

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
CENTRAL PURCHASE OFFICE**

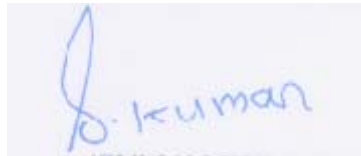
No. CPC/Purchase & Stores Rules/207

Dated: September 15, 2006

NOTIFICATION

Purchase and Stores Rules-2006, IIT Roorkee as approved by the Board of Governors vide resolution No. BG/35/2006 dated 28.08.2006 as item No. 16.3.2 are printed in this booklet. These purchase and stores rules come into force with immediate effect.

This notification supercedes all the earlier orders in this regard.



(SUMAN KUMAR)
CENTRAL PURCHASE OFFICER

INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE



PURCHASE & STORES RULES

August 2006

Issued by

CENTRAL PURCHASE OFFICE

Purchase and Store Rules

PURCHASE RULES

1. (a) There will be a **Group Purchase Committee (GPC)** for a group of Departments/ Centres/ Offices/ Limbs/ other units etc. (hereafter will be termed as Departments only) for the purpose of approval/recommendation of purchases pertaining to the Departments concerned, except for those cases for which the HODs/ Officers have specifically delegated powers. The grouping of the departments for a specified GPC(such as GPC-I,GPC-II etc) would be decided by the **Competent Authority** with due notification from time to time.
- (b) The Competent Authority may also appoint **Special Purchase Committee (SPC)** for specific need.
2. (a) The Heads of the Departments of the respective groups or their nominees will be the members of the allocated GPC and the **Central Purchase Officer (CPO)** shall act as **Member Secretary** of all these GPCs/ SPCs.
- (b) Chairman of the GPCs / SPCs will be nominated by the Competent Authority.
3. The GPC/SPC will be empowered to approve purchase within its purview and recommend other cases to the Competent Authority for approval. In case of any difference of opinion of the GPC/SPC, the matter shall be placed by the Secretary of GPC/SPC to the Competent Authority for orders, whose decision shall be final.
4. (a) Each GPC/SPC should meet normally about twice a month from April to November, and thrice a month from December to March. In the event of absence of the Chairman of the Committee, the senior-most Member of the Committee may chair the meeting.
- (b) If the meeting of the GPC/SPC is not held within one month from the date of the receipt of the purchase file in **Central Purchase Office**, the CPO will put-up within one week, all such pending cases before the Competent Authority for approval. If there are any objections/observations, CPO will return the file to the department within seven days of the receipt of the file after recording the objections/observations.
5. (i) There shall be the following **categories of firms for the purpose of inviting quotations** for purchase of materials / services / equipment / instrument etc.
- (a) **LOCAL REGISTERED FIRMS:** Local (within municipal area of Roorkee including cantonment) general suppliers, authorized agents/distributors of the manufactures/service providers and firms undertaking job works can be registered with the Institute on depositing a security of Rs. 5,000/- (refundable) in the form of FDR pledged to Registrar, Indian Institute of Technology, Roorkee alongwith Rs. 100/- as Registration Fee (non-refundable). Application on the prescribed form available with CPO office will have to be submitted for registration, which should be forwarded by at least two Heads of the Departments. For such registration it will be necessary for the firm, to be registered with Sales Tax Office, to maintain a registered office, shop, show room, etc., in the market/ industrial area or another suitable place and to have a bank account wherein the payment may be sent directly.

Credentials, manufacturing capability, quality control facility, past performance, after-sales service, financial background, etc., of the supplier(s) should be carefully verified alongwith performance and conduct of every supplier will be checked by the Institute, prior to registration. The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply

sub-standard goods or make any false declaration to department/ Govt. agency or for any ground which, in the opinion of the Institute, is not in public interest. The firm will be registered for a fixed period (normally 2 years) depending on the nature of supplies including services. At the end of this period, the registered supplier(s) willing to continue with registration are to apply afresh for renewal of registration after payment of renewal fee of Rs. 100/- defaulted firm may also be allowed to continue the registration from the date of expiry on payment of renewal fee provided the firm is not black-listed.

