



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004

Institute Procurement Manual

April 2024

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SECTION-1 SHORT TITLE

1. Short Title and Commencement ·

- (a) This Manual may be called the Procurement Manual, 2024 (PM 2024).
- (b) This Manual contains principles and procedure relating to procurement of goods and services for purposes of MNNIT Allahabad and is drawn from the General Financial Rules, 2017 (GFR) and shall come into force with effect from **01st of April, 2024** signing upon this manual .
- (c) All on-going cases of procurement has already been issued would be regulated by the provisions of this manual so far as may be applicable.

Section-2: Abbreviations and definitions

- 2.1 "**Appropriation**" means the assignment to meet specified expenditure of funds included in a primary unit of appropriation;
- 2.2 "**Academic Staff**" means Professor, Associate Professor, Assistant Professor (Regular as well as Contract) and other Academic staff as defined in the Statute 22 (1)(i) of First Statute of National Institutes of Technology.
- 2.3 "**Contingent Expenditure**" means all incidental and other expenditure including expenditure on stores which is incurred for the management of an office, for the working of technical establishment such as a laboratory, workshop, office expenses and the like but does not include any expenditure, which has been specifically classified as falling under some other Head of expenditure, such as "Works" etc.
- 2.4 "**Financial Year**" means the year beginning on the 1st of April and ending on the 31st of March of the following year;
- 2.5 "**Government**" means the Central Government;
- 2.6 "**Institute**" means the Motilal Nehru National Institute of Technology Allahabad, Prayagraj;
- 2.7 "**Miscellaneous expenditure**" means all expenditure other than expenditure falling under the category of pay and allowances of Government servants, leave salary, pensions, contingencies, grant-in-aid, contributions, works, tools, plant and the likes;
- 2.8 "**Non-Academic Staff**" means Registrar, Deputy Registrar, Assistant Registrar and other staff as defined in the Statute 22 (1) (ii) & (iii) of First Statute of National Institutes of Technology.
- 2.9 "**Non-recurring expenditure**" means expenditure other than recurring expenditure;
- 2.10 "**Re-appropriation**" means the transfer of funds from one primary unit of Appropriation to another such unit,
- 2.11 "**Recurring expenditure**" means the expenditure which is incurred at periodical intervals for the same purpose. Expenditure other than recurring expenditure are non-recurring expenditure;

Section-3: Introduction

3.1 Objective:

The objective of this Manual is to define the purchase procedures, documentation, and other specifics in accordance with Government of India guidelines, resolutions of the Institute's Board of Governors and other regulatory bodies taken from time to time.

The guiding principle of this Manual is to streamline the procurement processes, while fulfilling all regulatory requirements.

The fundamental principles of transparency, fairness, competition, economy, efficiency and accountability are to be upheld at all times in the process of procurement.

3.2 Governance:

The broad guidelines for all procurements are to in accordance with the following documents, issued by the Department of Expenditure, Ministry of Finance, GoI, as amended from time to time (Currently, both the following Manuals have been updated till June 2022)-

- i. In case of procurement of goods, the Manual for Procurement of Goods
- ii. In case of procurement of services, the Manual for Procurement of Consultancy and Other Services.

Additionally, all rules laid down in the General Financial Rules (GFR) 2017 and any amendments issued from time to time are to be followed at all times including amendment or clarifications updated in GFR. Further, the specific guidelines, procedures, documents, and procurement timelines are laid down at the level of the Institute, through this Institute Procurement Manual, as outlined in the subsequent sections.

3.3 Delegation of authority for Administrative Approval and Sanction of Expenditure (AAES)

The delegation of authority for Administrative Approval and Sanction of Expenditure (AAES) shall be in accordance with Notice No. 117/Reg. Off/2022-23 dated April 13, 2022 (**Annexure-1**; Subject: Delegation of Financial Powers to officers/functionaries of the Institute), issued by the Office of Registrar MNNIT Allahabad, and will be applicable as amended from time to time.

3.4 General Principles of Delegation of Powers:

1. Delegation of power shall be exercised strictly as per Act and Statutes, Government of India rules, norms and procedures as applicable to the Institute under rule.
2. Unless otherwise provided, all delegations are on per occasion basis,
3. In financial matters, splitting of work orders, purchase orders, etc. should not be done to avoid seeking approval of the higher officer or to avoid calling for tender.
4. Competent Authority [Board of Governors / Finance Committee / Director] of the Institute may impose conditions or withdraw any of powers delegated to officers in this Delegation of powers. The Competent Authority shall have overriding authority to

exercise full powers in all matters.

5. Full Powers refers to the power to sanction / approve, review and make exceptions. Delegated powers cannot be delegated further.
6. Delegation of powers can only be made to incumbent functionaries and is not applicable to temporary In-charges;
7. While discharging the delegation of powers provided in this document, if any conflict exists, the interpretation in terms of the NITSER Act / Statutes shall prevail.
8. In case of any conflict in understanding of the delegations of powers as detailed in this document, the interpretation of the Finance Committee / Board of Governors / Director shall be final.
9. In case any position to whom powers have been delegated is vacant / not filled, the powers are to be exercised by the next higher officer / functionary.
10. Whenever the powers are delegated to more than one Officer, the file to the Higher Levels shall be routed through proper channel. For example; if financial powers for processing of payment delegated to the Registrar, Deputy Registrar and Assistant Registrar are up to Rs. 5.00 lakhs, Rs. 50,000/- and Rs. 25,000/- respectively, the processing of the payment in an instant case up to Rs. 5.00 lakhs will be routed through the Deputy Registrar and Assistant Registrar also.
11. Any escalation within the limit of delegated power will be with respective officers/ functionaries. Further, escalation beyond the limit of delegated power will go to respective higher authority. Officers / Functionaries, who have been delegated powers under this document will be required to exercise the powers and will be responsible for following relevant rules and procedures as per GFR and other Government of India Rules.

3.5 Classification of stores

All stores to be procured shall be classified into three categories viz, Permanent Stores (PS), Limited Time Asset Stores (LTAS) and Consumable Stores (CS).

3.5.1 Permanent (Non-Consumable) Stores: Stores satisfying any one of the following conditions shall be classified as permanent stores :

- a) stores which are intended to be **used** over prolonged periods before becoming unusable, or obsolete;
- b) stores having a significant disposal value;
- c) stores which are sub-systems, or parts of an equipment, which can be potentially repaired and reused; and
- d) stores which are either fabricated, or assembled equipment, and which if bought as a single item would have been classified Permanent Stores.

All permanent stores have to be entered into the Permanent Stores Register as per the following:

- i) In case of permanent stores purchased at the Institute level, the Permanent Stores Register of the Institute and the Permanent Stores Register of the appropriate Department/ Section.
- ii) In case of permanent stores purchased at the Departmental level, the Permanent Stores Register of the appropriate Department.
- iii) For projects, the permanent stores shall be entered in the Permanent Stores Register for the project.

Examples (examples are indicative and not exhaustive) plant, machinery, equipment, fabricated equipment, instruments, assembled instruments, motors, gas cylinder, workshop machines, furniture etc.

3.5.2 Limited Time Asset Stores (LTAS): Stores satisfying any one of the following conditions shall be classified as LTAS.

- a) stores which have significant value when purchased but rapidly lose their value/relevance with the lapse of time and have very little or negligible disposal value, and/or
- b) stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.

All LTAS shall be entered into the Limited Time Asset Stores Register of the Institute and in a separate Limited Time Asset Stock Register in the appropriate Department.

All LTAS have to be entered into the Limited Time Asset Stores Register as per the following:

- i) In case of LTAS purchased at the Institute level, the Limited Time Asset Stores Register of the Institute and the Limited Time Asset Stores Register of the appropriate Department/ Section.
- ii) In case of LTAS purchased at the Departmental level, the Limited Time Asset Stores Register of the appropriate Department.
- iii) For projects, the LTAS shall be entered in the Limited Time Asset Stores Register for the project.

Examples: (examples are indicative and not exhaustive) Computers, disk and other peripherals drives which are computer accessories, software, printers, monitors, UPS, telephones, mobile phones etc.

3.5.3 Consumable Store (CS): Stores satisfying any one of **the** following conditions shall be classified as CS:

- a) stores which exhaust with lapse of time,
- b) stores which are rendered unusable due to normal wear and tear,
- c) stores which do not have significant disposal value, and
- d) spares of equipment which do not fall **either** in the NCS or LTAS category.

All CS have to be entered into the Consumable Stores Register as per the following:

- i) In case of CS purchased at the Institute level, the Consumable Stores Register of the Institute and the Limited Time Asset Stores Register of the appropriate Department/ Section.
- ii) In case of CS purchased at the Departmental level, the Consumable Stores Register of the appropriate Department.
- iii) For projects, the CS shall be entered in the Consumable Stores Register for the project.

Examples: (examples are indicative and not exhaustive) chemicals, medicines, stationery items, printer ribbons and cartridges, pen drive, external hard disks/ solid state drives, floppies, CD ROMs, magnetic tapes, chips and electronic components like resistors, capacitors, connectors etc, electrical components like wire switches, plugs, bulbs, cells, tool-bits and hand tools etc.

If the spares are purchased **for** fabricating **or** manufacturing any equipment, such spares are to be treated as Permanent items. However, if a spare **is** purchased to replacing any spare of an equipment, such spare be treated as CS, provided such spare do not have any replacement value.

In case of a dispute regarding the classification of an item, the decision of Director shall be final.

