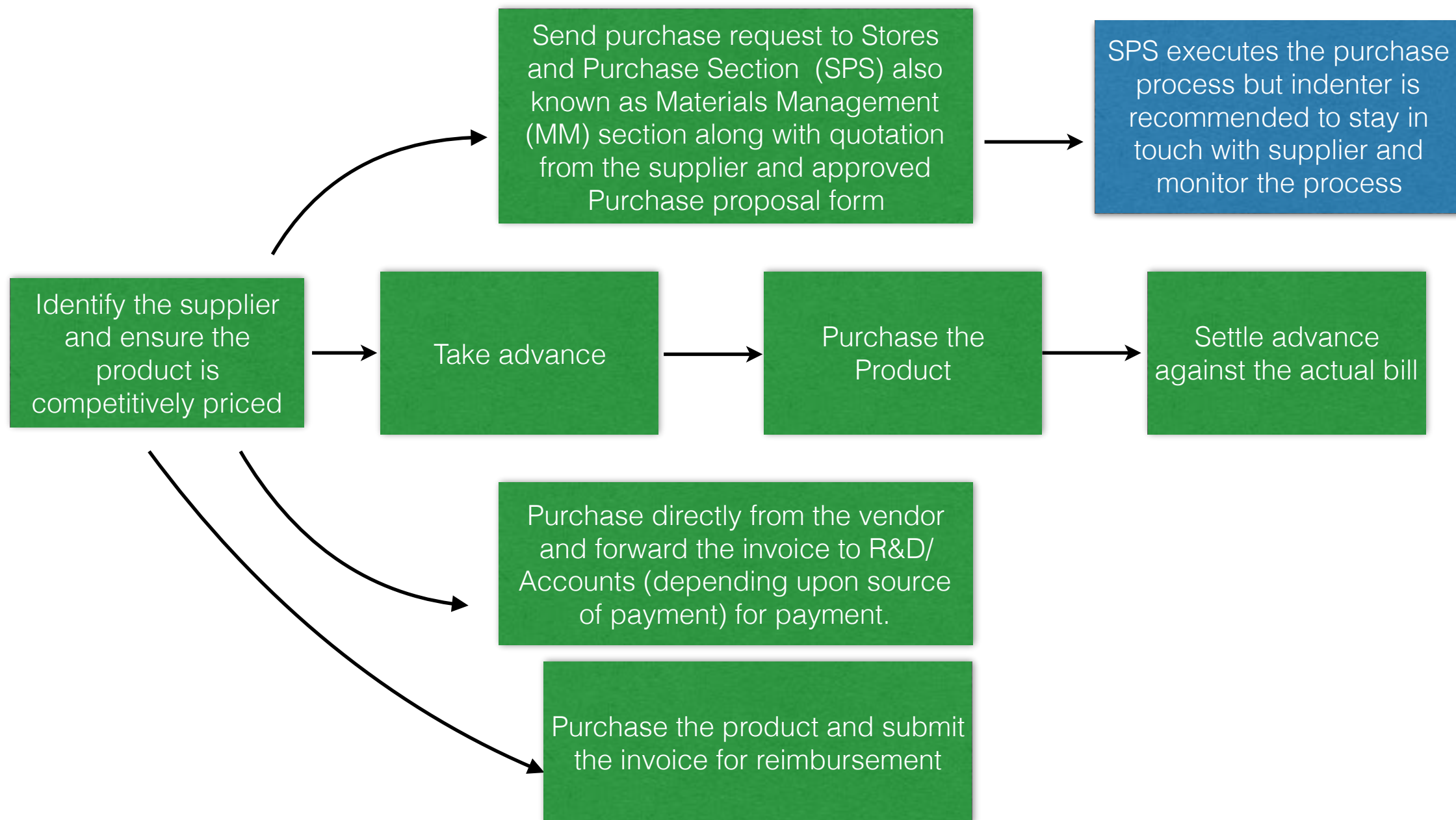


Purchase Procedure for items of value < Rs. 50,000

Indenter

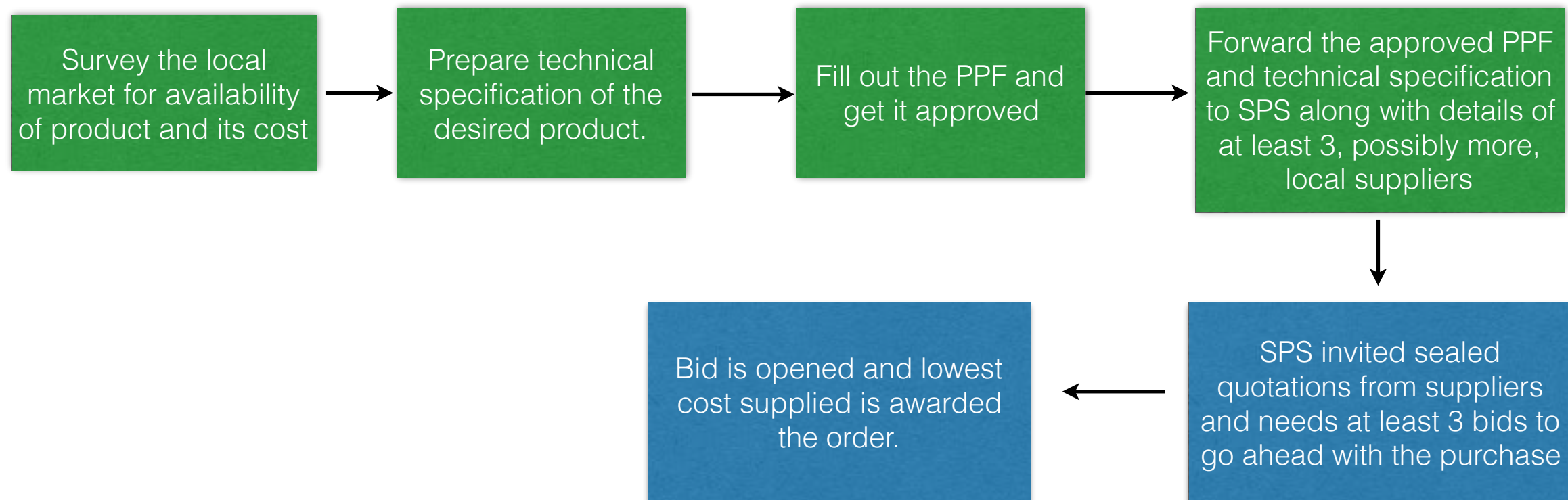
Purchase

- This is the simplest of the purchase process.
- Is applicable regardless of the source being domestic or foreign.
- Does not require any Pre-audit or Internal approval.
- Can be executed either through cash advance from any approved project (internal or external) and settled against the bill of purchase or request can be forwarded to MM section to be executed along with details of the supplier and item to be purchased.



Purchase Procedure for items of value between Rs. 50,000 and Rs. 1,50,000

- This mode is currently applicable for local (Ahmedabad-Gandhinagar region) purchase only.
- Does require pre-approval before purchase through appropriate purchase proposal form (PPF).
- Involves setting up of local purchase committee approved by the HOD. Current committee consists of Mr. Ram Babu Bhagat, Mr. Rajendra Vaishnav and the Indenter.



Purchase Procedure for items of value > Rs.1,50,000

