



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

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West Bengal, INDIA, www.nitdgp.ac.in

(An Autonomous Institution of the Govt. of India under Ministry of Education (Shiksha Mantralaya))

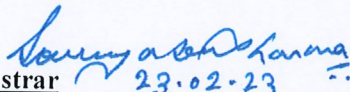
No. NITD/Procurement/ARC/2022-23

Date: 23.02.2023

CIRCULAR

Procedure for Purchase/Work Order Booking under Rate Contract for Various Academic Departments.

1. As per Office Order no. NITD/REG/FC-45/OR/2/2018, dated 13/11/2018, the delegation of financial powers to HoDs for expenditure on items within the approved recurring budget, as resolved in the 45th Finance Committee meeting vide agenda item #45.05 is as follows:
 - HoDs: Rs. 0.5 lakh (up to Rs. 2 lakh per annum)
2. For purchase of any item under rate contract, the purchase order (P.O.) /work order (W.O.) is to be placed to Accounts Section, NITD for order booking. The procedure in different scenarios are summarized below:
 - a) P.O. /W.O. **under** Rs. 50,000/- (**within** Annual limit of Rs. 2 lakh): P.O./W.O. to be signed by indenter & HoD and to be sent for order booking to Accounts Section.
 - b) P.O. /W.O. **under** Rs. 50,000/- (Annual limit of Rs. 2 lakh **reached**): P.O./W.O. to be signed by indenter & HoD and to be sent for order booking to Accounts Section and subsequently to Registrar Office for signature of the Competent Authority.
 - c) P.O. /W.O. **over** Rs. 50,000/-: P.O./W.O. to be signed by indenter & HoD and to be sent for order booking to Accounts Section and subsequently to Registrar Office for signature of the Competent Authority.
3. All the above procurements are to be made by strictly following GFR, 2017 norms.


Registrar

23.02.23

Copy to:-

1. Director.
2. All Deans.
3. All Head of the Departments / Sections/Centers and Central facilities- for compliance please.
4. Director's Secretariat.
5. Registrar's Secretariat- With a request to circulate all concerned.
6. Web Master- with a request for display.
7. Notice Board.
8. File copy.


**Joint Registrar (Estt.)
& I/c Procurement**