3.6 Guiding principles of procurement

General Financial Rules, 2017 (Rule 144) lay down the Fundamental Principles of Public Procurement. These principles and other additional obligations of procuring authorities in public procurement can be organised into five fundamental principles of public procurement,

which all procuring authorities must abide by and be accountable for:

- i) Transparency Principle- All procuring authorities are responsible and accountable to ensure transparency, fairness, equality, competition and appeal rights. This involves simultaneous, symmetric and unrestricted dissemination of information to all likely bidders, sufficient for them to know and understand the availability of bidding opportunities and actual means, processes and time-limits prescribed for completion of registration of bidders, bidding, evaluation, grievance redressal, award and management of contracts. It implies that such officers must ensure that there is consistency (absence of subjectivity), predictability (absence of arbitrariness), clarity, openness (absence of secretiveness), equal opportunities (absence of discrimination) in processes. In essence Transparency Principle also enjoins upon the Procuring Authorities' to do only that which it had professed to do as pre-declared in the relevant published documents and not to do anything that had not been so declared'. As part of this principle, all procuring entities should ensure that offers should be invited following a fair and transparent procedure and also ensure publication of all relevant information on the Central Public Procurement Portal (CPPP).
- ii) Professionalism Principle- As per these synergic attributes, the procuring authorities have a responsibility and accountability to ensure professionalism, economy, efficiency, effectiveness and integrity in the procurement process. They must avoid wasteful, dilatory and improper practices violating the Code of Integrity for Public Procurement (CIPP) mentioned in Chapter 3 of the Manual for Procurement of Goods. They should, at the same time, ensure that the methodology adopted for procurement should not only be reasonable and appropriate for the cost and complexity but should also effectively achieve the planned objective of the procurement. As part of this principle, the Government may prescribe professional standards and specify suitable training and certification requirements for officials dealing with procurement matters.
- iii) Broader Obligations Principle Over and above transparency and professionalism, the procuring authorities have also the responsibility and

accountability to conduct public procurement in a manner to facilitate achievement of the broader objectives of the Government - to the extent these are specifically included in the 'Procurement Guidelines':

- a) Preferential procurement from backward regions, weaker sections and MSEs, locally manufactured goods or services, to the extent specifically included in the 'Procurement Guidelines';
- b) Reservation of procurement of specified class of goods from or through certain nominated CPSEs or Government Organisations, to the extent specifically included in the 'Procurement Guidelines';
- c) Support to broader social policy and programme objectives of the Government (for example, economic growth, strengthening of local industry - make-in-India, Ease of Doing Business, job and employment creation, and so on, to the extent specifically included in the 'Procurement Guidelines');
- d) Facilitating administrative goals of other Departments of Government (for example, ensuring tax or environmental compliance by participants, Energy Conservation, accessibility for People With Disabilities etc. to the extent specifically included in the 'Procurement Guidelines');
- e) Procurement policies and procedures must comply with accessibility criteria which may be mandated by the Government from time to time.

iv) Extended Legal Responsibilities Principle

Procuring authorities must fulfil additional legal obligations in public procurement, over and above mere conformity to the mercantile laws (which even private sector procurements have to comply with). The Constitution of India has certain provisions regarding fundamental rights and public procurement. Courts have, over a time, taking a broader view of Public Procurement as a function of 'State', interpreted these to extend the responsibility and accountability of public procurement authorities. Courts in India thus exercise additional judicial review (beyond contractual issues) over public procurement in relation to the manner of decision making in respect of fundamental rights, fair play and legality. Similarly, procuring authorities have also the responsibility and accountability to comply with the laws relating to Governance Issues like Right to Information (RTI) Act and Prevention of Corruption Act, and so on. Details of such extended legal obligations are given in Appendix 2 of the Manual for Procurement of Goods (as amended upto June 2022).

- v) **Public Accountability Principle** Procuring authorities are accountable for all the above principles to several statutory and official bodies in the Country – the Legislature and its Committees, Central Vigilance Commission, Comptroller and Auditor General of India, Central Bureau of Investigations and so on– in addition to administrative accountability. As a result, each individual public procurement transaction is liable to be scrutinised independently, in isolation, besides judging the overall outcomes of procurement process over a period of time. Procuring authorities thus have responsibility and accountability for compliance of rules and procedures in each individual procurement transaction besides the achievement of overall procurement outcomes. The procuring authority, at each stage of procurement, must therefore place on record, in precise terms, the considerations which weighed with it while making the procurement decision from need assessment to fulfilment of need. Such records must be preserved, retained in easily retrievable form and made available to such oversight agencies. The Procuring Entity shall therefore maintain and retain audit trails, records and documents generated or received during its procurement proceedings, in chronological order, the files will be stored in an identified place and retrievable for scrutiny whenever needed without wastage of time. The documents and record will include:
- a) documents pertaining to determination of need for procurement;
 - b) description of the subject matter of the procurement;
 - c) statement of the justification for choice of a procurement method other than open competitive bidding;
 - d) documents relating to pre-qualification and registration of bidders, if applicable;
 - e) particulars of issue, receipt, opening of the bids and the participating bidders at each stage;
 - f) requests for clarifications and any reply thereof including the clarifications given during pre-bid conferences;
 - g) bids evaluated, and documents relating to their evaluation;
 - h) contracts and Contract Amendments; and
 - i) complaint handling, correspondences with clients, consultants, banks.

Note: In reference to the two principles of Transparency and Professionalism (i and ii above), It may be useful to refer to the following provisions in the General Financial Rules, 2017:

Rule 144. *Fundamental principles of public buying (for all procurements including procurement of works). Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.*

The procedure to be followed in making public procurement must conform to the following yardsticks:-

- a) The description of the subject matter of procurement to the extent practicable should --
 1. be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics;
 2. not indicate a requirement for a particular trade mark, trade name or brand.
- b) the specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the Institute. The specifications so worked out should meet the basic needs of the Institute without including superfluous and non-essential features, which may result in unwarranted expenditure;
- c) where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards. In case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist. Provided that a Procuring Entity may, for reasons to be recorded in writing, adopt any other technical specification;
- d) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
- e) offers should be invited following a fair, transparent and reasonable procedure;
- f) the procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
- g) the procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
- h) at each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision;
- i) a complete schedule of procurement cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued;
- j) All Departments/ Cells/ Centres/ Sections shall prepare Annual Procurement Plan before the commencement of the year and the same should also be placed on the their website.

3.7 Payment Procedure

1. Materials, goods received after supply within the permissible delivery period should be counted, measured and visually inspected by the indenter/ concerned department with reference to the Purchase Order.
2. After ensuring that materials are delivered in the required quantity and specifications without any damage or discrepancies, the concerned department will make the entries in the concerned stock register and maintain other appropriate records.
3. After fulfilling the same, the concerned department will forward the Bills/Invoices and other papers like delivery challan, copy of indent duly approved by the competent authority etc directly to the Accounts Section through procuring entity for consumables as well as non- consumable items by concerned Head of department/ Office in charge with entries of stock entry, bank details of the beneficiary, appropriate budgetary head and status.

After fulfilling the same the concerned department will forward the necessary documents as per following:

A. In Case of GeM Procurement:

- (i) GeM invoice
- (ii) delivery challan (if applicable)/ copy of intimation letter,
- (iii) Consignee Receipt & Acceptance Certificate (CRAC) (if applicable),
- (iv) Contract,
- (v) Approved requisition slip
- (vi) Bank details of the supplier

B. In Case of Non-GeM Procurement

- (i) Bill/invoice
- (ii) Delivery challan (if applicable)/ copy of intimation letter
- (iii) Approved requisition slip
- (iv) Declaration as per GFR Rule 154/155
- (v) Bank details of the supplier

4. After final payment being made, the Accounts Section will fill in the UTR no. and other payment details on GEM Portal and also inform the concerned department.

3.8 Table 1: Different types of Purchase Requisition Forms

I: Procurement at the level of Institute		II: Procurement under Research and Consultancy Projects	
Purchase Requisition Form No.	Conditions for use	Purchase Requisition Form No.	Conditions for use
1A	GeM Procurement-Item value not exceeding Rs. 25,000/-	3A	Consultancy Projects Procurement under Research and
1B	GeM Procurement-Item value exceeding Rs. 25,000/- under Institute Funding	3B	GeM Procurement-Item value exceeding Rs. 25,000/- under Institute Funding
2A	Non-GeM Procurement-Item value not exceeding Rs. 25,000/-	4A	Non-GeM Procurement-Item value not exceeding Rs. 25,000/-
2B	Non-GeM Procurement-Item value exceeding Rs. 25,000/- but not exceeding Rs. 2,50,000/-	4B	Non-GeM Procurement-Item value exceeding Rs. 25,000/- but not exceeding Rs. 2,50,000/-

3.9 Exclusions:

1. These purchase procedures will not be applicable in case of procurement of books/ e-books/journals/ e-resources etc. for library.
2. These purchase procedures are also not applicable in case of procurement of vehicles. For vehicles, the rules laid down in GEM/GFR are to be followed.

