



सिक्किम विश्वविद्यालय
(भारतके संसदके अधिनियमद्वारा स्थापित केंद्रीय विश्वविद्यालय)

SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament of India)

SU/2013/REG-03/SU Notifications/2372/ 69

02.04.2013

CIRCULAR

Subject: Purchase Procedure

It has been observed that proposals requiring financial approval and sanction are occasionally being submitted to the Vice Chancellor directly by the departments. This not only disturbs established budgetary practices and control mechanism, but also contravenes various provisions envisaged in clauses (6) and (7) of Statute 6 of the Sikkim University Act 2006. The practice puts the Vice Chancellor to inconvenience, as he is not readily provided the benefit of financial scrutiny and veracity of a proposal before according his stamp of approval on it.

In order to secure uniform practice, the Vice Chancellor has directed to enforce the procedural requirements and issue guidelines for strict compliance with immediate effect. Step by step procedure is as under:

STEP 1

An academic department initiating a proposal to undertake an activity requiring outgo of university fund should first of all prepare full justification of the requirement along with estimated financial involvement in it. The proposal should be considered in totality encompassing all related support. For example, if equipment is required to be purchased for a laboratory, facility of its installation within the space available, civil, electrical or mechanical work additionally involved, feasibility of relocation in the permanent campus etc. must be categorically considered along with noting the academic indispensability of procuring it at that instant. Similarly, a proposal for purchase of a computer should also take into consideration related issues of printing, power back up, networking provision, operating and other essential software etc., as well as its AMC. Details of available resources and essentiality of augmenting them should be clearly justified while mooted the proposal.

STEP 2

Every proposal initiated in a department should be forwarded to the concerned Dean, who will examine it from the overall academic perspective of the University. He may call for any further information needed from the department. Upon being satisfied, he will admit the proposal and send it to Finance Officer with his recommendation and comments.

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फोन: ००-९१३५९२-२५१०६७, २५१४३८, फ्याक्स २५१४३८
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STEP 3

The proposal will receive financial verification as per rule, which will invariably include classification of the charge under the appropriate head of account as well as budgetary provision under it, in Finance Department. Proposals, complete in all respects, will then be submitted to the Vice Chancellor for consideration and grant of administrative approval.

Step 4

Direction of the Vice Chancellor will be noted in the financial and accounting records in appropriate details in Finance Department, which will be solely responsible for satisfying all audit scrutiny. The file will then be returned to the department concerned.

Step 5

On receiving the file back, the department will take further necessary action as per the approval accorded by the Vice Chancellor. In cases of procurement of goods and services, conditions laid down in the GFRs as well as executive instructions issued by various organs of Government (Ministry of Finance, MHRD, UGC, Vigilance Commission etc.,) and the University authorities from time to time will be followed. In cases where Supply / Work Order include clauses having legal ramification, advice of Legal Consultant will be sought beforehand. Timeliness, quantity and quality of goods and services supplied will have to be ensured. Copies of all correspondence made to vendors will be endorsed to Finance department, who will seek revised orders of the Vice Chancellor, where needed.

Step 6

Appropriate entries in Stock / Assets Registers shall be made immediately on receipt of the goods ordered for. Any short or delayed receipt should be reported and action as prescribed initiated. It is to be noted that the Vice Chancellor has the sole authority to condone delay or deviation in execution of his administrative approval.

Step 7

After the preliminary verification of the claims received, the department will record the certificate of having received the goods in full and in satisfactory condition as per specification, as also noting in the Stock / Assets Register. The claim will then be processed in the concerned file to Finance with recommendation for payment. If any condition is desired to be imposed, the same may also be recorded.

Step 8

After exercising required financial scrutiny, and on being satisfied about the veracity and accuracy of the claim, which may include in-house inspection, Finance department will admit the claim and seek sanction of the Vice Chancellor of the amount payable for the goods and services received inclusive of taxes, duties etc., if any. Payment to vendors in settlement of the claim, to be made as per the guideline

issued by the Finance Ministry and the RBI, shall be intimated to concerned departmental head.

The procedure delineated above may apply *mutatis mutandis* to non-academic departments, except that such proposals will be initiated by or processed through the functional heads (Registrar, Librarian, Controller of Examinations and Director of College Development Council). All requirements of common nature will be processed through the Registrar, who will organize a central purchase mechanism. Proposals specifically related to Finance department should also be processed through the office of Registrar.

[Authority: Orders of the Vice Chancellor dated 15.03.2013 in File No: 2372]


[D Kanunjna]
Adviser (Finance)
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Copy to:

1. PS to the Vice-Chancellor
2. PS to the Registrar
3. PA to the Adviser (F)
4. Dean Sciences, Social Sciences, Students' Welfare
5. Librarian
6. COE (i/c)
7. All Department Head, In-Charge
8. All Notice Boards
9. Office Copy

✓ Copy forwarded to the Website Committee for posting in Sikkim University Website.


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