New supplier(s) may also be considered for registration at any time, provided they fulfill all the required conditions outlined earlier in 5 (i) (a).

- (b) **OUTSIDE FIRMS:** These firms will be manufactures or authorized dealers / agents / stockiest / suppliers / service providers or firms undertaking job works.
 - (ii) **Black listing** of a firm can be done on the recommendations of the Chairman of a GPC/SPC and with approval of Competent Authority. The CPO would process all such cases reported by the Departments/ Centres.
6. (i) Quotations will be invited by HOD or his nominee/ PI from the categories of firms provided in 5(i). Only those quotations which are received within time, specified in the enquiry letter / tender notice, will be considered.
- (ii) A copy of all enquiry letters will be displayed on the Institute Website and Notice Board of the concerned department and quotations received from firms on the basis of this notice will be considered if these are from any of the categories of the firms as given in 5(i).
- (iii) Quotations, if received late from outside firm but before the specified date of opening, may be considered only if these bear a clear proof of dispatch at a date earlier than the due date of accepting the quotations at Roorkee.
7. **Tenders** will invariably be invited by HOD/PI through publication of tender notice in at least one National Daily (having foreign circulation) e.g. National Herald, Hindustan Times, Times of India, Indian Express, The Hindu and Economic Times etc. and should contain the address of institute website in the following cases where:
- (a) The total cost of single purchase (involving one or more items) is Rs 25.00 lakh or more.
 - (b) Tender notice must also be displayed on the institute web site. Those downloading tender document from the website should deposit tender fee while submitting their quotation/tender. EMD should also be submitted along with the quotation/tender.
8. The following procedure should be observed for **inviting quotations/tenders**:
- (a) In case of quotations, a minimum of 15 days notice should be given.
 - (b) In case of tenders at least 21 days notice (after publication of tender in newspaper) should be given.
 - (c) The time, place and date on which the tender bids/ quotations will be opened should be specified in the enquiry letters/tender notices to be sent to the firms or published in newspaper with clear stipulation that they may be present at the time of opening of tenders/quotations, if they so desire.
 - (d) The notice inviting tenders/quotations alongwith specifications should also be released simultaneously on the website of Institute and the website address should be given in the tender notice.
 - (e) The rates should preferably be quoted both in words, and figures. All cuttings, overwriting should be duly initialed failing which the quotation/tender/bid is liable

to be rejected.

- (f) In case of purchase of special/ sophisticated equipment, costing above Rs 25 lakh, a performance bank guarantee for an amount equal to or more than 5% of the cost price for the duration of warranty period will be taken from the supplier/Indian Agent.
- (g) The Earnest Money Deposit (EMD) at the rate of 2% should be demanded from the firms and should be mentioned against specification of each item/ equipment whose estimated cost is above Rs. 5.0 lac.

(h) **CONTENTS OF BIDDING DOCUMENT:**

All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the appropriate Chapters as below:

Chapter 1: Instruction to bidders.

Chapter 2: Conditions of contract

Chapter 3: Schedules of requirements

Chapter 4: Specifications and allied technical details

- (i) While inviting quotations/tenders, specifications should be given in as much details as possible. Approximate quantities may also be mentioned and the firms should be asked to give samples alongwith the quotations/tenders, wherever possible/necessary. The descriptive literature, if available, should be enclosed with the quotations/ tenders.
 - (j) To maintain uniformity, it is suggested that format of enquiry letter, available in Central Purchase Office may be used.
 - (k) All enquires should be sent under certificate of posting, speed post, registered post, courier services or through personal local delivery on official peon book as deemed suitable.
9. (a) All quotations/tenders received should be kept together locked in a separate quotation/tender box or shelf in the custody of the concerned Head of the Department or the Officer nominated by him till the time of opening.
- (b) All quotations/tenders should be received duly sealed, addressed to the Head of the Deptt. concerned, clearly marked on the left hand corner of the envelope "Quotations/Tenders for the supply of _____ (name of article to be mentioned) due for opening on _____".
- (c) In case any quotation/tender is opened by mistake before the due date, it should be immediately sealed by the concerned Head of Department and a note should be made on the cover that "the quotation was opened against enquiry letter No..... by mistake or any other reason (to be recorded). The date of opening should be recorded and postal cover should be retained for record.
- (d) Preferably the ST/CST number should be given on the quotation of each firm, however this will not be mandatory. In case any change towards ST/CST or other statutory levy is claimed by the firm, the registration number for the same should be available on the bill/invoice.
- (e) In case of purchase of an item of proprietary nature as certified by the manufacturer, the quotations through e- mail/FAX from the manufacturer may be considered.
10. (a) Quotations/Tenders will be opened on the prescribed date and time by HOD or his nominee and Chairman, FPSC / Faculty In-charge of concerned laboratory. In case

