		Guru Nanak De (Accounts Branch - Cor				
	FTS	(For Purchase/ Repair costs more than (Must be printed on No///	25,000 from Authorized Dealer)			
()	1.	Name of the Department				
•)	2.	Item/s to be purchased				
	2. 3.	Budget Head Code / Name				
	4.	Estimated Cost				
	5.	Advance Demanded?	Yes / No			
	6.	If Yes then	Amount (Rs.)			
			Name of Official:			
			Designation :			
	7.	Purchase on the basis of	 University Calendar Vol - 1 Page 137-138 Rule 27.5 (ii) Authorised Dealer Purchases made from authorised dealers of specific brands e.g., D.C.M., Remington Typewriter, Godrej Khira, Philips Electric Goods, Bata, Usha, Gestetner, etc., at the rates fixed by their principals for the whole of the country/region. 			
	8.	Item is Available on GEM				
	9.		Yes ⊔ No ⊔ Certificate			
		It is Certified that the above mentioned item at A(2) is available on GEM, but due to foll reason the item is purchased from Authorised Dealer M/s				
		Higher Rates 🔲 Not available in Punjab 🗌 Specification do not matche				
		Min Qty. Per Consignee is Higher than the required Qty <u>Note: Evidence of above certificate to be attached.</u>				
		Note: Evidence of above certificate to				
		Note: Evidence of above certificate to	o be attached. Professor of Deptt Concerned Teacher / PI			
		Note: Evidence of above certificate to Head of Deptt Sr. 1	o be attached. Professor of Deptt Concerned Teacher / PI			
в		Note: Evidence of above certificate to Head of Deptt Sr. 1	o be attached. Professor of Deptt Concerned Teacher / PI Signature of HOD / PI (with seal			
в	1.	Note: Evidence of above certificate to Head of Deptt Sr. 1 <u>To be filled by</u>	o be attached. Professor of Deptt Concerned Teacher / PI Signature of HOD / PI (with seal			
В	1. 2.	Note: Evidence of above certificate to Head of Deptt Sr. 1 <u>To be filled by</u> Details of Budget	o be attached. Professor of Deptt Concerned Teacher / PI Signature of HOD / PI (with seal			
В		Note: Evidence of above certificate to Head of Deptt Sr. I <u>To be filled by</u> Details of Budget Budget Head	o be attached. Professor of Deptt Concerned Teacher / PI Signature of HOD / PI (with seal			
В	2.	Note: Evidence of above certificate t Head of Deptt Sr. 1 To be filled by Details of Budget Budget Head Budget Name	o be attached. Professor of Deptt Concerned Teacher / PI Signature of HOD / PI (with seal			
В	2. 3.	Note: Evidence of above certificate t Head of Deptt Sr. 1 To be filled by Details of Budget Budget Head Budget Name Provision	o be attached. Professor of Deptt Concerned Teacher / PI Signature of HOD / PI (with seal			

Sanction an amount / Advance of Rs. _______ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter – IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

- Step 1 Search the availability of the Item/service on the GEM. If the Item/service is available on GEM then to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step -2 If the Item/service is available on GEM then to fill the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- Step 3 Attach the estimate Invoice of the Concern Item from the authorized Dealer, countersigned by Head of the Department.
- **Step 4** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Printout of the GEM Portal showing the availability of the Item.		
3.	Evidence for not making purchase from GEM.		
4.	Estimate Invoice of the Firm (Authorized Dealer)		
5.	Certificate of Authorization of the Firm.		
6.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
7.	In case of Repair / Tonners etc Life record Performa.		
8.	Duly filled in and signed with seal the Pre Page printed form by the HOD		

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

(Accounts Branch - Contingency Section)

A)

(For Purchase/ Repair costs less than 25,000 from Authorized Dealer) (Must be printed on White Paper)