Section-4:- Procurement Procedures at the Level of Department/Cell/Section and at Institute Level

4.1 Detailed procedures of procurements based on financial limits:

Table 2: Detailed procedures of procurements at Institute Level

Sr. No.	Mode of Procurement	Procurement of goods & services	Process
1	GeM Procurement	Not exceeding Rs. 25,000 [Rule 149(i) of GFR, 2017]	<p>(a) Indenter to initiate the procurement by filling the applicable Requisition Form (PR1A) duly recommended by HoD/Dean/Chairperson/Section In-charge.</p> <p>(b) Duly filled Requisition Form to be forwarded by the indenting department to Accounts Section for booking of item under appropriate budget head.</p> <p>(c) After booking of the Budget under appropriate head, by the Accounts Section. Requisition Form to be forwarded to Purchase Office by the Accounts Section.</p> <p>(d) Requisition Form to be processed by Purchase Office through Assistant Registrar (Admin-III) & Faculty In-charge Purchase and forwarded to Registrar/Director for approval.</p> <p>(e) Post the approval, product is carted & subsequently order placed except when the carted price is more than 10% of the estimated approved cost.</p> <p>(f) If escalation in the price of requisitioned item available on GeM at the time of procurement is more than 10% of the estimated approved cost but does not exceed Rs. 25,000/-, proposal to be prepared on Notes & Orders & sent to the indenting department for recertification of reasonability of the rates. On return of the file from the Indenting department,</p>

			<p>file is to be sent to the Competent Authority for Approval.</p> <p>(g) If the price of the item exceeds Rs. 25,000/-, the requisition will be treated as cancelled and the same is to be communicated to the indenting department/indenter.</p>
		<p>Rs. 25,001- Rs. 5 Lakh [Rule 149(ii) of GFR, 2017]</p>	<p>(a) Indenter to initiate the procurement by filling the applicable Requisition Form (PR1B) duly recommended by HoD/Dean/Chairperson/Section In-charge.</p> <p>(b) Duly filled Requisition Form to be forwarded by the indenting department to Accounts Section for booking of item under appropriate budget head.</p> <p>(c) After booking the Budget under appropriate head, by Accounts Section. Requisition Form to be forwarded to Purchase Office by the Accounts Section.</p> <p>(d) Requisition Form to be processed by Purchase Office through Assistant Registrar (Admin-III) & Faculty In-charge, Purchase office and forwarded to Registrar/Director for approval.</p> <p>(e) Post the approval, procedure for the issuance of purchase order (PO) is to be dealt by Purchase Office as per extant rules of GEM except when the final price is more than 10% of the estimated approved cost.</p> <p>(f) If escalation in the price of requisitioned item available on GeM at the time of issue of PO is more than 10% of the estimated approved cost but does not exceed Rs. 5,00,000/-, proposal to be prepared on notes & orders & sent to the indenting department for recertification of reasonability of the rates. On return of the file from the Indenting department,</p>

			<p>file is sent to the Competent Authority for approval.</p> <p>(g) If the price of the item exceeds Rs. 5,00,000/- the requisition will be treated as cancelled and the same is to be communicated to the indenting department/indenter.</p>
		Above Rs. 5 Lakh [Rule 149 of GFR, 2017]	<p>(a) Indenter to initiate the procurement by filling the applicable Requisition Form (PR1B) duly recommended by HoD/Dean/Chairperson/Section In-charge.</p> <p>(b) Duly filled Requisition Form to be forwarded by the indenting department to the Accounts Section for booking of item under appropriate Budget Head.</p> <p>(c) After booking of the Budget under appropriate head, by Accounts Section. Requisition Form to be forwarded to Purchase Office by the Accounts Section.</p> <p>(d) Requisition Form to be processed by Purchase Office through Assistant Registrar (Admin-III) & Faculty In-charge Purchase and forwarded to Registrar/Director for approval.</p> <p>(e) On approval, tendering process to be carried out.</p> <p>The conditions and timelines for the process is to be in accordance with extant CPC guidelines as formulated from time to time. Currently existing guidelines are tabulated in Annexure .</p> <p>(f) On conclusion of tendering, the issuance of purchase order (PO) is to be dealt through Purchase Office as per rules.</p>
2	Non-GeM Procurement	Not exceeding Rs. 25,000 [Rule 154 of GFR 2017]	<p>(a) Indenter to initiate the procurement by filling the applicable Requisition Form (PR2A) duly recommended by HoD/Dean/Chairperson/Section In-</p>

			<p>charge.</p> <p>(b) Duly filled Requisition Form to be forwarded by the indenting department to Accounts Section for booking of item under appropriate budget head. Account section will forward the same to Registrar/Director for approval.</p> <p>(c) Concerned indenter/department will ask vender to supply the item on bill basis or issue PO if required.</p> <p>(d) If escalation in the price of requisitioned item at the time of procurement is more than 10% of the estimated approved cost and/or exceeds Rs. 25,000/-, the requisition will be treated as cancelled.</p>
		<p>Rs. 25,001-Rs. 2.5 Lakh [Rule 155 of GFR 2017]</p>	<p>(a) Indenter to initiate the procurement by filling the applicable Requisition Form (PR2B) duly recommended by HoD/Dean/Chairperson/Section In-charge.</p> <p>(b) Duly filled Requisition Form to be forwarded by the indenting department to Accounts Section for booking of item under appropriate budget head.</p> <p>(c) After booking of the Budget under appropriate head, by Account Section. Requisition Form to be forwarded to Purchase Office.</p> <p>(d) Requisition Form to be processed by Purchase Office through Assistant Registrar (Admin-III) & Faculty In-charge Purchase and forwarded to Registrar/Director for approval.</p> <p>(e) Post the approval, the committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the</p>

			<p>appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under. <i>“Certified that we, members of the purchase committee are jointly and individually 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, and it is not debarred by Department of Commerce or Ministry/ Department concerned.”</i></p> <p>(f) On receipt of the duly signed recommendations of the Local Purchase Committee, Purchase Order(PO) will be issued by Purchase Office provided PO amount is within 10% of escalation of estimated price and not exceeding Rs. 2.50 Lakhs.</p> <p>(g) If escalation in the price of requisitioned item at time of issue of PO causes the cost to exceed Rs. 2.50 Lakhs, requisition will be treated as cancelled and the same is to be communicated to the indenting department/indenter.</p>
		More than Rs. 2.5 Lakh	<p>Same as given for GeM procurement of Rs. 25,001- Rs. 5 Lakh (where bid is invited) OR Above Rs. 5 Lakh (Rule 149 of GFR, 2017) as applicable.</p> <p>OR</p> <p>Through Central Public Procurement Portal (CPPP) [Rule 161 of GFR]</p>
3	Single Tender Enquiry (Proprietary Article)	Exceeding Rs. 25,000 [Rule 166 (i) and 166 (iii) as applicable of GFR	<p>(a) Indenter to initiate the procurement by filling the applicable Requisition Form duly recommended by HoD/Dean/Chairperson/Section In-</p>

		2017]	<p>charge.</p> <p>(b) Proprietary Article Certificate in the following form is to be provided by Indenter/Department along with Requisition Form</p> <p>(i)The indented goods are manufactured by M/s.....</p> <p>(ii) No other make or model is acceptable for the following reasons:</p> <p>(iii)Concurrence of finance wing to the proposal vide:</p> <p>(Signature with date and designation of the indenting officer) (c) Duly filled Requisition Form to be forwarded by the indenting department to Accounts Section for booking of item under appropriate budget head. Requisition Form to be forwarded to Purchase Office.</p> <p>(d) Requisition Form to be processed by Purchase Office through Assistant Registrar (Admin-III) & Faculty In-charge, Purchase office and forwarded to Registrar/Director for approval.</p> <p>(e) Purchase order (PO) will be issued by Purchase Office on furnishing of required papers sought by the Purchase Office.</p>
4	Purchase under buy-back offer	Rule 176 of GFR 2017	All purchases under buy-back offers will be in accordance with Rule 176 of GFR 2017

Note: in case of procurement of goods and services at the Level of Department/ Cell/ Section not exceeding Rs. 50,000, all items not included in Section 2.4 (Items that are to be purchased at the Institute Level only) shall normally be procured by the Department/ Cell/ Section concerned.

4.2 Constitution of Purchase Committee at Procurement to be done at Department/ Cell/ Section Level

Members-

1. HOD of concerned Department/ Chairperson of concerned Cell/ Dean of concerned Section/ President SAC/ Chairperson, Health Care Committee/ Chief Warden/ Chairperson, CIR/ F.I. Workshop/ F.I. Computer Centre/ Chairperson, Library and Learning Resource Centre
2. Indenter (Convener of the Committee)
3. Two faculty members

In case the indenter happens to be '1' or '3' above, one more faculty member is to be inducted into the Committee.

4.3 Constitution of Purchase Committee at Institute Level

Members-

1. HOD of concerned Department/ Chairperson of concerned Cell/ Dean of concerned Section/ President SAC/ Chairperson Health Care Committee/ Chief Warden/ Chairperson CIR/ F.I. Workshop/ F.I. Computer Centre/ Chairperson Library and Learning Resource Centre
2. One faculty/ official
3. Indenter (Convener of the Committee)
4. A.R. Accounts- I/II
5. A.R. Admin- III
6. FIP

4.4 Items that are to be purchased at the Institute Level only

Heads of Departments, who have been delegated with the financial powers for items of recurring and non-recurring nature, both are required to ensure that under no circumstances, Computer, Laptop and associated accessories such as Printer, Scanner, Headphones Bluetooth devices etc. as well as other items of regular nature such as Water Purifier, Refrigerator, Room Convector, Furniture, Air Conditioner, Cooler, Stabilizer etc. are procured from the funds earmarked for items of non-recurring nature for their respective departments.

The notified non-recurring budget of the respective departments is to be exclusively used for procurement of laboratory equipment for U.G. & P.G. programmes only.

Bills for items of non-recurring nature other than laboratory equipment will be returned straightaway, and the sole responsibility for the same will lie on the concerned officer/functionary only.

Note: This list is in accordance with Notice No. 117/Reg. Off/2022-23 dated April 13, 2022 (**Annexure-1**; Subject: Delegation of Financial Powers to officers/functionaries of the Institute), issued by the Office of Registrar MNNIT Allahabad, and will be applicable as amended from time to time.