of purchase out of research/consultancy projects, the quotations will be opened by HOD or his nominee and PI. The representatives of firm which have submitted quotations/ tenders may remain present during opening of quotations/ tenders. Erasing and overwriting etc observed at the time of opening of quotations/tenders should be duly initialed by the officers opening the quotations/ tenders, otherwise the tenders/quotations may be treated as invalid. The postal cover should be retained along with the tender/ quotation with signatures of faculties opening it.

- (b) Normally there should be a minimum of three valid quotations for any purchase. Cases of less than three quotations shall be treated as special and purchase through these quotations will require specific justification, and approval of Competent Authority.
- (c) **Procurement from a single source may be resorted to in the following circumstances:**
 - (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
 - (ii) The required goods are to be purchased from a particular source and the reason for such decision is to be recorded.
 - (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the concerned DPC), the required item is to be purchased only from a selected firm.
 - (iv) Any decision in respect of i, ii, iii above may be taken on the recommendations of a Technical Committee appointed by the HOD

11. **PROCEDURE FOR PROCESSING THE CASES THROUGH GROUP PURCHASE COMMITTEES:**

- (a) The concerned departments will submit their purchase proposals for consideration of the respective GPC/SPC through CPO. The proposal should contain the following to satisfy all the requirements of the checklist (Appendix-A):
 - (i) Completed prescribed proformas e.g. Comparative Statement.
 - (ii) Recommendations of departmental purchase committee.
 - (iii) Proposal for Purchase Approval (PPA), (format shall be available in Central Purchase Office as agreed by all (GPCs).
 - (iv) The purchase file.
 - (v) The provision of funds should be mentioned on each proposal (foreign currency conversions if applicable will be included). In case of tenders, newspaper cutting of the tender notice should be attached.
- (b) Approval of GPC/SPC/ Budget Committee/ PIP/ Competent Authority wherever required would be communicated by the CPO to the concerned Head of the Department.
- (c) **Pre-audit:**

All orders for amounts exceeding Rs 1,00,000/- will be sent to CPO for pre-audit. The proforma for orders above Rs. 1,00,000/- (including all taxes) shall clearly mention that **“ORDER WILL BE VALID ONLY WHEN IT IS SIGNED BY BOTH HOD AND CPO”**.
- (d) Other thing being equal and subject to the rates being reasonable, the lowest quotations/tenders will be accepted. However, for the acceptance of a quotation/tender other than the lowest, full justification should be recorded by the Departmental Purchase Committee.

- (e) A copy of each purchase order exceeding Rs. 1,00,000/- will be endorsed to the C.P.O. at the time of issuing the Purchase Order, and another copy to Account Office as mentioned under rule 13(i).
- (f) Orders for imported articles will be placed after satisfying the requirement of Government policies/formalities prevailing at that time.
- (g) **Repeat order may be placed subject to the following conditions:**
 - (i) Within a period of 120 days of placing the original order or 45 days of receiving supplies against the original order, whichever is later.
 - (ii) With no change in rates as well as terms and conditions of supply.
 - (iii) For purchases on the basis of inviting quotations but not through purchase under rule 12(ii).
 - (iv) Each department will place not more than one repeat order and the amount or number of items shall not exceed that of the original order.
 - (v) For supply of commodity items, such as cement, metal, and paper not exceeding Rs. 1,00,000/-
 - (vi) No repeat order will be placed if buy-back is involved in the purchase.
 - (vii) Purchase Orders placed by other IITs may also be considered for placing repeat order by IITR with the approval of Competent Authority after due diligence study and obtaining a certificate from the sister IIT to the effect that the cost is justified & the equipment is performing satisfactorily.
 - (h) The Institute may finalise a rate contract of PCs/Computer peripherals or any other item with various manufacturers, so as to offer a wider choice. Different rates may also be approved for any item depending on the specifications and quality of item offered by different manufactures. Tenders/Quotations for this purpose shall be called from manufacturers only.

