation of Committee members
- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

9. **Item is Available on GEM** Yes NO

Certificate

(Reason for not making the purchase from GEM)

It is Certified that the above mentioned item at A(2) is available on GEM, but due to following reason the item is purchased through Purchase Committee.

Higher Rates Not available in Punjab Specification do not matches

Min Qty. Per Consignee is Higher than the required Qty

Note: Evidence of above certificate to be attached.

Head of Deptt

Sr. Professor of Deptt

Concerned Teacher / PI

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction

Vice - Chancellor

Sanction an amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

Procedure to be adopted by the Department

- Step - 1** Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step – 2** If the Item/service is available on GEM than fill the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- Step – 3** Attach the estimate Invoice of the Concerned Item from the Local Market.
- Step – 4** Fill the Form and send to the accounts branch for the necessary action
- Step – 5** After getting the sanction from the competent authority, attached the proceeding of the meeting of the committee and get it countersigned from the Registrar.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Printout of the GEM Portal showing the availability of the Item.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Evidence for not making purchase form GEM.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Estimate Invoice of the Firm	<input type="checkbox"/>	<input type="checkbox"/>
5.	In case of Repair / Tonners etc Life record Performa.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
7.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University

(Accounts Branch - Contingency Section)

(For Purchase/ Repair costs less than 25,000 through Purchase Committee)

(Must be printed on White Paper)

PC

FTS No. _____/_____/_____/_____

- (A) 1. Name of the Department _____
2. Item/s to be purchased _____
3. Estimated Cost _____
4. Budget Head Code / Name _____
5. Advance Demanded? Yes / No
6. If Yes then Amount (Rs.) _____
- Name of Official: _____
- Designation : _____

7. Purchase on the basis of **University Calendar Vol - 1 Page 137-138 Rule 27.5 (i)**
Purchases made on the spot selection by a committee of senior officers/Heads of the Department appointed by the Vice-Chancellor for specified purchases, where the aggregate value of such purchases does not exceed Rs. 50,000/-. This limit would, however, not apply to the purchases of building material for the construction department. Provided further that before making such purchases, the committee shall obtain a certificate from the Vice-Chancellor that purchase on the spot selection is necessary and is in the interest of the University.

8. Name/ Designation of Committee members
- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

9. **Item is Available on GEM** Yes NO

Certificate

(Reason for not making the purchase from GEM)

It is Certified that the above mentioned item at A(2) is available on GEM, but due to following reason the item is purchased through Purchase Committee.

Higher Rates Not available in Punjab Specification do not matches

Min Qty. Per Consignee is Higher than the required Qty

Note: Evidence of above certificate to be attached.

Head of Deptt

Sr. Professor of Deptt

Concerned Teacher / PI

Signature of HOD / PI (with seal)

Procedure to be adopted by the Department

- Step - 1** Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step – 2** If the Item/service is available on GEM than fill the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- Step – 3** Attach the estimate Invoice of the Concerned Item from the Local Market.
- Step – 4** Fill the Form and send to the accounts branch for the necessary action
- Step – 5** After getting the sanction from the competent authority, attached the proceeding of the meeting of the committee and get it countersigned from the Registrar.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Printout of the GEM Portal showing the availability of the Item.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Evidence for not making purchase from GEM	<input type="checkbox"/>	<input type="checkbox"/>
4.	Estimate Invoice of the Firm	<input type="checkbox"/>	<input type="checkbox"/>
5.	In case of Repair / Tonners etc Life record Performa.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
7.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University
(Accounts Branch - Contingency Section)
(For purchase/ Repair costs more than 25,000 through Quotations)
(Must be printed on Green Paper)

Q

FTS No. _____/_____/_____/_____

- (A) 1. Name of the Department _____
2. Item/s to be purchased _____
3. Estimated Cost _____
4. Budget Head Code/ Name _____
5. Advance Demanded? Yes / No
6. If Yes then Amount (Rs.) _____
- Name of Official: _____
- Designation : _____

7. Purchase on the basis of

University Calendar Vol - 1 Page 137-138 Rule 27.5

Quotations/tenders shall be invited for all purchases exceeding Rs. 2000/-. The Head of the Department shall prepare a comparative statement of the rates obtained and place the order of his requirements with the lowest tenderer. Where the lowest quotation/tender is not accepted, the sanction of the Vice-Chancellor shall be obtained before placing the order giving the reasons for accepting the higher quotation/tender.