Section-5: Procurement under Research and Consultancy Projects

5.1 Procedures for procurements under Research and Consultancy Projects will be as detailed in Table 3.

Table 3: Detailed procedures for procurements under Research and Consultancy Projects

Sr. No.	Mode of Procurement	Procurement of goods and services	Process
1	GeM Procurement	Not exceeding Rs. 25,000 [Rule 149(i) of GFR, 2017]	<p>(a) P.I. to initiate the procurement by filling the applicable Requisition Form (PR3A) duly recommended by HoD/Dean/Chairperson/Section In-charge.</p> <p>(b) Duly filled Requisition Form to be forwarded by the indenting department to Office of Dean R&C for booking of item under appropriate budget head.</p> <p>(c) Booking of the Budget to be made under appropriate head, by the Office of Dean R&C .</p> <p>(d) Requisition Form to be processed by Office of Dean R&C through Assistant Registrar (Admin-III) & Faculty In-charge Purchase and forwarded to Registrar/Director for approval.</p> <p>(e) Post the approval, product is carted & subsequently order placed except when the carted price is more than 10% of the estimated approved cost.</p> <p>(f) If escalation in the price of requisitioned item available on GeM at the time of procurement is more than 10% of the estimated approved cost but does not exceed Rs. 25,000/-, proposal to be prepared on Notes & Orders & sent to the indenting department for recertification of reasonability of the rates. On return of the file from the Indenting department, file is to be sent to the Competent Authority for Approval.</p>

			<p>(g) If the price of the item exceeds Rs. 25,000/-, the requisition will be treated as cancelled and the same is to be communicated to the indenting department/P.I. .</p>
		<p>Rs. 25,001-Rs. 5 Lakh [Rule 149(ii) of GFR, 2017]</p>	<p>(a) P.I. to initiate the procurement by filling the applicable Requisition Form (PR3B) duly recommended by HoD/Dean/Chairperson/Section In-charge.</p> <p>(b) Duly filled Requisition Form to be forwarded by the indenting department to Office of Dean R&C for booking of item under appropriate budget head.</p> <p>(c) Booking of the Budget to be made under appropriate head, by the Office of Dean R&C.</p> <p>(d) Requisition Form to be processed by Office of Dean R&C through Assistant Registrar (Admin-III), Office of Dean R&C and forwarded to Registrar/Director for approval.</p> <p>(e) Post the approval, procedure for the issuance of purchase order (PO) is to be dealt by Office of Dean R&C as per extant rules of GEM except when the final price is more than 10% of the estimated approved cost.</p> <p>(f) If escalation in the price of requisitioned item available on GeM at the time of issue of PO is more than 10% of the estimated approved cost but does not exceed Rs. 5,00,000/-, proposal to be prepared on notes & orders & sent to the indenting department for recertification of reasonability of the rates. On return of the file from the Indenting department, file is sent to the Competent Authority for approval.</p> <p>(g) If the price of the item exceeds Rs. 5,00,000/- the requisition will be</p>

			<p>treated as cancelled and the same is to be communicated to the indenting department/P.I. .</p>
		<p>Above Rs. 5 Lakh [Rule 149 of GFR, 2017]</p>	<p>(g) P.I. to initiate the procurement by filling the applicable Requisition Form (PR3B) duly recommended by HoD/Dean/Chairperson/Section In-charge. (h) Duly filled Requisition Form to be forwarded by the indenting department to the Office of Dean R&C for booking of item under appropriate Budget Head. (i) Booking of the Budget to be made under appropriate head, by the Office of Dean R&C. (j) Requisition Form to be processed by Office of Dean R&C through Assistant Registrar (Admin-III) & Faculty In-charge Purchase and forwarded to Registrar/Director for approval. (k) On approval, tendering process to be carried out. The conditions and timelines for the process is to be in accordance with extant CPC guidelines as formulated from time to time. Currently existing guidelines are tabulated in Annexure . (l) On conclusion of tendering, the issuance of purchase order (PO) is to be dealt through Office of Dean R&C as per rules.</p>
2	Non-GeM Procurement	<p>Not exceeding Rs. 25,000 [Rule 154 of GFR 2017]</p>	<p>(a) P.I. to initiate the procurement by filling the applicable Requisition Form (PR4A) duly recommended by HoD/Dean/Chairperson/Section In-charge. (b) Duly filled Requisition Form to be forwarded by the indenting department to Office of Dean R&C for booking of item under appropriate budget head. Office of Dean R&C will forward the same to</p>

			<p>Registrar/Director for approval.</p> <p>(c) Concerned P.I. /department will ask vender to supply the item on bill basis or issue PO if required.</p> <p>(d) If escalation in the price of requisitioned item at the time of procurement is more than 10% of the estimated approved cost and/or exceeds Rs. 25,000/-, the requisition will be treated as cancelled and the same is to be communicated to the indenting department/P.I. .</p>
		<p>Rs. 25,001-Rs. 2.5 Lakh [Rule 155 of GFR 2017]</p>	<p>(a) P.I. to initiate the procurement by filling the applicable Requisition Form (PR4B) duly recommended by HoD/Dean/Chairperson/Section In-charge.</p> <p>(b) Duly filled Requisition Form to be forwarded by the indenting department to Office of Dean R&C for booking of item under appropriate budget head.</p> <p>(c) Booking of the Budget to be made under appropriate head, by the Office of Dean R&C.</p> <p>(d) Requisition Form to be processed by Office of Dean R&C through Assistant Registrar (Admin-III) & Faculty In-charge Purchase and forwarded to Registrar/Director for approval.</p> <p>(e) Post the approval, the committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under. "Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of</p>

			<p>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, and it is not debarred by Department of Commerce or Ministry/ Department concerned.”</p> <p>(f) On receipt of the duly signed recommendations of the Local Purchase Committee, Purchase Order (PO) will be issued by Office of Dean R&C provided PO amount is within 10% of escalation of estimated price and not exceeding Rs. 2.50 Lakhs.</p> <p>(g) If escalation in the price of requisitioned item at time of issue of PO causes the cost to exceed Rs. 2.50 Lakhs, requisition will be treated as cancelled and the same is to be communicated to the indenting department/P.I. .</p>
		More than Rs. 2.5 Lakh	<p>Same as given for GeM procurement of Rs. 25,001-Rs. 5 Lakh (where bid is invited) OR Above Rs. 5 Lakh (Rule 149 of GFR, 2017) as applicable. OR Through Central Public Procurement Portal (CPPP) [Rule 161 of GFR]</p>
3	Single Tender Enquiry (Proprietary Article)	Exceeding Rs. 25,000 [Rule 166 (i) and 166 (iii) as applicable of GFR 2017]	<p>(a) P.I. to initiate the procurement by filling the applicable Requisition Form duly recommended by HoD/Dean/Chairperson/Section In-charge.</p> <p>(b) Proprietary Article Certificate in the following form is to be provided by P.I. /Department along with Requisition Form</p> <p>(i)The indented goods are manufactured by M/s.....</p> <p>(ii) No other make or model is acceptable for the following reasons :</p> <p>.....</p>

			<p>(iii) Concurrence of finance wing to the proposal vide: (Signature with date and designation of the indenting officer)</p> <p>(c) Duly filled Requisition Form to be forwarded by the indenting department to Office of Dean R&C for booking of item under appropriate budget head.</p> <p>(d) Requisition Form to be processed by Office of Dean R&C through Assistant Registrar (Admin-III) & Faculty In-charge, Office of Dean R&C and forwarded to Registrar/Director for approval.</p> <p>(e) Purchase order (PO) will be issued by Office of Dean R&C on furnishing of required papers sought by the Office of Dean R&C .</p>
4	Purchase under buy- back offer	Rule 176 of GFR 2017	All purchases under buy-back offers will be in accordance with Rule 176 of GFR 2017

Section-6: Write-off and Disposal

- 6.1 Guidelines /Policy for writing off of the irrecoverable losses up to a limit of Rs. 10,000/- and the irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear or obsolete up to a limit of Rs. 25,000/- (In accordance with Institute Notification).**

Note: in case of disposal of vehicles, please refer 6.2

A. DISPOSAL OF STORES/ IT EQUIPMENT

6.1.1. Introduction

Disposal of stores is one of the most important functions of materials management in any organization. This has become necessary as the equipment and other items tend to become surplus/obsolete, unserviceable etc. over a period of time due to its long usage. The disposal of this type of stores is needed to be done on periodic basis.

6.1.2. Stages of disposal

The steps in disposal are as under:

- a) Identification of types of disposable stores-surplus, obsolete, Unserviceable or scrap.
- b) Identification of items proposed to declare as store items lost or rendered unserviceable due to normal wear and tear or obsolete
- c) Consideration by the Departmental Level Disposal Committee
- d) Inspection of this proposed to declared as surplus/ obsolete or unserviceable
- e) Consideration by the Institute Level Disposal Committee
- f) Mode of Disposal, Fixation of Reserve price, Approval of the Competent Authority, Evaluation of the offers, Accounting Entries, Removal of the disposed off stores

6.1.3. The stores for disposal is divided into the following categories:

[A.] Store Items other than IT Equipment

- i) Surplus Stores–Items that are in working order but are not required for use in a particular Section/Division/Institute and stock lying in stores for more than five years shall be deemed as surplus unless there is any good reason to treat them otherwise.
- ii) Obsolete Stores–Items in working order but cannot be put into use effectively being outdated due to change in technology/design.
- iii) Unserviceable stores–Items which are not in working order, outlived its normal span of life and are beyond economic repair.
- iv) Scrap–Process waste, broken & any other item not covered above but has got resale value.
- v) Empties–Empty containers, crates, bottles, plastic jars, drums etc.