12. **DELEGATION OF POWERS:** There shall be following delegation of Powers:

- (i) Purchase including services, labour charges and job works (fabrication, repairs, civil and electrical works etc.) upto Rs.15,000/- through bill or against cash may be made without calling quotations and without placing formal purchase orders by the Principal Investigator for purchases related to consultancy and research project, and by the Head of the Department from funds under his/her operation. Further, any faculty/officer may also make such purchases with the approval of Head of the Department or the Principal Investigator as applicable.
- (ii) Purchase including services, labour charges and job works (fabrication, repairs; civil and electrical works etc.) through cash or credit at site may also be made above Rs. 15,000/-. Unless such a purchase is made on the basis of approved rate contract or quotations from Govt. /public sector undertaking, at least three written or verbal quotations be obtained by a Committee to be constituted as given below at (a) and (b):
 - (a) Committee of at least two faculty members/Category A Staff to be constituted by HOD/Dean SRIC (for Sponsored Research & Consultancy Projects) for purchases upto Rs. 100,000/-.
 - (b) Committee of at least two faculty members/Category A Staff to be constituted by Competent Authority on the recommendations of Head of the Deptt. (HOD) / Principal Investigator for purchases above Rs. 100,000/-
 - (c) Verbal quotations will be valid for a purchase upto Rs. 50,000/- only. The names and addresses of the bidders alongwith rates quoted by them shall be certified by each member of the committee on the Comparative Statement.
 - (d) For purchase under 12(ii)(a)(b)(c), the committee will survey the market to ascertain the reasonableness of rate, quality and specifications for the purpose of identifying the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will record a certificate as under: "Certified that we, the

members of the purchase committee are satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”.

- (iii) The annual maintenance contract, repair contract, repair work from the manufacturer / manufacturer's authorised supplier, in respect of various equipment in the department, may be entered by the HOD for a maximum of 10% of the equipment cost or Rs. 100,000/- whichever is less.
In all other cases, quotations will be invited and normal purchase rules will apply.
- (iv) The financial powers for a particular purchase order to a specific firm will be as follows:-
 - (a) Head of the Department / Principal Investigator (for Consultancy/Research Projects) can approve purchase upto Rs. 1,50,000/-, provided that purchase case is based on three valid quotations and the purchase orders above Rs. 1,00,000/- will be Pre-Audited by CPO.
 - (b) GPC/SPC can approve purchase above Rs. 1.5 lac and upto Rs. 5.0 lac provided that the purchase case is based on three valid quotations.
 - (c) Purchases above Rs. 5.0 lac can be approved by the Competent Authority on the basis of recommendations of GPC/SPC.
 - (d) Purchase upto Rs. 1.5 lac on the basis of less than three valid quotations can be approved by the GPC/SPC.
 - (e) Purchase above Rs. 1.5 lac on the basis less than three valid quotations can be approved by the Competent Authority on the basis of recommendations of GPC/SPC.
 - (v) For purchase proposed on the basis of (a) rate contract approved by Central Govt, or (b) on the basis of a quotation from a Govt./ Public Sector Undertaking/ Company or (c) rate contract approved by the Institute/ DGS&D etc./ other IITs, purchase orders upto Rs 25.0 lac can be approved by the Head of the Department. If the purchase is between Rs. 25.00 lac to Rs 50.0 lac, approval can be given by the concerned GPC/SPC. Any purchase above Rs 50.0 lac can be approved by the Competent Authority on the basis of recommendations of GPC/SPC.
 - (vi) In case of purchase of sophisticated equipment or any other special purchase, the Department, if so desired, may constitute a sub-committee of at least three members with the approval of Chairperson of concerned GPC/SPC. Such sub-committee may also negotiate with L-1 (lowest firm) regarding rates, discount etc. in the best interest of the Institute.