8. Name/ Designation of Committee members
- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

9. Item is Available on GEM

Yes No

Certificate

(Reason for not making the purchase from GEM)

It is Certified that the above mentioned item at A(2) is available on GEM, but due to following reason the item is purchased through Quotations.

Higher Rates Not available in Punjab Specification do not matches

Min Qty. Per Consignee is Higher than the required Qty

Note: Evidence of above certificate to be attached.

Head of Deptt

Sr. Professor of Deptt

Concerned Teacher / PI

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction

Vice - Chancellor

Sanction an amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

Procedure to be adopted by the Department

- Step - 1** Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step – 2** If the Item/service is available on GEM than fill the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- Step – 3** Attach the estimate Invoice of the Concern Item from the Local Market.
- Step – 4** Fill the Form and send to the accounts branch for the necessary action.
- Step – 5** After getting the sanction from the competent authority, attached the proceeding of the meeting of the committee and get it countersigned from the Registrar.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Printout of the GEM Portal showing the availability of the Item.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Evidence for not making purchase from GEM	<input type="checkbox"/>	<input type="checkbox"/>
4.	Estimate Invoice of the Firm	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certificate of Authorization of the Firm.	<input type="checkbox"/>	<input type="checkbox"/>
6.	In case of Repair / Tonners etc Life record Performa.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proceeding of BOC .	<input type="checkbox"/>	<input type="checkbox"/>
8.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University

(Accounts Branch – Contingency Section)

(For purchase/ Repair costs more than 4,99,000 through e-tander)

(Must be printed on Green Paper)

ET

FTS No. _____/_____/_____/_____

- (A) 1. Name of the Department _____
2. Item/s to be purchased _____
3. Estimated Cost _____
4. Budget Head Code/ Name _____
5. Advance Demanded? Yes / No
6. If Yes then Amount (Rs.) _____

Name of Official: _____

Designation : _____

7. Purchase on the basis of

University Calendar Vol - 1 Page 137-138 Rule 27.5

Quotations/tenders/e-tenders shall be invited for all purchases exceeding Rs. 2000/-. The Head of the Department shall prepare a comparative statement of the rates obtained and place the order of his requirements with the lowest tenderer. Where the lowest quotation/tender is not accepted, the sanction of the Vice-Chancellor shall be obtained before placing the order giving the reasons for accepting the higher quotation/tender.

8. Name/ Designation of Committee members
- 1 _____
 - 2 _____
 - 3 _____
 - 4 _____
 - 5 _____

9. Item is Available on GEM

Yes No

Certificate

(Reason for not making the purchase from GEM)

It is Certified that the above mentioned item at A(2) is available on GEM, but due to following reason the item is purchased through Quotations.

Higher Rates Not available in Punjab Specification do not matches

Min Qty. Per Consignee is Higher than the required Qty

Note: Evidence of above certificate to be attached.