1.	- Na	ame of the Department	
2.	*		
3.		udget Head Code / Name	
4.		stimated Cost	
5.	Advance Demanded?		Yes / No
6.			Amount (Rs.)
			Name of Official:
			Designation :
7.	7. Purchase on the basis of		University Calendar Vol - 1 Page 137-138 Rule 27.5 (ii) Authorised Dealer Purchases made from authorised dealers of specific brands e.g., D.C.M., Remington Typewriter, Godrej Khira, Philips Electric Goods, Bata, Usha, Gestetner, etc., at the rates fixed by their principals for the whole of the country/region.
8.		Item is Available on GEM	「Yes □ No □
9.			Certificate
			oned item at A(2) is available on GEM, but due to following Authorised Dealer M/s
	re: Hi M	ason the item is purchased from A	Authorised Dealer M/s e in Punjab
	re Hi M <u>Na</u>	eason the item is purchased from A igher Rates D Not available (in Qty. Per Consignee is Higher th <u>ote: Evidence of above certificate</u>	Authorised Dealer M/s e in Punjab
	re Hi M <u>Na</u>	eason the item is purchased from A igher Rates D Not available (in Qty. Per Consignee is Higher th <u>ote: Evidence of above certificate</u>	Authorised Dealer M/s e in Punjab
	re Hi M <u>Na</u>	eason the item is purchased from A igher Rates D Not available (in Qty. Per Consignee is Higher th ote: Evidence of above certificate (ead of Deptt Sr	Authorised Dealer M/s e in Punjab Specification do not matches than the required Qty e to be attached. the professor of Deptt Concerned Teacher / PI
В	re Hi M <u>Na</u>	eason the item is purchased from A igher Rates Not available (in Qty. Per Consignee is Higher th <u>ote: Evidence of above certificate</u> (ead of Deptt Sr <u>To be fille</u>	Authorised Dealer M/s e in Punjab Specification do not matches the required Qty the required Qty to be attached. to be attached. Concerned Teacher / PI Signature of HOD / PI (with seal
В	re Hi M <u>Na</u>	eason the item is purchased from A igher Rates Not available (in Qty. Per Consignee is Higher th <u>ote: Evidence of above certificate</u> ead of Deptt Sr <u>To be fille</u> Details of Budget	Authorised Dealer M/s e in Punjab Specification do not matches the required Qty the required Qty to be attached. to be attached. Concerned Teacher / PI Signature of HOD / PI (with seal
В	ree Hi <u>M</u> He	eason the item is purchased from A igher Rates Not available (in Qty. Per Consignee is Higher th <u>ote: Evidence of above certificate</u> (ead of Deptt Sr <u>To be fille</u>	Authorised Dealer M/s e in Punjab Specification do not matches the required Qty the required Qty to be attached. to be attached. Concerned Teacher / PI Signature of HOD / PI (with seal
В	ree Hi <u>M</u> He 1.	eason the item is purchased from A igher Rates Not available lin Qty. Per Consignee is Higher th ote: Evidence of above certificate tead of Deptt Sr <u>To be fille</u> Details of Budget Budget Head	Authorised Dealer M/s e in Punjab Specification do not matches the required Qty the required Qty to be attached. to be attached. Concerned Teacher / PI Signature of HOD / PI (with seal
	ree Hi <u>M</u> Ho 1. 2.	eason the item is purchased from A igher Rates D Not available (in Qty. Per Consignee is Higher th ote: Evidence of above certificate (ead of Deptt Sr Details of Budget Budget Head Budget Name	Authorised Dealer M/s e in Punjab Specification do not matches the required Qty the required Qty to be attached. to be attached. Concerned Teacher / PI Signature of HOD / PI (with seal
	rea Hi <u>M</u> Ho 1. 2. 3.	eason the item is purchased from A igher Rates Dot available lin Qty. Per Consignee is Higher th ote: Evidence of above certificate dead of Deptt Sr <u>To be fille</u> Details of Budget Budget Head Budget Name Provision	Authorised Dealer M/s e in Punjab Specification do not matches the required Qty the required Qty to be attached. to be attached. Concerned Teacher / PI Signature of HOD / PI (with seal

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs,. 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. ______ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

- Step 1 Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step -2 If the Item/service is available on GEM than fill the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- **Step 3** Attach the estimate Invoice of the Concern Item from the authorized Dealer.
- **Step 4** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Printout of the GEM Portal showing the availability of the Item.		
3.	Evidence for not making purchase from GEM.		
4.	Estimate Invoice of the Firm (Authorized Dealer)		
5.	Certificate of Authorization of the Firm.		
6.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
7.	In case of Repair / Tonners etc Life record Performa.		
8.	Duly filled in and signed with seal the Pre Page printed form by the HOD		