13. **PAYMENT PROCEDURE:**

- (i) **Payment after receipt of supply in good conditions:**
For payment of bills against purchase orders, the original bills duly verified and necessary stock entered alongwith grant code to which the expenditure is to be debited filled up and duly signed by the Head of the Department should be sent to accounts office along with a copy of the purchase order as given in rule 11 (e) within two weeks after the purchase is completed and supply duly checked/installed. In case, there is no objection to a particular bill, the Accounts office must make the payment to the supplier within one week after the receipt of the bill. The payments will be made by draft/cheque/ bank transfer to the bank A/C of the supplier or service provider.
- (ii) **100% payment against delivery and satisfactory checking/ installation OR 100% advance payment against 110% bank guarantee.** However, govt. firms or public sector undertakings may be exempted from providing the bank guarantee. But for public limited firm having annual turn-over of Rs. 500 crores or more the requirement of bank guarantee may be waived-off by the competent authority if the payment involved is upto Rs. 15.0 lakh.

- (a) 100% payment against delivery and satisfactory checking/ installation or 100% advance payment against 110% bank guarantee may be made to the supplier provided such payment term exists in the order. In such cases the accounts office will issue a cheque/draft against proforma invoice in favour of the firm and send it to the concerned Department well in advance.
- (b) Any additional payment on account of revision of taxes/duties may be approved by Head of the Department provided it is as per terms of purchase order.
- (c) Payment of demurrage upto Rs. Rs 20,000/-may be approved by the Head of the Department. For higher amounts approval of the Competent Authority will be required.
- (d) All vouchers being submitted for payment will be verified by Head of the Department / Principal Investigator/ Faculty member/Staff of Category A. The summary of the account will be forwarded to the Accounts Office by the concerned Head of the Department.
- (iii) **Payment to Foreign Supplier:**
 - (a) All letters of credit will be opened in the name of the Head of the Department against the purchase orders, for which the concerned department will send their request to the accounts office.
 - (b) Payment can also be made by sight draft/Bank Transfer/ Wire Transfer.
 - (c) For small purchase from foreign companies upto an equivalent of Indian currency of Rs.50,000/- , the advance payment can be made by Principal Investigator with the approval of Head of the Department and by the Head of the Department with the approval of Competent Authority.
- (iv) **Payments to Govt./Public Sector Undertaking/ Organisation:**
The terms of payment to the Govt./ Public Sector Undertakings/ Organisations/ Company will be as per the terms and conditions given by them in their quotation/ proforma invoice/ rate list/ rate contract. 100% advance can be made to such organizations alongwith the order if it is in the terms and conditions of the said organization.
- 14. Any relaxation in the purchase regulations shall be made with the prior approval of the Competent Authority.
- 15. The “**buy-back**” for purchase through quotation/tender or through rate contract for supply of equipment and systems, including Personal Computers, Refrigerators, Air-conditioners and Xerox Machines etc. is admissible. While inviting quotations/tenders or proposal for rate contract, supplier/ vendor will be asked to quote rates and other terms for ‘buy-back’ of existing equipment/systems. However, the following conditions shall apply:
 - (i) In case of computers, system should be at least three years old.
 - (ii) In case of photo-copier machines, a machine should be at least seven years old or five lakh of copies should have been generated on the old machine.
 - (iii) In case of refrigerators and air-conditioners, they should be at least seven years old.
- Note:-** Buy-Back shall be initiated on the recommendation of a Departmental Technical Committee constituted by Head of the Department for this purpose.
- 16. **Central Assets Registers** for items under the Major Assets and Minor Assets Categories will be separately maintained in Central Purchase Office for the purpose of Stock Verification.
- 17. (a) Each Department/ Centre/ other Academic Unit like IIC, Library, Hospital etc., should have at least a five member purchase committee including persons from outside the Department/ Centre/Unit. For external members approval of Competent Authority will be taken. For Library, the purchase committee will be as constituted by the Library Advisory Committee.