Head of Deptt

Sr. Professor of Deptt

Concerned Teacher / PI

Signature of HOD / PI (with seal)

Procedure to be adopted by the Department

- Step - 1** Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step – 2** If the Item/service is available on GEM than attach the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- Step – 3** Attach the estimate Invoice of the Concern Item from the Local Market.
- Step – 4** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Printout of the GEM Portal showing the availability of the Item.	<input type="checkbox"/>	<input type="checkbox"/>
3.	If item is available on GEM then the Certificate from the Purchase Committee showing the reason for not making the purchase through GEM.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Estimate Invoice of the Firm	<input type="checkbox"/>	<input type="checkbox"/>
5.	Certificate of Authorization of the Firm.	<input type="checkbox"/>	<input type="checkbox"/>
6.	In case of Repair / Tonners etc Life record Performa.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
8.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University

(Accounts Branch - Contingency Section)
(For purchase/ Repair costs more than 25,000 from Govt. Rates)
(Must be printed on Green Paper)

GR

FTS No. _____/_____/_____/_____

- (A)
1. Name of the Department _____
 2. Item/s to be purchased _____
 3. Estimated Cost _____
 4. Budget Head Code / Name _____
 5. Advance Demanded? Yes / No
 6. If Yes then Amount (Rs.) _____
Name of Official: _____
Designation : _____
 7. Item is Available on GEM Yes / No
 8. Purchase on the basis of

**University Calendar Vol - 1 Page 137-138 Rule 27.5 (iii)
Govt Rates**

Purchases made from Government Departments or Institutions, e.g., Jails, Government Work Centres, Government Emporiums (only those articles which are manufactured by them or their subsidiaries) and Co-operative Super Bazar/Stores, etc..

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction

Vice - Chancellor

Sanction an amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

Procedure to be adopted by the Department

- Step - 1** Certificate showing the amount to be spend on the purchase etc.
- Step – 2** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Certificate showing the amount to be spent on the purchase. It should be countersigned by the HOD.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
4.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University

(Accounts Branch - Contingency Section)

(For purchase/ Repair costs less than 25,000 from Govt. Rates)

(Must be printed on White Paper)

GR

FTS No. _____/_____/_____/_____

- (A)
1. Name of the Department _____
 2. Item/s to be purchased _____
 3. Estimated Cost _____
 4. Budget Head Code / Name _____
 5. Advance Demanded? Yes / No
 6. If Yes then Amount (Rs.) _____
Name of Official: _____
Designation : _____
 7. Item is Available on GEM Yes / No
 8. Purchase on the basis of

**University Calendar Vol - 1 Page 137-138 Rule 27.5 (iii)
Govt Rates**

Purchases made from Government Departments or Institutions, e.g., Jails, Government Work Centres, Government Emporiums (only those articles which are manufactured by them or their subsidiaries) and Co-operative Super Bazar/Stores, etc..

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction

Registrar

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs., 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

Procedure to be adopted by the Department

- Step - 1** Certificate showing the amount to be spend on the purchase etc.
- Step – 2** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Certificate showing the amount to be spend on the purchase. It should be countersigned by the HOD.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
5.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University

(Accounts Branch - Contingency Section)

(For purchase/ Repair costs more than 25,000 from Repeat order)

(Must be printed on Green Paper)

RO

FTS No. _____/_____/_____/_____

- (A)
1. Name of the Department _____
 2. Item/s to be purchased _____
 3. Estimated Cost _____
 4. Budget Head Code/Name _____
 5. Advance Demanded? Yes / No
 6. If Yes then Amount (Rs.) _____
Name of Official: _____
Designation : _____
 7. Date of Last of Purchase _____
 8. Name of Firm. _____
 9. Purchase on the basis of **Repeat order**

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction

Vice - Chancellor

Sanction an amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statutes Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

Procedure to be adopted by the Department

- Step - 1** Copy of the invoice/bill of Previous purchase with complete file along with sanction of the competent authority.
- Step – 2** Head may ensure that the purchase will be made within 3 months of the previous purchase.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Copy of the Invoice of the previous purchase	<input type="checkbox"/>	<input type="checkbox"/>
3.	Copy of the Complete File along with sanction of the competent authority	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
5.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

FTS No. _____ / _____ / _____ / _____

Guru Nanak Dev University

RO

(Accounts Branch - Contingency Section)

(For purchase/ Repair costs less than 25,000 from Repeat Order)

(Must be printed on White Paper)