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

(Accounts Branch - Contingency Section)

GEM

(For Purchase/ Repair costs more than 25,000 from GEM Portal) (Must be printed on Green Paper) 1 1

FTS	No.	///	
(A)	1.	Name of the Department	
	2.	Item/s to be purchased	
	3.	Estimated Cost	
	4.	Budget Head Code / Name	
	5.	Advance Demanded?	Yes / No
	6.	If Yes then	Amount (Rs.)
			Name of Official:
			Designation :
	7.	Item is Available on GEM	Yes
	8.	Purchase on the basis of	From GEM Portal, as per Punjab Government Notification No. GSR 11/Const./Art283./Amd.2018 dated 8-3-2018.

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B		Details of Budget	
	1.	Budget Head	
	2.	Budget Name	
	3.	Provision	
	4.	Expenditure	
	5.	Balance	
С		Competent Authority for sanction	Vice - Chancellor

Sanction an amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act -1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume - I (Act & Statues) 2017.

- Step 1Search the availability of the Item/service on the GEM. Attach the print out of the
GEM Page showing the rates, availability, Min. Qty. Per Consignee.
- **Step 2** Attach the estimate Invoice of the Concerned Item from the Local Market also.
- **Step 3** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Printout of the GEM Portal showing the availability of the Item.		
3.	Estimate Invoice of item from the local market		
4.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
5.	In Case of Repair / Tonner Etc. Life Record Performa		
5.	Completely filled and signed with seal the Pre Page printed form by the HOD		
	Signatures _		

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

(Accounts Branch - Contingency Section)

GEM

(For Purchase/ Repair costs less than 25,000 from GEM Portal) (Must be printed on White Paper) 1

1

1

FTS No

(A) 1.	Name of the Department	
2.	Item/s to be purchased	
3.	Estimated Cost	
4.	Budget Head Code / Name	
5.	Advance Demanded?	Yes / No
6.	If Yes then	Amount (Rs.)
		Name of Official:
		Designation :
7.	Item is Available on GEM	Yes
8.	Purchase on the basis of	From GEM Portal, as per Punjab Government Notification No. GSR 11/Const./Art283./Amd.2018 dated 8-3-2018.

To be filled by Accounts Office only

B		Details of Budget	
	1.	Budget Head	
	2.	Budget Name	
	3.	Provision	
	4.	Expenditure	
	5.	Balance	
С		Competent Authority for sanction	Registrar

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs,. 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act - 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume - I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. ___ _____ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

- Step 1Search the availability of the Item/service on the GEM. Attach the print out of the
GEM Page showing the rates, availability, Min. Qty. Per Consignee.
- **Step 2** Attach the estimate Invoice of the Concerned Item from the Local Market also.
- **Step 3** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Printout of the GEM Portal showing the availability of the Item.		
3.	Estimate Invoice of item from the local market		
4.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
5.	In Case of Repair / Tonner Etc. Life Record Performa		
5.	Completely filled and signed with seal the Pre Page printed form by the HOD		
	Signatures _		

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

Guru Nanak Dev University (Accounts Branch - Contingency Section) (For Purchase/ Repair costs more than 25,000 through Purchase Committee)