- (b) For the purchase of the books / publication and periodicals by the library and the department/ centres the Institute library advisory committee shall frame and issue the policy and rules from time to time with the approval of competent authority.
- 18. The GFR may be applicable if on some point the IITR Purchase Rules are not clear or silent
- 19. **Competent Authority** means the Director of IIT, Roorkee or any officer to whom the Director delegates the authority. Any matter not covered by these rules may be referred to the Competent Authority

STORE'S RULES

1. CLASSIFICATION OF STORES:

All stores procured shall be classified into following three categories;

- (a) Major Asset (MAS)
- (b) Minor Asset (MIA)
- (c) Consumable Stores (CS)

(a) Major Assets (MAS):

Stores satisfying any one of the following conditions shall be classified as major Assets

- (i) Store which are intended to be used over prolonged periods before becoming unusable and obsolete and costing above Rs. 15000/-.
- (ii) Any item which is classified as **Major Assets (MAS)** by the standing committee (as given in clause No. 2) constituted for this purpose.

Examples: Lab Equipments costing above Rs. 15000/- , Assembled Instruments, Brass Ware Flower Pots, Lamp Stand etc), Fabricated Instruments, Gas Cylinders, Almirahs Steel, Main frame computers/servers, Work Stations, Motors, Networking Devices, Photo copying machines, Plants Printers, Multimedia Projectors, Welding machine, Workshop heavy equipments (Lathe Machines, drilling & milling machines, power saw, wood working machines) etc.

(b) Minor Assets (MIA) :

Stores may be classified as Minor Assets or “Limited Life Time Assets” for the items with a life of 4-5 years.

Examples: All Lab Equipments costing less than or equal to Rs 15000/- (Power supplies, CVTs/CRO etc), type writers, accessories and audiovisual systems, All room fixtures (door closers, blinds, boards, wall/ exhaust fan etc), UPS, Wooden and Steel Furniture (chairs, tables, racks, trolleys, cabinet etc), Battery chargers, Computer Accessories, Cryogenic containers, Cyclostyling machines, Fume Hoods, Modems/hubs (Routers) switches, Personal Computers, Portable Generators, inkjet/laser printer Small portable electrical hand tools (Hand drill, planners, grinders etc), Software, Telephone sets including mobile phones, Vacuum cleaners, desktop, palmtop calculators, etc.

(c) Consumable Stores (CS):

Stores satisfying any of the following conditions shall be classified as Consumable Stores

- (i) Stores which exhaust with lapse of time.
- (ii) Stores which are rendered unserviceable due to normal wear and tear.
- (iii) Stores which have negligible disposal value.
Value of store should be less than Rs 5000/-.

Examples: Chargeable and non chargeable batteries, Chemicals & plastic material, Components installed inside Cabinet of PC (motherboard, RAM, ports, Hard Disk, DVD, PCI cards etc), Electrical items like plugs, tops, switches, fixtures, heater plates etc, Electronic Component like resistors, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc), fabrication materials like Metal sheets, rods, wires, Glass and Quartz ware, Hand Tools (screw drivers, pliers, scissors, tools related to gardening and other tools etc), plant pots, Light sources (bulbs, tubes, laser pointers etc), Optical components like Lenses,

Prism, Gratings, filters, optical fibers, patch cord etc, printer consumables (Ribbon, Cartridges etc), Stationery items (papers, cutters, staplers, pens, pencils, alpenes, u-clips, sharpeners, dispensers, pen stands, CD covers etc), tubing (copper, Aluminum, rubber, PVC etc), umbrellas & raincoats, W/shop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc), Capacitors, CD ROMs, CDs, Conductivity bridge, Connectors, Curtains, Darri/Carpets & other cloth items, Electric wires / UTP Cables /Optical Fibers, Electrodes, Floppies/pen drives, Handheld water sprayer/sprinkler, Heating mantles, Iron meter, Keyboard, mouse and speakers, Lab. Apparels (shoes, lab coats, goggles, aprons, gloves etc), Magnetic tape, Medicines, Non electrical balance, pH meters, Plastic buckets, Room Heaters and Blowers, Shakers, Small Measuring components and instruments (current/volt/Ohm meters costing less than Rs 5,000/-), Stirrer, Table covers, Thermostat, Torch, Water bath, Water distillation glass units, Water distillation stills etc.

