

# **NATIONAL INSTITUTE OF TECHNOLOGY: DURGAPUR.**

No. NITD/AUDIT/2018-19/48

Dated: December 20, 2019.

## **Office Order**

### **Sub: Split purchase of Stores, Medicines/Stationery/Chemicals/Computer Accessories/ Furniture & Fixtures item during F.Y.2018-19.**

Delegation of financial and administrative powers of the Institute stipulates that the Head of Department could sanction expenditure up to Rs.25,000/- both recurring and non-recurring nature within the approved budget of the Institute. **Rule 154 of GFR 2017** also provides that “ Purchase of goods up to the value of Rs.25,000/- (Rupees Twenty Thousand) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority” in the prescribed format. Further, **Rule 157 of GFR** stipulates that “**A demand for goods should not be divided into small quantities to make piece meal purchase to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand**”.

It has been observed that some of the departments of our Institute are purchasing Drugs and Medicines/Stationery/Chemicals/Computer Accessories/Furniture & Fixtures by splitting those items into small quantities in a single bill so that it does not exceed the power of financial sanction of Rs.25,000/- to avoid the sanction of higher authority required with reference to the estimated value of the demand.

In view of the above, the Heads of Department and section heads are requested to widely circulate it among the official concerned who are dealing with procurement to avoid the split purchases of items in future and follow the GFR Rules adherable failing which no bills shall be processed further henceforth.

  
20.12.19  
**Registrar**

Copy to:

All Faculty / Non Faculty.

Director Secretariat

Registrar Secretariat