

# लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा विश्वविद्यालय, ग्वालियर

(भारत सरकार, मानव संसाधन विकास मंत्रालय की अधिसूचना क्रमांक- एफ.9-14/92-यू.3

दिनांक 21.9.1995 द्वारा यू.जी.सी. एक्ट 1956 की धारा 3 के अन्तर्गत घोषित)

Lakshmbai National University of Physical Education, Gwalior

(Declared under Section 3 of the UGC Act, 1956 vide GOI, Ministry of HRD Notification No. F. 9-14/92-U.3 dated 21.9.1995)

No. Admn. 70/2002 / 163

Dated: 24/8/2011

## NOTICE

### **SUB.: PROCEDURE FOR MOVEMENT OF FILES CONTAINING PROPOSAL FOR PROCUREMENT / WORK / SERVICE.**

With a view to streamline the procedure for procurement/work/service in the Institute, the following procedure shall be complied with, henceforth:-

1. Whenever a demand is received for procurement/work/ service, the concerned Supervisor/Assistant will workout the exact quantity to be procured /quantity of work/service and tentative estimate of expenditure and send the proposal which will be submitted to the Registrar through his/her immediate officer/HOD.
2. After being satisfied with the proposed quantity to be procured/quantity of work/service and based on estimate of expenditure, the Registrar will propose for the procurement/ work / service through open tender/limited tender/quotations and will suggest a committee which will undertake the tendering process/enquiry of rates, as the case may be. He will send the file to the VC through Group Chief (IA) and Finance Officer for:
  - (a) Administrative approval;
  - (b) Approval of process to be adopted for the procurement/work/service; and
  - (c) Approval of the Committee by the Vice Chancellor.
3. After approval of the Vice Chancellor, the committee will frame the specifications/decide the brands for the items to be procured or specifications for the work/service.
4. Thereafter, open tenders/limited tenders will be called based on total estimate if the amount involved is more than Rs. 1 lakh. The committee will survey the market for the rates and obtain the quotations, if the amount involved is more than Rs. 15,000/- and is upto Rs. 1 lakh. The tenders/ quotations should not always be three. They may be more than three for competitive rates.
5. The committee will prepare the comparative statement based on the tenders/quotations received and workout the actual total expenditure involved and will give its recommendations to the Registrar for financial sanction to be accorded by Vice Chancellor.
6. The Registrar, after being satisfied, will send the file to the Group Chief (IA) and Finance Officer for their examination.
7. The Group Chief will exercise the checks required in Internal Audit and send the file to Finance Officer with his comments, if any.

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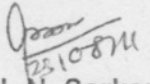
(Declared under Section 3 of the UGC Act, 1956 vide GOI, Ministry of HRD Notification No. F. 9-14/92-U.3 dated 21.9.1995)

No. \_\_\_\_\_

Dated: \_\_\_\_\_

8. After examination of the proposal for financial sanction, the Finance Officer will send the file to the Vice Chancellor with his comments (if any) for according the financial sanction.
9. The work order will be issued to the approved supplier/firm/agency to supply the material/to execute the work/to provide the service.
10. After procurement/receiving material or after completion of the work/service the concerned Supervisor/Assistant will obtain the bill and after making necessary entries in the record and recording the required certificates on the bill, the bill will be put up along with sanction order to the concerning HOD/Head of Section, who after passing the bill, will send the file after signing the sanction to the Group Chief (IA). The Group Chief (IA) after examining the correctness of the sanction will send the sanction to the Sanction Conveying Authority.

(Authority: Vice Chancellor's approval dated 18.8.2011)

  
(Dr. L.N. Sarkar)  
REGISTRAR

Copy to:

- VC Secretariat
- Registrar Secretariat
- Dean In-charge, North East Regional Centre, Tepasia Complex, Guwahati (Assam)
- Finance Officer
- All HODs
- All Dy. Registrars
- All Assistants Registrars
- DDO
- Group Chief of Internal Audit
- Circulation to faculty members
- Circulation to administrative members
- Notice file
- Concerning File