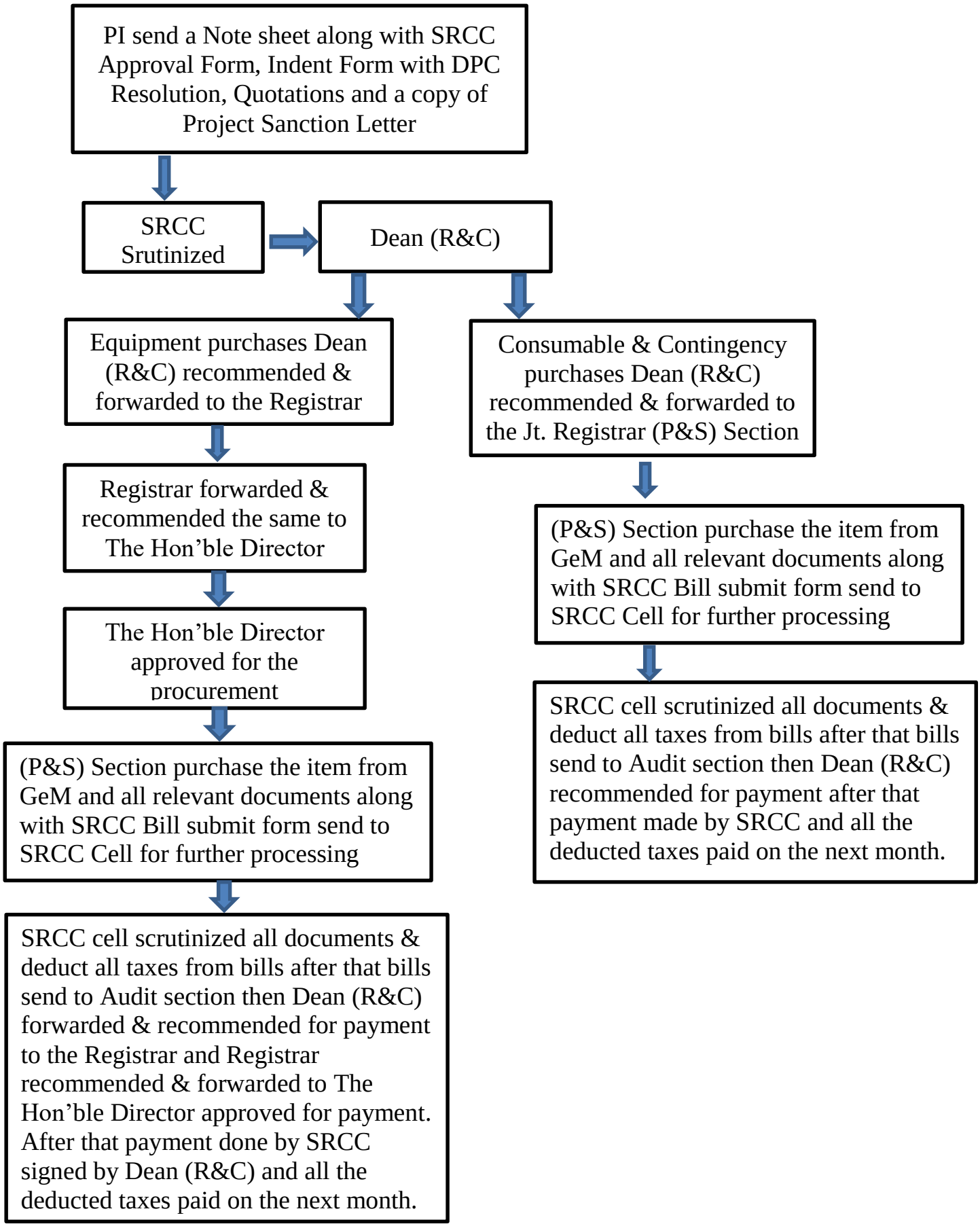
Flowchart for Purchase through GeM



Flowchart for Local Purchase

PI send a Note sheet along with SRCC Approval Form, Indent Form with DPC Resolution, Quotations and a copy of Project Sanction Letter

SRCC Srutinized

Dean (R&C)

Equipment purchases Dean (R&C) recommended & forwarded to the Registrar

Registrar forwarded & recommended the same to The Hon'ble Director

The Hon'ble Director approved for the procurement

(P&S) Section give GeM non-availability report and recommended for Local purchase. Upto Rs.1,00,000/- PI purchase the item and give a certificate as per GFR-154 and above Rs. 1,00,000/- to Rs. 10,00,000/- purchase may be made on the recommendation of Local Purchase Committee & give a certificate as per GFR-154. PI submitted SRCC Bill format along with all relevant documents and approvals.

SRCC cell scrutinized all documents & deduct all taxes from bills after that bills send to Audit section then Dean (R&C) forwarded & recommended for payment to the Registrar and Registrar recommended & forwarded to The Hon'ble Director approved for payment. After that payment done by SRCC signed by Dean (R&C) and all the deducted taxes paid on the next month.

Consumable & Contingency purchases Dean (R&C) recommended & forwarded to the Jt. Registrar (P&S) Section

(P&S) Section give GeM non-availability report and recommended for Local purchase. Upto Rs.1,00,000/- PI purchase the item and give a certificate as per GFR-154 and above Rs. 1,00,000/- to Rs. 10,00,000/- purchase may be made on the recommendation of Local Purchase Committee & give a certificate as per GFR-154. PI submitted SRCC Bill format along with all relevant documents and approvals.

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