- (A)
1. Name of the Department _____
 2. Item/s to be purchased _____
 3. Estimated Cost _____
 4. Budget Head Code / Name _____
 5. Advance Demanded? Yes / No
 6. If Yes then Amount (Rs.) _____
Name of Official: _____
Designation : _____
 7. Date of Last Purchase _____
 8. Name of the Firm _____
 9. Purchase on the basis of **Repeat order**

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction Registrar

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs., 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

Procedure to be adopted by the Department

- Step - 1** Copy of the invoice/bill of Previous purchase with complete file along with sanction of the competent authority.
- Step – 2** Head may ensure that the purchase will be made with in 3 months of the previous purchase.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Copy of the Invoice of the previous purchase	<input type="checkbox"/>	<input type="checkbox"/>
3.	Copy of the Complete File along with sanction of the competent authority	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
5.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University

(Accounts Branch - Contingency Section)

(For purchase/ Repair costs more than 25,000 from Rate Contract)

(Must be printed on Green Paper)

RC

FTS No. _____/_____/_____/_____

- (A)
1. Name of the Department _____
 2. Item/s to be purchased _____
 3. Estimated Cost _____
 4. Budget Head Code / Name _____
 5. Name of Firm _____
 6. Advance Demanded? Yes / No
 7. Purchase on the basis of **Rate Contract.**

Item is Available on GEM

Yes

No

Certificate

(Reason for not making the purchase from GEM)

It is Certified that the above mentioned item at A(2) is available on GEM, but due to following reason the item is purchased from Authorised Dealer M/s _____

Higher Rates Not available in Punjab Specification do not matches

Min Qty. Per Consignee is Higher than the required Qty

Note: Evidence of above certificate to be attached.

Head of Deptt

Sr. Professor of Deptt

Concerned Teacher / PI

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction

Vice - Chancellor

Sanction an amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

Procedure to be adopted by the Department

- Step - 1** Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step – 2** If the Item/service is available on GEM than attach the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- Step – 3** Enclose the Copy of Rate contract.
- Step – 4** Enclose the Estimate Invoice.
- Step – 5** Fill the Form and send to the accounts branch for the necessary action

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Printout of the GEM Portal showing the availability of the Item.	<input type="checkbox"/>	<input type="checkbox"/>
3.	If item is available on GEM then the Certificate from the Purchase Committee showing the reason for not making the purchase through GEM.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Estimate Invoice of the Firm	<input type="checkbox"/>	<input type="checkbox"/>
5.	Copy of the Rate Contract.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-	<input type="checkbox"/>	<input type="checkbox"/>
7.	Completely filled and signed with seal the Pre Page printed form by the HOD	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

_____ (HOD with seal)

_____ (Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

PI (F&D)

Guru Nanak Dev University

RC

(Accounts Branch - Contingency Section)
(For purchase/ Repair costs less than 25,000 from Rate Contract)
(Must be printed on White Paper)

FTS No. _____/_____/_____/_____

- (A)
1. Name of the Department _____
 2. Item/s to be purchased _____
 3. Estimated Cost _____
 4. Budget Head Code / Name _____
 5. Name of Firm _____
 6. Advance Demanded? Yes / No
 7. Purchase on the basis of **Rate Contract.**

Item is Available on GEM

Yes

No

Certificate

(Reason for not making the purchase from GEM)

It is Certified that the above mentioned item at A(2) is available on GEM, but due to following reason the item is purchased from Authorised Dealer M/s _____

Higher Rates

Not available in Punjab

Specification do not matches

Min Qty. Per Consignee is Higher than the required Qty

Note: Evidence of above certificate to be attached.

Head of Deptt

Sr. Professor of Deptt

Concerned Teacher / PI

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

1. Budget Head _____
2. Budget Name _____
3. Provision _____
4. Expenditure _____
5. Balance _____

C Competent Authority for sanction

Registrar

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs., 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

How to make the Purchase made from Authorised Dealer