		Guru Nanak De (Accounts Branch - Con	
	(Fo	or Purchase/ Repair costs more than 25 (Must be printed on	5,000 through Purchase Committee)
	FT	S No///	-
(A)	1.	Name of the Department	
	2.	Item/s to be purchased	
	3.	Estimated Cost	
	4.	Budget Head Code / Name	
	5.	Advance Demanded?	Yes / No
	6.	If Yes then	Amount (Rs.)
			Name of Official:
			Designation :
	γ.	Purchase on the basis of	University Calendar Vol - 1 Page 137-138 Rule 27.5 (i) Purchases made on the spot selection by a committee of senior officers/Heads of the Department appointed by the Vice-Chancellor for specified purchases, where the aggregate value of such purchases does not exceed Rs. 50,000/This limit would, however, not apply to the purchases of building material for the construction department. Provided further that before making such purchases, the committee shall obtain a certificate from the Vice-Chancellor that purchase on the spot selection is necessary and is in the interest of the University.
	8.	Name/ Designation of Committee members	1
	9.	Item is Available on GEM	
			Certificate not making the purchase from GEM) ned item at A(2) is available on GEM, but due to following h Purchase Committee.
		Higher Rates 🔲 Not available	in Punjab Specification do not matches
		Min Qty. Per Consignee is Higher th	an the required Qty
		Note: Evidence of above certificate	to be attached.
		Head of Deptt Sr.	Professor of Deptt Concerned Teacher / PI

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B		Details of Budget		
	1.	Budget Head		
	2.	Budget Name		
	3.	Provision		
	4.	Expenditure		
	5.	Balance		
С		Competent Authority for sanction	Vice - Chancellor	
	Sanction an amount / Advance of Rs.		for the purchase of Item/s as mentioned in	

Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

- Step 1 Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step 2If the Item/service is available on GEM than fill the Certificate showing the
reason for not making the purchase from the GEM by the Purchase Committee
and should be countersigned by the Head of the Department.
- **Step 3** Attach the estimate Invoice of the Concerned Item from the Local Market.
- **Step 4** Fill the Form and send to the accounts branch for the necessary action
- Step 5 After getting the sanction from the competent authority, attached the proceeding of the meeting of the committee and get it countersigned from the Registrar.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Printout of the GEM Portal showing the availability of the Item.		
3.	Evidence for not making purchase form GEM.		
4.	Estimate Invoice of the Firm		
5.	In case of Repair / Tonners etc Life record Performa.		
6.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
7.	Completely filled and signed with seal the Pre Page printed form by the HOD		
	Signatures	(HOD with seal)	(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

(Accounts Branch - Contingency Section) (For Purchase/ Repair costs less than 25,000 through Purchase Committee)

	(F	Guru Manak Dev (Accounts Branch - Contin or Purchase/ Repair costs less than 25,00 (Must be printed on W	ngency Section) 0 through Purchase Committee)
	FTS	S No////	
(A)	1.	Name of the Department	
	2.	Item/s to be purchased	
	3.	Estimated Cost	
	4.	Budget Head Code / Name	
	5.	Advance Demanded?	Yes / No
	6.	If Yes then	Amount (Rs.)
			Name of Official:
			Designation :
	7.	Purchase on the basis of	University Calendar Vol - 1 Page 137-138 Rule 27.5 (i) Purchases made on the spot selection by a committee of senior officers/Heads of the Department appointed by the Vice-Chancellor for specified purchases, where the aggregate value of such purchases does not exceed Rs. 50,000/This limit would, however, not apply to the purchases of building material for the construction department. Provided further that before making such purchases, the committee shall obtain a certificate from the Vice-Chancellor that purchase on the spot selection is necessary and is in the interest of the University.
	8.	Name/ Designation of Committee members	1
	9.	Item is Available on GEM	
			Certificate making the purchase from GEM) d item at A(2) is available on GEM, but due to following Purchase Committee.
		Higher Rates 🔲 Not available in	Punjab Specification do not matches
		Min Qty. Per Consignee is Higher than	the required Qty
		Note: Evidence of above certificate to	<u>be attached.</u>
		Head of Deptt Sr. F	Professor of Deptt Concerned Teacher / PI

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B	Details of Budget	
1.	Budget Head	
2.	Budget Name	
3.	Provision	
4.	Expenditure	
5.	Balance	
С	Competent Authority for sanction	Registrar

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs,. 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. ______ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

- Step 1 Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step -2 If the Item/service is available on GEM than fill the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- **Step 3** Attach the estimate Invoice of the Concerned Item from the Local Market.
- **Step 4** Fill the Form and send to the accounts branch for the necessary action
- Step 5 After getting the sanction from the competent authority, attached the proceeding of the meeting of the committee and get it countersigned from the Registrar.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Printout of the GEM Portal showing the availability of the Item.		
3.	Evidence for not making purchase from GEM		
4.	Estimate Invoice of the Firm		
5.	In case of Repair / Tonners etc Life record Performa.		
6.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
7.	Completely filled and signed with seal the Pre Page printed form by the HOD		