2. The Chairmen of all GPC/ SPC may constitute the standing committee to resolve any confusion in classifying the assets. The senior most Chairman of GPC/SPC will be the chairman of standing committee.
3. Stock Registers (for all Major Assets, Minor Assets and consumable items) for each Project shall be maintained separately (and kept with the concerned Laboratory /P.I) but all the assets shall also be entered simultaneously in the departments T & P register.
4. One T & P Register should be prepared in each laboratory and a departmental T & P register may also be prepared and kept with the concerned Head of the department.

5. **Store Verification :-**

On recommendations of the O.C's of different laboratories facilities/sections of the Departments regarding the irrecoverable losses, and losses due to stores lost, or rendered unserviceable due to fair wear and tear the Head of the Department /Centre/ Unit will constitute the committees for survey of unserviceable (Major & Minor Assets) stores in their respective department. This committee of the Department shall inspect such losses and fix their depreciated value. It will also pin-point responsibility for losses of items found short and shall recommend as to how these are to be made up/paid for by the individuals responsible for the loss. The report of the committee shall be considered by the Department Professorial Committee (DPC) and its recommendations in respect of major assets shall be sent to the Deputy Registrar (Admn.) on Proformas A & B (attached), for consideration by the Institute Technical Committee.

6. **Writing off and disposal of Unserviceable Stores:**

- (a) On the recommendation of DPC, the Head of the department may allow writing off the minor assets with intimation to the Deputy Registrar (Admn.).

(b) **Institute Technical Committee:**

The Director shall appoint a Technical Committee which shall examine the proformas sent by the Departments etc. and shall recommend the Major Asset stores which are actually unserviceable /beyond economic repair/beyond local repair, to be considered for writing off, by the Competent Financial authority. The Technical Committee may delete those items which in its opinion, are serviceable or are not beyond local/economic repair. Thereafter, proformas 'A' & 'B' will be forwarded to the Deputy Registrar (Admn.) Office, for consideration by the Competent Financial Authority. The composition of the Technical

Committee shall be as under:-

- I. One Professor to be nominated by the Director for three years, who shall be the Chairman,
- II. One member nominated by the concerned Department/Limb of the Institute for a period of years.
- III. One member from outside nominated by the concerned Department/Limb of the Institute for a period of years.

- (c) The recommendations of the Institute Technical Committee (ITC) are to be considered by the Competent Financial Authority (CFA) to write off as under :-

CFA	Normal Wear & tear , Individual Item Costing (Rs.)	Abnormal Wear & Tear , Individual Item costing (Rs.)
Head of the Deptt.	Upto 15000	Nil
Deputy Director	Upto 100000	Upto 5000
Director	Upto 500000	Upto 10000
Board of Governors	Above 500000	Above 10000

After approval of the Competent Financial Authority, a proper notification for writing off is to be issued by the Deputy Registrar

- (d) **Institute Disposal Committee:**

- (i) The stores, written off, will be inspected and auctioned by the Institute Disposal Committee (IDC). The committee shall consist of the following members.
- a. One Professor to be nominated by the Director , who shall be the Chairman for a period of years.
 - b. One member nominated by the concerned Department /Limb of the Institute for a period of years .
 - c. Member Secretary appointed by the Competent Authority for a period of years.
 - d. Asstt. Registrar (Gen.) Joint Member Secretary for a period of years.

PROFORMAS TO BE USED

For processing the purchase cases following proformas should be used:

SL.NO.	NAME OF THE PROFORMA	CODE OF THE PROFORMA
1	Enquiry Form	CPO-A
2	Comparative Statement	CPO-B
3	Purchase Proposal	CPO-C
4	Purchase Order (within India)	CPO-D
5	Purchase Order (Import)	CPO-E
6	Sample of Tender Document	CPO-F