

Purchase Procedure under PDA

Steps	Type 1 (Items whose Value less than Rs.15000)	Type 2 (For Rate Contracted Items/ Repeat order of Items / Proprietary Items)	Type 3 (For Items whose is more than Rs. 15000 and less than Rs.1 lakh)
1	Submit the reimbursement form after the purchase with stock entry of the invoices/ bills, wherever necessary	Submit the Purchase proposal-cum-sanction sheet	Submit the purchase proposal
2		After approval of DOFA, will be sent to S&P Section for issue of Purchase Order	Purchase approval no. is issued and intimated to the concerned faculty member. He will collect quotations from the vendors.
3		After delivery of items, submit the payment release form along with Inspection Reports, Invoices/ Bills with duly stock entered in the department and sent to S&P for Central Stock Entry	Submit the Sanction sheet along with necessary recommendation of the purchase committee, comparative statement and original quotations, duly signed by all the members of purchase committee
4		After finishing Central Stock Entry, S&P section will send to F&A Section for payment to vendor.	After approval of DOFA, will be sent to S&P Section for issue of Purchase Order
5			After delivery of items, submit the payment release form along with Inspection Reports, Invoices/ Bills with duly stock entered in the department and sent to S&P for Central Stock Entry
6			After finishing Central Stock Entry, S&P section will send to F&A Section for payment to vendor.

* All the documents attached with for release of payment or reimbursement should be duly signed by the concerned faculty member.

** Cash and online purchases are restricted to Rs.15,000/-. Declaration is required on bills as per GFR Rules for purchases above Rs.1000/- and below Rs.15000/-.

***Stock entry of books is required.

****Prescribed forms may be downloaded from the Faculty Affairs Section's Website.