Signatures

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

(Accounts Branch - Contingency Section) (For purchase/ Repair costs more than 25,000 through Quotations) (Must be printed on Green Paper)

	FTS	(Must be print No//	ted on Green Paper)
(A)	1.	Name of the Department	
	2.	Item/s to be purchased	
	3.	Estimated Cost	
	4.	Budget Head Code/ Name	
	5.	Advance Demanded?	Yes / No
	6.	If Yes then	Amount (Rs.)
			Name of Official:
			Designation :
	7.	Purchase on the basis of	University Calendar Vol - 1 Page 137-138 Rule 27.5 Quotations/tenders shall be invited for all purchases exceeding Rs. 2000/ The Head of the Department shall prepare a comparative statement of the rates obtained and place the order of his requirements with the lowest tenderer. Where the lowest quotation/tender is not accepted, the sanction of the Vice-Chancellor shall be obtained before placing the order giving the reasons for accepting the higher quotation/tender.
	8.	Name/ Designation of Committee members	1
9	Ite	m is Available on GEM	Yes No
is pu High	rchaso er Ra	ed that the above mentioned ite ed through Quotations. tes	
wiin	QIY. P	Per Consignee is Higher than the	e required Qiy

Note: Evidence of above certificate to be attached.

Head of Deptt

Sr. Professor of Deptt

Concerned Teacher / PI

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B		Details of Budget	
	1.	Budget Head	
	2.	Budget Name	
	3.	Provision	
	4.	Expenditure	
	5.	Balance	
С		Competent Authority for sanction	Vice - Chancellor

Sanction an amount / Advance of Rs. _______ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

- Step 1 Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step 2If the Item/service is available on GEM than fill the Certificate showing the
reason for not making the purchase from the GEM by the Purchase Committee
and should be countersigned by the Head of the Department.
- **Step 3** Attach the estimate Invoice of the Concern Item from the Local Market.
- **Step 4** Fill the Form and send to the accounts branch for the necessary action.
- Step 5 After getting the sanction from the competent authority, attached the proceeding of the meeting of the committee and get it countersigned from the Registrar.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Printout of the GEM Portal showing the availability of the Item.		
3.	Evidence for not making purchase from GEM		
4.	Estimate Invoice of the Firm		
5.	Certificate of Authorization of the Firm.		
6.	In case of Repair / Tonners etc Life record Performa.		
7.	Proceeding of BOC .		
8.	Completely filled and signed with seal the Pre Page printed form by the HOD		
	Signatures	(HOD with seal)	(Dealing Official)
O.S. (A	ccounts)		
AR (Ac	ecounts)		

Consultant Finance

(Accounts Branch – Contingency Section) (For purchase/ Repair costs more than 4,99,000 through e-tander) (Must be printed on Green Paper)

)	1.	Name of the Department	
	2.	Item/s to be purchased	
	3.	Estimated Cost	
	4.	Budget Head Code/ Name	
	5.	Advance Demanded?	Yes / No
	6.	If Yes then	Amount (Rs.)
			Name of Official:
			Designation :
			Overtations/tenders/a tenders shall be invited for all purel
			Quotations/tenders/e-tenders shall be invited for all purch exceeding Rs. 2000/ The Head of the Department prepare a comparative statement of the rates obtained place the order of his requirements with the lowest tend Where the lowest quotation/tender is not accepted, sanction of the Vice-Chancellor shall be obtained be placing the order giving the reasons for accepting the h quotation/tender.
	8.	Name/ Designation of	exceeding Rs. 2000/ The Head of the Department prepare a comparative statement of the rates obtained place the order of his requirements with the lowest tend Where the lowest quotation/tender is not accepted, sanction of the Vice-Chancellor shall be obtained be placing the order giving the reasons for accepting the h
	8.	Name/ Designation of Committee members	exceeding Rs. 2000/ The Head of the Department prepare a comparative statement of the rates obtained place the order of his requirements with the lowest tend Where the lowest quotation/tender is not accepted, sanction of the Vice-Chancellor shall be obtained be placing the order giving the reasons for accepting the h quotation/tender.
	8.	-	exceeding Rs. 2000/ The Head of the Department prepare a comparative statement of the rates obtained place the order of his requirements with the lowest tend Where the lowest quotation/tender is not accepted, sanction of the Vice-Chancellor shall be obtained be placing the order giving the reasons for accepting the h quotation/tender.
	8.	-	exceeding Rs. 2000/ The Head of the Department prepare a comparative statement of the rates obtained place the order of his requirements with the lowest tend Where the lowest quotation/tender is not accepted, sanction of the Vice-Chancellor shall be obtained be placing the order giving the reasons for accepting the h quotation/tender.
	8.	-	exceeding Rs. 2000/ The Head of the Department prepare a comparative statement of the rates obtained place the order of his requirements with the lowest tend Where the lowest quotation/tender is not accepted, sanction of the Vice-Chancellor shall be obtained be placing the order giving the reasons for accepting the h quotation/tender.