[B.] IT Equipments

IT Equipment (including servers, PC's, Dumb Terminals, Printers, UPS, Laptop/Notebook/tablet, Data Communication Equipment/LAN switches/Routers/Data Cables) can be condemned on the following grounds:

- a) Equipment outlived its prescribed life and certified by Head of the Department/Section as unfit for its useful contribution. The prescribed life of various IT equipment is as following:-
 - i) Servers/PC's/dumb terminals/printers- 5 years
 - ii) Laptop/Note-book- 4 years or till the fitness of such device is certified by NIC of the ministry/department, whichever is later.
 - iii) UPS excluding battery- 5 years
 - iv) Battery of UPS- 1 year after warranty period.
 - v) Printers - 5 years
 - vi) Softwares do not require any physical scrapping
 - vii) Data Communication Equipment/LAN switches/routers/data cables 5 years.

Note: Life time of above IT Items have been decided in terms of DoPT O.M. No. 8-11/2012-13/IT-I dated 09.01.2015 (**Copy enclosed as Annexure-11**)

- b) Equipment which have become obsolete technology-wise and can't be upgraded and support from vendor either paid or unpaid does not exist and their use may result in security threat/ unauthorized access to data
- c) Beyond economical repair: When repair cost is considered too high (exceeding 50% of residual value of equipment taking depreciation into account), and the age of the equipment. Such cases should be dealt on case to case basis and should have concurrence of finance. In case of IT equipments, a depreciation of 20% per year may be taken for calculation of residual value.
- d) Equipment that has been damaged due to fire or any other unforeseen reason and have been certified as beyond repair by the authorized service agency and agreed upon by the Head of the Department.
 - i) Consumable items related to IT like used printer cartridges etc. are not included in the scope of scrapping on account of the fact of its nature as consumable.
 - ii) IT items like pen drives/floppies, which are petty valued and are not capitalized, are not qualified for the detailed scrapping procedure.

6.1.4. Identification of items proposed to be declared as store items lost or rendered unserviceable due to normal wear and tear or obsolete

1. The Head of the Departments/Sections/Units proposing the disposal of item(s)/equipment(s) as Surplus, Obsolete and Unserviceable Stores shall be required to submit the details of such item(s) in the following format:-

Table 4: Format for proposing the disposal of item(s)/equipment(s) as Surplus, Obsolete and Unserviceable Stores

Item No.	Particulars of store	Quantity/ Weight	Book Value/ Original purchase price	Condition and year purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Note:

1. Certified that the item referred above is in working order but is no longer used by me/ my division. The item may be declared as surplus.
2. Certified that the item referred above has become outdated technically and is not useful within the Institute. The replacement parts are also not available for its repair and so same may be declared as obsolete.
3. Certified that the item mentioned above has lived a normal life of ____years and become unserviceable due to normal wear & tear. The item is beyond economic repair and thus may be declared as unserviceable.
4. Certified that the service and inventory Labels from the items has been removed
5. Certified that AMC, if any, for such items has been stopped with the effective date of scrapping
6. (In case IT Equipments only), Certify that all data including operating system has been removed after taking proper backup and preserved by the user of the items

Indenter

**Head of the
Department**

[To be signed by the each member of the Department Level Disposal Committee]

Section B: [to be filled in by the Institute Level Disposal Committee].

The material in question has been inspected by us and found to be surplus/ obsolete/ unserviceable due to its normal wear & tear. The committee recommends for its disposal.

[To be signed by the each member of the Committee]

The report in the above format shall be submitted to the Director for consideration.

6.1.5. Department Level Disposal Committee

On consent of the Director on the report of the HoD to go ahead, a Departmental Level Committee may be constituted as per the composition given in Table 4:-

Table 5: Constitution of Department Level Disposal Committee

i) Head of the Department	Chairperson
ii) Any two faculty members nominated by the HoD	Members
iii) One faculty member from the other department	Member

6.1.5.1. Functions of the Departmental Level Disposal Committee will broadly include the following:

- Physical Verification Report in respect of each of every item with their present status.
- In cases, where equipments are to be written off on account of being obsolete/unserviceable, report to this effect from the equipment manufacture/authorized dealer may be obtained and enclosed.

6.1.6. Inspection of items proposed to declared as surplus/ obsolete or unserviceable

The Committee shall examine the stores to be declared as surplus/obsolete and unserviceable taking into account the stipulated life period of each item, overall condition of the items, the reasons for obsolesce etc., requirement of such items in future, negligence or mischief or frauds on the part of any individual for such loss.

6.1.7. Institute Level Disposal Committee:

- The recommendations of the Departmental Level Committee shall be considered by an Institute Level Committee as per the composition given in Table 6:-

Table 6: Constitution of Institute Level Disposal Committee

i) Head of the concerned Department	Chairperson
ii) Any two faculty members nominated by the HoD	Members
iii) One faculty member from the other department	Member
iv) Deputy Registrar (Finance & Accounts)	Member
v) Assistant Registrar (Store & Purchase)	Member

- Recommendations of the Institute Level Committee will be processed as per provisions of the Statutes 17 (5), such as irrecoverable value of store items lost or rendered unserviceable, due to normal wear and tear or obsolete up to a limit of Rs. 25, 000.00 shall be considered by the Director. Further proposals for writing off of irrecoverable value of store items lost or rendered unserviceable, due to normal wear and tear obsolete up having value more than the above limit shall be placed before the Finance Committee (FC)/ Board of Governance (BoG) for consideration.

6.1.8. Mode of Disposal, Fixation of Reserve price, Approval of the Competent Authority, Evaluation of the offers, Accounting Entries, Removal of the disposed off stores by the

Purchaser

The Institute Level Disposal Committee will decide one of the following modes off disposal:

- (i). By gift to Education Institute within the State
- (ii). By public action
- (iii). By limited tendering

For disposal of such item approved to be declared as surplus/ obsolete/ unserviceable, by the Competent Authority; any one of the methods as listed above may be adopted as per applicable provisions of the General Financial Rules 2017 and the Manual for of procurement of Goods & Sevices-2017 published by the Ministry of Finance, Govt. of India, and accordingly accounting entries for such disposed off shall be done as per the provisions of the GFR.

B. DISPOSAL WRITING OFF OF THE IRRECOVERABLE LOSSES UP TO A LIMIT OF Rs. 10,000/-

Where the loss does not disclose a defect in the procedures, or where there has not been any serious negligence on the part of any employee:

1. Irrecoverable loses of stores or public money (including loss of stamps)
2. For losses of stores due to theft/fraud or negligence
3. All other cases
4. Loss of Revenue or irrecoverable loans and advances
5. Deficiencies and depreciation in the value of stores including in the stock and other accounts.

Note: 1. For the purpose of this, the value of stores shall be the book value where priced accounts are maintained and 'Replacement Value' in other cases
2. Such Write-Off shall only be initiated after making all possible efforts to recover such losses, and even after all efforts the recovery of same is not possible. The same shall be duly recorded in writing before initiating the process of writing off of the irrecoverable losses up to a limit of Rs. 10,000/-.
3. For irrecoverable losses above Rs. 10,000/-, the matter with full details to be put up before the Finance Committee/ Board of Governors for consideration.

6.2 Disposal of vehicles: disposal of vehicles will be done in accordance with OM No. 01(18)/2022-E. II(A) dated December 19, 2022 (Annexure 12L and any subsequent notifications issued from Ministry of Finance, Department of Expenditure, Government of India.



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज – 211004 [भारत]

**Motilal Nehru National Institute of Technology Allahabad,
Prayagraj-211004 [India]**

NOTICE

Subject: Delegation of Financial Powers to officers/functionaries of the Institute.

This is to notify to all concerned that the Board of Governors in its 68th meeting held on 22.03.2022 on the recommendations of the 63rd meeting of the Finance Committee has approved the delegation of financial powers to various officers/ functionaries of the Institute.

A copy of the delegation of financial powers as approved by the Board of Governors is enclosed here as **ANNEXURE-I**.

The delegation of financial powers are to be exercised by the concerned officers/ functionaries subject to the following:

- (i) The officers/functionaries, who have been delegated with the financial powers are required to exercise the same with utmost care and within the limit of delegated financial powers.
Any deviation in exercising the powers over and above the approved limit will be treated as a clear violation of the approval of the Board of Governors.
- (ii) The officers/functionaries exercising the delegated financial powers will be responsible for according approval, initiating purchase procedure, placing the purchase order and subsequent action such as re-issue of purchase order; cancellation of purchase order; acceptance of goods & services, stock entry, timely submission of bills etc.
- (iii) The officers/functionaries with delegated financial powers shall be responsible for adhering to the relevant rules/instructions such as NIT Act & Statutes, GFR, notifications from Ministry of Finance, other Government of India ministries/departments, NIT Council, Ministry of Education as well as the Institute from time to time.
- (iv) All the officers/functionaries with the delegated financial powers shall ensure that the procurement of all the items are made through GeM only. Any item, which is not available on GeM, GeM non-availability report GeMARPTS will be required to be generated from the GeM Portal mandatorily and to be enclosed along with the recommendations of the payment of items procured outside the GeM.

Procurement made through other than GeM without generating GeMARPTS is not permissible other under any circumstances. All the officers/functionaries are required to take a note of the same.

- (v) The officer/functionary with the delegated financial powers will be responsible for responding to the observations of the Internal Audit/CAG Audit.
- (vi) All the officers/functionary delegated with the financial powers shall ensure that all the procurements are made within the delegated financial powers within the notified budget of their respective department/section. The allocation in respect of each such department/section shall be notified by the Institute at the start of every financial year.
- (vii) Head of Departments, who have been delegated with the financial powers for items of recurring and non-recurring nature, both are required to ensure that under no circumstances, Computer, Laptop and associated accessories such as Printer, Scanner, Headphones Bluetooth devices etc. as well as other items of regular nature such as Water Purifier, Refrigerator, Room Convector, Furniture, Air Conditioner, Cooler, Stabilizer etc. are procured from the funds earmarked for items of non-recurring nature for their respective departments.

