

## **ANNEXURE I**

### **Additional guidelines for PDA Purchase**

The following points have been included while using PDA after consultation with the Director:-

1. In regard to the proposal for single quotation purchase, the indent must be accompanied by two Proprietary Certificates i.e.
  - (a) Proprietary Certificate from the manufacturer.
  - (b) Proprietary Certificate (as per S&P format) duly signed by the HOD/HOC from the indenter.
2. In regard to the proposal for Foreign items/purchases, the quotation must have ex-work value, so that PO may be issued on ex-work basis. This will enable us to bring the consignment through our nominated Freightier without much Custom clearance formalities.
3. Stock Entry- As a centralised Stock Registers for equipment and furniture are maintained in the S&P, Inspection Report, in normal S&P format, must be submitted to the S&P for making corresponding entry in the S&P section. This will help in conducting smooth physical verification in future and avoid Audit Para. However, in case PDA purchases are not treated as Equipment or furniture purchase, this point may be ignored.