It is Certified that the above mentioned item at A(2) is available on GEM, but due to following reason the item

is purchased through Quotations.

Higher Rates	Not available in Punjab 🛛	Specification do not matches
Min Q	ty. Per Consignee is Higher than the	required Qty
Note: Evidence of above certi	ificate to be attached.	
Head of Deptt	Sr. Professor of Deptt	Concerned Teacher / PI

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B		Details of Budget	
	1.	Budget Head	
	2.	Budget Name	
	3.	Provision	
	4.	Expenditure	
	5.	Balance	
С		Competent Authority for sanction	Vice Chancellor

Sanction an amount / Advance of Rs. _______ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter – IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

- Step 1 Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step -2 If the Item/service is available on GEM than attach the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- **Step 3** Attach the estimate Invoice of the Concern Item from the Local Market.
- **Step 4** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Printout of the GEM Portal showing the availability of the Item.		
3.	If item is available on GEM then the Certificate from the Purchase Committee showing the reason for not making the purchase through GEM.		
4.	Estimate Invoice of the Firm		
5.	Certificate of Authorization of the Firm.		
6.	In case of Repair / Tonners etc Life record Performa.		
7.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
8.	Completely filled and signed with seal the Pre Page printed form by the HOD		
	Signatures _		

(HOD with seal)

(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

(Accounts Branch - Contingency Section) (For purchase/ Repair costs more than 25,000 from Govt. Rates) (Must be printed on Green Paper)

H

PI (with seal)

	FT	S No///	
(A)	1.	Name of the Department	
	2.	Item/s to be purchased	
	3.	Estimated Cost	
	4.	Budget Head Code / Name	
	5.	Advance Demanded?	Yes / No
	6.	If Yes then	Amount (Rs.)
			Name of Official:
			Designation :
	7.	Item is Available on GEM	Yes / No
	8.	Purchase on the basis of	University Calendar Vol - 1 Page 137-138 Rule 27.5 (iii) Govt Rates Purchases made from Government Departments or Institutions, e.g., Jails, Government Work Centres, Government Emporiums (only those articles which are manufactured by them or their subsidiaries) and Co-operative Super Bazar/Stores, etc
			Signature of HOD / PI (with
		<u>To be</u>	e filled by Accounts Office only

B		Details of Budget	
	1.	Budget Head	
	2.	Budget Name	
	3.	Provision	
	4.	Expenditure	
	5.	Balance	
С		Competent Authority for sanction	Vice - Chancellor

С

Sanction an amount / Advance of Rs. _____ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act -1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume - I (Act & Statues) 2017.