The notified non-recurring budget of the respective departments is to be exclusively used for procurement of laboratory equipments for U.G. & P.G. programmes only.

Bills for items of non-recurring nature other than laboratory equipments will be returned with straight way, and the sole responsibility for the same will lie on the concerned officer/functionary only.

- (viii) Expenses on repair and maintenance is to be met out of the Recurring Budget of the respective department/section notified for the year. Repair Maintenance of equipments are to be undertaken by authorized service providers only.
- (ix) Items under all procurement related to the research, consultancy, testing, third party etc. projects handled by the Office of Dean (R&C) shall be undertaken by the Dean (R&C) office only within the delegated financial powers to the Dean (R&C). Further, purchase orders/contracts are to be awarded by the Office of Dean (R&C), within the limit of the delegated financial powers.
- (x) Unless otherwise provided, all delegations are on per occasion basis.
- (xi) In financial matters, splitting of work orders, purchase orders, etc. should not be done to avoid seeking approval of the higher officer.

The departments/ sections are, therefore, advised to prepare an Annual Procurement Plan for all goods & services required for the department/ section, specially for those goods & services, which are required on regular basis throughout the year.

- (xii) Delegated powers cannot be delegated further.
- (xiii) Delegation of powers is to be exercised by incumbent functionaries only and is not applicable to temporary in-charges.
- (xiv) Any escalation within the limit of delegated power will be with respective Officer/functionary. Further, escalation beyond the limit of delegated power will go to respective higher authority.

Power delegated to any officer/functionary may be reviewed by the Director at any time.

All concerned are requested to take a note of the above and exercise the delegated financial powers subject to above terms and conditions as well as the guidelines and the general principles as approved by the Finance Committee and Board of Governors.

This notice is issued with the approval of the Competent Authority.

[Sarvesh K. Tiwari]

Registrar

No: 117/Reg. Off./2022-23

Dated April 13, 2022

Copy to:

1. Director.
2. All Heads of the Departments/All Deans/P.T.P./Registrar
3. All Faculty In-Charges/All Section In-charges.
4. President, Student Activities Centre/Chief Warden/Chief Proctor.
5. Librarian/Senior Executive Engineer (Civil)/Executive Engineer (Civil/Electrical).
6. All Assistant Registrars.
7. Guard File

[Sarvesh K. Tiwari]

Registrar

PR-1A

संख्या/No.:/_____/F.Y.:/



मोतीलाल नेहरु राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद प्रयागराज – 211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004 (India)
 (An Institute of National Importance as Declared by NIT Act, GOI, 2007)

माँग पत्र/ REQUISITION [Up to ₹25,000/-] [Under Institute Funding]

माँगकर्ता का नाम/ Indenter's Name:		पदनाम/ Designation	विभाग/अनुभाग/केन्द्र Department/Section/Center:	
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A). माँगे गये सामान का विवरण/Item Requisitioned:

Particulars of Item					
क्रम सं०/ S. No.	नाम/ Name	विस्तृत तकनीकी स्पेसफिकेशन एवं विवरण/ Detailed technical specifications and description	माप की ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ Estimated Cost(₹)

Note: (i) Separate requisition is required for each item requisitioned.
 (ii) Detailed specifications may be provided on separate sheets duly signed by Indenter.

B). माँगे गये सामान से संबंधित स्टॉक रजिस्टर में अंतिम प्रविष्टि का विवरण/Last entry recorded in the Stock

Register for indented item (s).

क्रम सं० S. No.	स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक/Stock Book page No. and Date	विवरण/ Description	माप/Qty.	वास्तविक मूल्य/ Actual Cost (in ₹) as per stock book	दशा/ Condition (working/ not working/ un-serviceable/obsolete)
1.					

C.) उद्देश्य एवं औचित्य/Purpose and justification:

D.) खरीद की विधि का सुझाव/Suggested method of procurement: GeM-Rule149 (i) of GFR-2017: Up to ₹ 25,000

E.) प्रमाणपत्र / Certificate:

- The specifications in terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- The specifications given above are to meet the basic needs of the department and are without including superfluous and non-essential features which may result in unwarranted expenditure.
- The specifications are broad-based to the extent feasible. Efforts are made to use section standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.
- Also, certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons/power supply/software required for installation/ operation of indented item, have been indented in this indent.
- It is certified that the estimated rate is reasonable.

F.) Additional Information:

- (i) Installation required : [YES/NO]
- (ii) Training required : [YES/NO]
- (iii) Qualification criterion for Vendors if any:
- (iv) No. of enclosures:
- (v) Maximum period for delivery of items:
- (vi) Purpose of acquiring the item: **Research/Non-Research.**
- (vii) Perpetual license/ Non-perpetual [In case software]

Copy of estimate (Please tick ✓)		Copy of specifications duly signed by the indenter (Please tick ✓)	
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मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

दिनांक/Date:

विभाग/अनुभाग/केन्द्र के प्रमुख की संस्तुति/Recommendation of Head of department/section/center:

दिनांक/Date:

नाम/Name:

हस्ताक्षर/Signature

For Office Use of Accounts Section:

G.) मद उपलब्धता स्थिति/Fund Availability Status:

Budget Head OH: Allocation: ₹

Minor Head: Allocation: ₹

Expenditure till: ₹

Committed Expenditure till: ₹

Balance: ₹

Assistant Registrar (Accounts-II)

Date:

For Office Use of Admin-III:

H.) जांच की और क्रम में पाया/ Checked and found in order:

I.) प्रस्तावित खरीद की विधि/ Proposed method of procurement:

Rule_____of GFR-2017

Assistant Registrar (Admin-III)

Faculty In-charge, Purchase

Date:

1. Indent approved for the issuance of purchase order (PO).
2. Financial Sanction within 10% of escalation of estimate.

(Registrar/Director)

PR-1B

संख्या/No.: I//F.Y.:...../



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद प्रयागराज – 211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004
(India)

(An Institute of National Importance as Declared by NIT Act, GOI, 2007)

माँग पत्र/ **REQUISITION** [More than ₹ 25,000/-] [Under Institute Funding]

माँगकर्ता का नाम/ Indenter's Name:		पदनाम/Designation	विभाग/अनुभाग/केन्द्र Department/Section/Center:	
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A). माँगे गये सामान का विवरण/Item Requisitioned:

Particulars of Item					
क्रम सं./ S. No.	नाम/ Name	विस्तृत तकनीकी स्पेसिफिकेशन एवं विवरण/ Detailed technical specifications and	माप की ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ Estimated Cost (₹)

Note: (i) Separate requisition is required for each item requisitioned.
(ii) Detailed specifications may be provided on separate sheets duly signed by Indenter.

B). माँगे गये सामान से संबंधित स्टॉक रजिस्टर में अंतिम प्रविष्टि का विवरण/ Last entry recorded in the Stock Register for indented item (s).

क्रम सं. Sl. #	स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक/ Stock Book page No. and Date	विवरण/ Description	माप/Qty.	वास्तविक मूल्य/Actual Cost (in ₹) as per stock book	दशा/ Condition (working/not working/ un-serviceable/obsolete)
1.					

C.) उद्देश्य एवं औचित्य/Purpose and justification:

D.) खरीद की विधि का सुझाव / Suggested method of procurement:

(a.) GeM-Rule 149 of GFR 2017 (Strike off whichever is not applicable)

(i) Above ₹ 25,000/- and up to ₹ 05,00,000/- [Catalogue based product]

(ii) Above ₹ 25,000/- and up to ₹ 05,00,000/- [If not available in catalogue, bulk order quantity (BOQ) based product]

(iii) Above ₹ 5,00,000/-.

(b.) Committee for evaluation of technical and/or financial bid through GeM (if process is through bidding):

(1) HoD/Chairperson of Cell/Centre/Dean

(2) One faculty/official

(3.) Indenter

(4.) AR (A/C I/II)

(5.) AR (Admin III)

(6.) FIP

(c.) Single Tender Enquiry for Proprietary Item-Rule 166 of GFR 2017 (Please attach Certificate Rule 166 of GFR 2017)

E.) प्रमाणपत्र / Certificate:

- (vi) The specifications in terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- (vii) The specifications given above are to meet the basic needs of the department and are without including superfluous and non-essential features which may result in unwarranted expenditure.
- (viii) The specifications are broad-based to the extent feasible. Efforts are made to use section standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.

