GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI-110 078
PURCHASE BRANCH

GGSIPU/PUR/2014-15/ 714   Dated: 22.10.2014
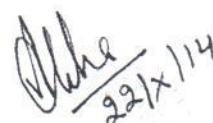
CIRCULAR

It has been observed by the Purchase Branch that some of the University Schools of Studies and Departments are initiating and submitting purchase proposals directly without taking the Purchase Branch in the loop. These proposals are directly submitted to either Accounts Branch or Competent Authority by the end users for approval and expenditure sanction. In some of the cases, even no representative from the Purchase Branch has been included in the Purchase Committees.

The Purchase Branch has to process the cases in light of the General Finance Rules 2005 and ensure that the codal formalities are being followed and completed before submitting the file for the approval of the competent authority. The Purchase Branch also needs to check whether the sufficient budget is available under the concerned budget head before initiating the proposals. The proposals submitted directly by the end users without checking the availability of budget with the Purchase Branch, hampers the already initiated/issued proposals/purchase orders and payments of the already procured items.

Being the centralized purchase in the University, the end users are requested to submit their demand/requirement to the Purchase Branch with the prior administrative approval of Hon'ble Vice Chancellor for purchase of the required item(s). The Purchase Branch will process the proposal as per GFR 2005 and submit the same to the Competent Authority for approval and expenditure sanction. The Purchase Order will be issued by the Purchase Branch only after obtaining expenditure sanction of the competent authority.

The proposals which are being processed directly without the involvement of the Purchase Branch would not be evaluated or dealt at all by the Purchase Branch on later stage.

This issues with the approval of the Competent Authority.

(Dr. Abha Vermani)
Dy. Registrar (Purchase)

Copy to:

1. All Deans/HODs
2. All Directors
3. Controller of Examinations
4. Controller of Finance
5. SE, UWD
6. All Branch In-charges
7. HOD, UITS (with a request to upload the circular on the University website)
8. Asstt. Registrar (VC Sectt.) – for information of Hon'ble Vice Chancellor
9. Asstt. Registrar (Registrar Sectt.) – for information of the Registrar
10. Office copy