- **Step 1** Certificate showing the amount to be spend on the purchase etc.
- **Step 2** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Certificate showing the amount to be spent on the purchase. It should be countersigned by the HOD.		
3.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
4.	Completely filled and signed with seal the Pre Page printed form by the HOD		
	Signatures		
		(HOD with seal)	(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

(Accounts Branch - Contingency Section) (For purchase/ Repair costs less than 25,000 from Govt. Rates) GR

	(Must be printed on White Paper)	
FTS No	///	

(A)	1.	Name of the Department	
	2.	Item/s to be purchased	
	3.	Estimated Cost	
	4.	Budget Head Code / Name	
	5.	Advance Demanded?	Yes / No
	6.	If Yes then	Amount (Rs.)
			Name of Official:
			Designation :
	7.	Item is Available on GEM	Yes / No
	8.	Purchase on the basis of	University Calendar Vol - 1 Page 137-138 Rule 27.5 (iii) Govt Rates Purchases made from Government Departments or Institutions, e.g., Jails, Government Work Centres, Government Emporiums (only those articles which are manufactured by them or their subsidiaries) and Co-operative Super Bazar/Stores, etc

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

С		Competent Authority for sanction	Registrar
5		Balance	
4	·.	Expenditure	
3		Provision	
2		Budget Name	
1	•	Budget Head	
B		Details of Budget	

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs,. 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. ______ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

- **Step 1** Certificate showing the amount to be spend on the purchase etc.
- **Step 2** Fill the Form and send to the accounts branch for the necessary action.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Certificate showing the amount to be spend on the purchase. It should be countersigned by the HOD.		
4.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
5.	Completely filled and signed with seal the Pre Page printed form by the HOD		
	Signatures	(HOD with seal)	(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

(Accounts Branch - Contingency Section) (For purchase/ Repair costs more than 25,000 from Repeat order) (Must be printed on Green Paper)

FTS No. ____/__/__

(A)

С

RO

1	Norma of the Demonstration	
1.	Name of the Department	
2.	Item/s to be purchased	
3.	Estimated Cost	
4.	Budget Head Code/Name	
5.	Advance Demanded?	Yes / No
6.	If Yes then	Amount (Rs.)
		Name of Official:
		Designation :
7.	Date of Last of Purchase	
8.	Name of Firm.	
9.	Purchase on the basis of	Repeat order

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

B Details of Budget

	Competent Authority for sanction	Vice - Chancellor
5.	Balance	
4.	Expenditure	
3.	Provision	
2.	Budget Name	
1.	Budget Head	

Sanction an amount / Advance of Rs. _______ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

- **Step 1** Copy of the invoice/bill of Previous purchase with complete file along with sanction of the competent authority.
- **Step 2** Head may ensure that the purchase will be made within 3 months of the previous purchase.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Copy of the Invoice of the previous purchase		
3.	Copy of the Complete File along with sanction of the competent authority		
4.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
5.	Completely filled and signed with seal the Pre Page printed form by the HOD		
	Signatures	(HOD with seal)	(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

FTS No	_/	//_		
Guru	N	lanak	Dev	University



(Accounts Branch - Contingency Section) (For purchase/ Repair costs less than 25,000 from Repeat Order) (Must be printed on White Paper)

(A)	1.	Name of the Department	
	2.	Item/s to be purchased	
	3.	Estimated Cost	
	4.	Budget Head Code / Name	
	5.	Advance Demanded?	Yes / No
	6.	If Yes then	Amount (Rs.)
			Name of Official:
			Designation :
	7.	Date of Last Purchase	
	8.	Name of the Firm	
	9.	Purchase on the basis of	Repeat order
			Signature of HOD / PI (with seal)
		To be filled by A	Accounts Office only

B Details of Budget 1. Budget Head 2. Budget Name 3. Provision 4. Expenditure 5. Balance C Competent Authority for sanction

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs,. 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. ______ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

- **Step 1** Copy of the invoice/bill of Previous purchase with complete file along with sanction of the competent authority.
- **Step 2** Head may ensure that the purchase will be made with in 3 months of the previous purchase.