- (ix) Also, certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons/power supply/software required for installation/ operation of indented item, have been indented in this indent.
- (x) The indented item is **high value machinery**, hence may be procured **under two-bid system-Rule 163 of GFR 2017**. (Strike off, if not applicable)

F.) Additional Information:

- (i) Installation required: [YES/NO]
(ii) Training required: [YES/NO]
(iii) Qualification criterion for vendors if any:
(iv) No. of Enclosures:
(v) Maximum period for delivery of items
(vi) Purpose of acquiring the item: **Research/Non-Research**.
(vii) Perpetual licensee/Non-perpetual [In case software]

Duly filled requisition Slip (Please tick ✓)		Copy of estimate (Please tick ✓)		Copy of specifications duly signed by Indenter (Please tick ✓)	
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मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

दिनांक/Date:

विभाग/अनुभाग/केन्द्र/अधिष्ठाता के प्रमुख की संस्तुति/Recommendation of Head of department/section/center/Dean:

दिनांक/Date:

नाम/Name:

हस्ताक्षर/Signature

For Office Use of Accounts Section:

G.) मद उपलब्धता स्थिति/Fund Availability

Status:

Budget Head OH: Allocation: ₹

Minor Head: Allocation: ₹

Expenditure till: ₹

Committed Expenditure till: ₹

Balance: ₹

Assistant Registrar (Accounts-I)

Date:

For Office Use of Admin-III:

H.) जाँच की और क्रम में पाया/ Checked and found in order:

I.) प्रस्तावित खरीद की विधि/ Proposed method of procurement:

Rule _____ of GFR-2017

Category of purchase(Strike off whichever is not applicable):

Catalogue based product	BOQ Based product
<input type="checkbox"/>	<input type="checkbox"/>

(i) Assistant Registrar (Admin-III)

(ii) Faculty In-charge, Purchase

Approved : With financial sanction and issuance of purchase order (PO) (within 10% of escalation of estimated price) for catalogue based product OR Requisition Approved for BOQ based product (whichever is applicable)

Returned for Review/ Returned with Note :

(Director)

PR-2A

संख्या/No.:/ _____/F.Y.:/



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद प्रयागराज – 211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004 (India)
 (An Institute of National Importance as Declared by NIT Act, GOI, 2007)

माँग पत्र/ REQUISITION [Upto ₹25,000/-] [Under Institute Funding]

माँगकर्ता का नाम/ Indenter's Name:	पदनाम/ Designation	विभाग/अनुभाग/केन्द्र Department/Section/Center:
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A.) माँगे गये सामान का विवरण / Item Requisitioned:

Particulars of Item					
क्रम सं०/ S. No.	नाम/ Name	विस्तृत तकनीकी स्पेसफिकेशन एवं विवरण/ Detailed technical specifications and description	मापकी ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ Estimated Cost (₹)

Note: (i) Separate requisition is required for each item requisitioned.
 (ii) Detailed specifications may be provided on separate sheets duly signed by Indenter.

B.) माँगे गये सामान से संबंधित स्टॉक रजिस्टर में अंतिम प्रविष्टि का विवरण/Last entry recorded in the Stock Register for indented item (s).

क्रम सं० S. No.	स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक / Stock Book page No. and Date	विवरण / Description	माप / Qty.	वास्तविक मूल्य/ Actual Cost (in ₹) as per stock book	दशा / Condition (working/ not working/ un-serviceable/obsolete)
1.					

C.) उद्देश्य एवं औचित्य / Purpose and justification:

E.) प्रमाणपत्र / Certificate:

- The specifications in terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- The specifications given above are to meet the basic needs of the department/Section/Center/Cell and are without including upper fluous and non-essential features which may result in unwarranted expenditure.
- The specifications are broad-based to the extent feasible. Efforts are made to use section standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.
- Also, certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons /power supply/software required for installation/operation of indented item, have been indented in this indent.
- It is certified that the estimated rate is reasonable.

F.) Additional Information:

- Installation required : [YES/NO]
- Training required : [YES/NO]
- Qualification criterion for Vendors if any:
- No. of enclosures:
- Maximum period for delivery of items:
- Purpose of acquiring the item: **Research/Non-Research.**
- Perpetual license/ Non-perpetual [In case software]

Copy of estimate (Please tick ✓)		Copy of specifications duly signed by the indenter (Please tick ✓)		GeMAR&PTS Report (Please tick ✓)	
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प्रमाणित किया जाता है कि वांछित विशिष्टताओं वाली वस्तु GeM पर उपलब्ध नहीं है। Certified that the subject item with desired specifications is /are not found available on GeM [खरीद की विधि का सुझाव @Suggested method of procurement: Bill basis without quotation-Rule 154 of GFR-2017].[GeMAR&PTS Report is to be enclosed]

मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

दिनांक/Date:

विभाग/अनुभाग/केन्द्र के प्रमुख की संस्तुति/Recommendation of Head of department/section/center:

दिनांक/Date:

नाम/Name:

हस्ताक्षर/Signature

For Office Use of Accounts Section:

G.) मद उपलब्धता स्थिति/Fund Availability Status:

Budget Head OH: Allocation: ₹

Minor Head: Allocation: ₹

Expenditure till: ₹

Committed Expenditure till: ₹

Balance: ₹

Assistant Registrar (Accounts-II)

Date:

For Office Use of Admin-III:

H.) जांच की और क्रम में पाया/Checked and found in order:

I.) प्रस्तावित खरीद की विधि/Proposed method of procurement:

Rule_____of GFR-2017

Assistant Registrar (Admin-III)

Faculty In-charge, Purchase

Date:

3. Indent approved for the issuance of purchase order (PO).

4. Financial Sanction within 10% of escalation of estimate.

(Registrar/Director)



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद प्रयागराज – 211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004 (India)
 (An Institute of National Importance as Declared by NIT Act, GOI, 2007)

माँग पत्र/ **REQUISITION [Rs. 25,001 to Rs. 2.5 Lakh] [Under Institute Funding]**

माँगकर्ता का नाम/ Indenter's Name:		पदनाम/ Designation	विभाग/अनुभाग/केन्द्र Department/Section/Center:	
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A). माँगें गये सामान का विवरण / Item Requisitioned:

Particulars of Item					
क्रम सं./ S. No.	नाम/ Name	विस्तृत तकनीकी स्पेसिफिकेशन एवं विवरण/ Detailed technical specifications and description	माप की ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ Estimated Cost(₹)
Note: (i) Separate requisition is required for each item requisitioned. (ii) Detailed specifications may be provided on separate sheets duly signed by Indenter.					

B). मांगे गये सामान से संबंधित स्टॉक रजिस्टर में अंतिम प्रविष्टि का विवरण/ Last entry recorded in the Stock Register for indented item (s).

क्रम सं० S. No.	स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक/Stock Book page No. and Date	विवरण/ Description	माप/Qty.	वास्तविक मूल्य/ Actual Cost (in ₹) as per stock book	दशा/ Condition (working/ not working/ un-serviceable/obsolete)
1.					

C). उद्देश्य एवं औचित्य / Purpose and justification:

D). खरीद की विधि का सुझाव / Suggested method of procurement (Strike off whichever is not applicable):

(a) **Rule 155 of GFR 2017:** Committee for market survey and evaluation of quotations

(1.) HoD/Chairperson of Cell/Center/Dean (2.) One faculty/official (3.) Indenter

(4.) AR [A/C II] (5.) AR [Admin (III)] (6.) FIP

(b) Single Tender Enquiry for Proprietary Item-**Rule 166 of GFR 2017** (Please attach Certificate Rule 166 of GFR 2017)

E). प्रमाणपत्र / Certificate (Strike off whichever is not applicable):

- The specifications in terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- The specifications given above are to meet the basic needs of the department/Section/Center/Cell and are without including upper fluous and non-essential features which may result in unwarranted expenditure.
- The specifications are broad-based to the extent feasible. Efforts are made to use section standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.
- Also, certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons /power supply/software required for installation/operation of indented item, have been indented in this indent.

G.) Additional Information (Strike off whichever is not applicable):

- Installation required : [YES/NO]
- Training required : [YES/NO]
- Qualification criterion for Vendors if any:
- No. of enclosures:

- (v) Maximum period for delivery of items:
 (vi) Purpose of acquiring the item: **Research/Non-Research.**
 (vii) Perpetual license/ Non-perpetual [In case software]

Copy of estimate (Please tick ✓)		Copy of specifications duly signed by the indenter (Please tick ✓)		GeMAR&PTS Report (Please tick ✓)	
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प्रमाणित किया जाता है कि वांछित विशिष्टताओं वाली वस्तु GeM पर उपलब्ध नहीं है। Certified that the subject item with desired specifications is /are not found available on GeM [खरीद की विधि का सुझाव @**Suggested method of procurement: Bill basis without quotation-Rule 155 of GFR-2017**]. [GeMAR&PTS Report is to be enclosed]

मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

दिनांक/Date:

विभाग/अनुभाग/केन्द्र के प्रमुख की संस्तुति/Recommendation of Head of department/section/center:

दिनांक/Date:

नाम/Name:

हस्ताक्षर/Signature

For Office Use of Accounts Section:

G.)मद उपलब्धता स्थिति/Fund Availability Status:

Budget Head OH: Allocation: ₹

Minor Head: Allocation: ₹

Expenditure till:₹

Committed Expenditure till:₹

Balance:₹

Assistant Registrar (Accounts-II)

Date:

For Office Use of Admin-III:

H.)जाँच की और क्रम में पाया / Checked and found in order:

I.)प्रस्तावित खरीद की विधि / Proposed method of procurement:

Rule 155 of GFR-2017

Assistant Registrar (Admin-III)

Faculty In-charge, Purchase

Approved : With financial sanction and issuance of purchase order (within 10% of escalation of estimated price and not exceeding Rs. 2.50 Lakhs)

**Returned for Review/
Returned with Note** :

(Director)

PR-3A

संख्या/No.: _____/F.Y.:/



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद प्रयागराज – 211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004 (India)
 (An Institute of National Importance as Declared by NIT Act, GOI, 2007)

माँग पत्र/ REQUISITION [Upto ₹25,000/-] [Under Research and Consultancy Projects]

माँगकर्ता का नाम/ Indenter's Name:	पदनाम/ Designation	विभाग/अनुभाग/केन्द्र Department/Section/Center:
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A). माँगें गये सामान का विवरण / Item Requisitioned:

Particulars of Item					
क्रम सं./ S. No.	नाम/ Name	विस्तृत तकनीकी स्पेसफिकेशन एवं विवरण/ Detailed technical specifications and	माप की ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ Estimated Cost (₹)

Note: (i) Separate requisition is required for each item requisitioned.
 (ii) Detailed specifications may be provided on separate sheets duly signed by Indenter.

B). मांगे गये सामान से संबंधित स्टॉक रजिस्टर में अंतिम प्रविष्टि का विवरण/Last entry recorded in the Stock Register for indented item (s).