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Copy of the Invoice of the previous purchase		
3.	Copy of the Complete File along with sanction of the competent authority		
4.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
5.	Completely filled and signed with seal the Pre Page printed form by the HOD		
	Signatures	(HOD with seal)	(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

	FTS	(For purchase/ Repair co	ranch - Conting sts more than 2 e printed on Gre	gency Section) 5,000 from Rate gen Paper)	· KU
(A)	1.	Name of the Department			
	2.	Item/s to be purchased			
	3.	Estimated Cost			
	4.	Budget Head Code / Name	;		
	5.	Name of Firm			
	6.	Advance Demanded?		Yes / No	
	7.	Purchase on the basis of		Rate Contract	
		Item is Available	on GEM	Yes 🗆	No 🗆
		reason the item is purcha Higher Rates Nin Qty. Per Consignee i Note: Evidence of above	Specification do not matches		
		Head of Deptt	Sr. Pr	ofessor of Dept	tt Concerned Teacher / PI
					Signature of HOD / PI (with seal)
			<u>To be filled</u>	by Account	s Office only
В		Details of Budget			
	1.	Budget Head			
	2.	Budget Name			
	3.	Provision			
	4.	Expenditure			
	~	• •			

5. Balance Competent Authority for sanction

С

Vice - Chancellor

Sanction an amount / Advance of Rs. _______ for the purchase of Item/s as mentioned in Sr. No. A(2) may kindly be accorded by the worthy vice chancellor as per power vested with him under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017.

- Step 1 Search the availability of the Item/service on the GEM. If the Item/service is available on GEM than to attach the print out of the GEM Page showing the rates and availability of the Item/service.
- Step 2 If the Item/service is available on GEM than attach the Certificate showing the reason for not making the purchase from the GEM by the Purchase Committee and should be countersigned by the Head of the Department.
- **Step 3** Enclose the Copy of Rate contract.
- **Step 4** Enclose the Estimate Invoice.
- **Step 5** Fill the Form and send to the accounts branch for the necessary action

Documents to be attached with the File

Sr.No	Details of the Documents	To be checked by HOD	To be Checked by Accounts Office
1.	Demand Slip from the Concerned Employee/official demanding the above mentioned item. It should be countersigned by the Head of the Deptt.		
2.	Printout of the GEM Portal showing the availability of the Item.		
3.	If item is available on GEM then the Certificate from the Purchase Committee showing the reason for not making the purchase through GEM.		
4.	Estimate Invoice of the Firm		
5.	Copy of the Rate Contract.		
6.	Proceeding of BOC in case of Purchase / Repair costing more than 10,000/-		
7.	Completely filled and signed with seal the Pre Page printed form by the HOD		
	Signatures	(HOD with seal)	(Dealing Official)

O.S. (Accounts)

AR (Accounts)

Consultant Finance

(Accounts Branch - Contingency Section) (For purchase/ Repair costs less than 25,000 from Rate Contract) (Must be printed on White Paper)

	FT	'S No///////		
(A)	1.	Name of the Department		
	2.	Item/s to be purchased		
	3.	Estimated Cost		
	4.	Budget Head Code / Name		
	5.	Name of Firm		
	6.	Advance Demanded?	Yes / No	
	7.	Purchase on the basis of	Rate Contract.	
		Item is Available on GEM	Yes	No 🗆
		It is Certified that the above mentioner reason the item is purchased from Aut Higher Rates Not available in Min Qty. Per Consignee is Higher than <u>Note: Evidence of above certificate to </u>	horised Dealer M/s n Punjab 🔲 n the required Qty	vailable on GEM, but due to following

Signature of HOD / PI (with seal)

To be filled by Accounts Office only

В	Details of Budget	
1.	Budget Head	
2.	Budget Name	
3.	Provision	
4.	Expenditure	
5.	Balance	
С	Competent Authority for sanction	Registrar

Worthy Vice Chancellor has been vested powers to sanction an amount of Rs,. 50,000/- for purchase from Local Market through purchase committee, under statues Chapter - IV Finance under (H) (Statute 27.3 & 27.5) read with the Guru Nanak Dev University Amritsar Act – 1969 (Punjab Act 21 of 1969) Clause 10 Sub Clause (5), Sub Clause (7) and Sub Clause (9) regarding appointment, powers, duties and conditions of services of Vice Chancellor as enumerated in university calendar Volume – I (Act & Statues) 2017. The worthy Vice Chancellor has delegated his powers to the Registrar for purchase upto Rs. 25000/- vide office order No 406/VC dated 31-8-2017. So Registrar is requested to sanction an Amount / Advance of Rs. ______ for the purchase of Item/s as mentioned in Sr. A(2) through GeM may kindly be accorded by the Registrar.