क्रम सं./ S. No.	स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक / Stock Book page No. and Date	विवरण / Description	माप / Qty.	वास्तविक मूल्य / Actual Cost (in ₹) as per stock book	दशा / Condition (working/ not working/ un-serviceable/obsolete)
1.					

C). उद्देश्य एवं औचित्य / Purpose and justification:

D.) खरीद की विधि का सुझाव / Suggested method of procurement: GeM-Rule149 (i) of GFR-2017: Up to ₹ 25,000

E.) प्रमाणपत्र / Certificate:

- The specifications in terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- The specifications given above are to meet the basic needs of the department/Section/Center/Cell and are without including upper fluous and non-essential features which may result in unwarranted expenditure.
- The specifications are broad-based to the extent feasible. Efforts are made to use section standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.
- Also, certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons /power supply/software required for installation/operation of indented item, have been indented in this indent.
- It is certified that the estimated rate is reasonable.

F.) Additional Information:

- (i) Installation required : [YES/NO]
- (ii) Training required : [YES/NO]
- (iii) Qualification criterion for Vendors if any:
- (iv) No. of enclosures:
- (v) Maximum period for delivery of items:
- (vi) Purpose of acquiring the item: **Research/Non-Research.**
- (vii) Perpetual license/ Non-perpetual [In case software]

Copy of estimate (Please tick ✓)		Copy of specifications duly signed by the indenter (Please tick ✓)	
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मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

दिनांक/Date:

विभाग/अनुभाग/केन्द्र के प्रमुख की संस्तुति/Recommendation of Head of department/section/center:

दिनांक/Date:

नाम/Name:

हस्ताक्षर/Signature

For Office Use of Dean R&C:

For Office Use of Admin-III:

G. मद उपलब्धता स्थिति/Fund Availability Status:

Budget Head: Allocation: ₹

Expenditure till: ₹

Committed Expenditure till: ₹

Balance:₹

H.जांच की और क्रम में पाया/Checked and found in order:

I.प्रस्तावित खरीद की विधि/Proposed method of

procurement: Rule_____

Assistant Registrar (R&C)

Date:

Dean (R&C)

Date:

Assistant Registrar (Admin-III)

Date:

Faculty In-charge, Purchase

Date:

1. Indent approved for the issuance of purchase order (PO).
2. Financial Sanction within 10% of escalation of estimate.

(Registrar/Director)



मोतीलाल नेहरु राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद प्रयागराज – 211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004
(India)

(An Institute of National Importance as Declared by NIT Act, GOI, 2007)

मॉगपत्र / **REQUISITION [More than ₹ 25,000/-] [Under Research and Consultancy Projects]**

मॉगकर्ता का नाम/ Indenter's Name:		पदनाम/Designation	विभाग/अनुभाग/केन्द्र Department/Section/Center:	
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A). मॉगें गये सामान का विवरण / Item Requisitioned:

Particulars of Item					
क्रम सं०/ S. No.	नाम/ Name	विस्तृत तकनीकी स्पेसिफिकेशन एवं विवरण/ Detailed technical specifications and description	माप की ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ Estimated Cost (₹)
<p>Note: (i) Separate requisition is required for each item requisitioned. (ii) Detailed specifications may be provided on separate sheets duly signed by Indenter.</p>					

B). मांगे गये सामान से संबंधित स्टॉक रजिस्टर में अंतिम प्रविष्टि का विवरण/ Last entry recorded in the Stock Register for indented item(s).

क्रम सं० Sl. #	स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक/ Stock Book page No. and Date	विवरण / Description	माप / Qty.	वास्तविक मूल्य / Actual Cost (in ₹) as per stock book	दशा / Condition (working/not working/ un-serviceable/obsolete)
1.					

C). उद्देश्य एवं औचित्य / Purpose and justification:

D). खरीद की विधि का सुझाव / Suggested method of procurement:

(d.) GeM-Rule 149 of GFR 2017 (Strike off whichever is not applicable)

(iv) Above ₹25,000/- and up to ₹05,00,000/-.[Catalogue based product]

(v) Above ₹25,000/- and up to ₹05,00,000/-.[If not available in catalogue, bulk order quantity (BOQ) based product]

(vi) Above ₹5,00,000/-.

(e.) Committee for evaluation of technical and/or financial bid through GeM (if process is through bidding):

(1) HoD/Chairperson of Cell/Centre/Dean

(2) One faculty

(3.) Indenter

(4.) AR (R&C)

(5.) AR (Admin (III)

(6.) FIP

(f.) Single Tender Enquiry for Proprietary Item-**Rule 166 of GFR 2017** (Please attach Certificate Rule 166 of GFR 2017)

E.) प्रमाणपत्र / Certificate:

- The specifications in terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- The specifications given above are to meet the basic needs of the department and are without including superfluous and non-essential features which may result in unwarranted expenditure.
- The specifications are broad-based to the extent feasible. Efforts are made to use section standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.
- Also, certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons/power supply/software required for installation/ operation of indented item, have been indented in this indent.
- The indented item is **high value machinery**, hence may be procured **under two-bid system-Rule 163 of GFR 2017**. (Strike off, if not applicable)

H.) Additional Information:

- (i) Installation required: [YES/NO]
(ii) Training required: [YES/NO]
(iii) Qualification criterion for vendors if any:
(iv) No. of Enclosures:
(v) Maximum period for delivery of items
(vi) Purpose of acquiring the item: **Research/Non-Research.**
(vii) Perpetual licensee/Non-perpetual [In case software]

Duly filled requisition Slip (Please tick <input checked="" type="checkbox"/>)		Copy of estimate (Please tick <input checked="" type="checkbox"/>)		Copy of specifications duly signed by Indenter (Please tick <input checked="" type="checkbox"/>)	
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मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

दिनांक/Date:

विभाग/अनुभाग/केन्द्र/अधिष्ठाता के प्रमुख की संस्तुति/Recommendation of Head of department/section/center/Dean:

दिनांक/Date:

नाम/Name:

हस्ताक्षर/Signature

For Office Use of Dean (R&C):**G.) मद उपलब्धता स्थिति/Fund Availability**

Status:

Budget Head OH: Allocation: ₹

Minor Head: Allocation: ₹

Expenditure till: ₹

Committed Expenditure till: ₹

Balance: ₹

Assistant Registrar (R&C)

Date:

Dean (R&C)

Date:

For Office Use of Admin-III:**H.) जाँच की और क्रम में पाया/Checked and found in order:****I.) प्रस्तावित खरीद की विधि/Proposed method of procurement:**

Rule _____ of GFR-2017

Category of purchase(Strike off whichever is not applicable):

Catalogue based product <input type="checkbox"/>	BOQ Based product <input type="checkbox"/>
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Assistant Registrar (Admin-III)

Faculty In-charge, Purchase

Approved : With financial sanction and issuance of purchase order (PO) (within 10% of escalation of estimated price) for catalogue based product OR Requisition Approved for BOQ based product (whichever is applicable)

**Returned for Review/
Returned with Note** :

(Director)

PR-4A

संख्या/No.:/ _____/F.Y.:/



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबादप्रयागराज – 211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004 (India)
 (An Institute of National Importance as Declared by NIT Act, GOI, 2007)

मॉगपत्र / REQUISITION [Upto ₹25,000/-] [Under Research and Consultancy Projects]

मॉगकर्ता का नाम/ Indenter's Name:	पदनाम/ Designation	विभाग/अनुभाग/केन्द्र Department/Section/Center:
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A). मॉगें गये सामान का विवरण / Item Requisitioned:

Particulars of Item					
क्रम सं०/ S. No.	नाम/ Name	विस्तृत तकनीकी स्पेसफिकेशन एवं विवरण/ Detailed technical specifications and description	माप की ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ Estimated Cost (₹)

(i) Separate requisition is required for each item requisitioned.
 (ii) Detailed specifications may be provided on separate sheets duly signed by Indenter.

B). मांगे गये सामान से संबंधित स्टॉक रजिस्टर में अंतिम प्रविष्टि का विवरण/ Last entry recorded in the Stock Register for indented item(s).

क्रम सं० S. No.	स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक / Stock Book page No. and Date	विवरण / Description	माप / Qty.	वास्तविक मूल्य / Actual Cost (in ₹) as per stock book	दशा / Condition (working/ not working/ un-serviceable/obsolete)
1.					

C). उद्देश्य एवं औचित्य / Purpose and justification:

E.) प्रमाणपत्र / Certificate:

- The specifications in terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- The specifications given above are to meet the basic needs of the department/Section/Center/Cell and are without including upper fluous and non-essential features which may result in unwarranted expenditure.
- The specifications are broad-based to the extent feasible. Efforts are made to use section standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.
- Also, certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons /power supply/software required for installation/operation of indented item, have been indented in this indent.
- It is certified that the estimated rate is reasonable.

I.) Additional Information:

- Installation required : [YES/NO]
- Training required : [YES/NO]
- Qualification criterion for Vendors if any:
- No. of enclosures:
- Maximum period for delivery of items:
- Purpose of acquiring the item: **Research/Non-Research.**
- Perpetual license/ Non-perpetual [In case software]

Copy of estimate (Please tick ✓)		Copy of specifications duly signed by the indenter (Please tick ✓)		GeMAR&PTS Report (Please tick ✓)	
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प्रमाणित किया जाता है कि वांछित विशिष्टताओं वाली वस्तु GeM पर उपलब्ध नहीं है। Certified that the subject item with desired specifications is /are not found available on GeM [खरीद की विधि का सुझाव @Suggested method of procurement: Bill basis without quotation-Rule 154 of GFR-2017]. [GeMAR&PTS Report is to be enclosed]

मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

दिनांक/Date:

विभाग/अनुभाग/केन्द्र के प्रमुख की संस्तुति/Recommendation of Head of department/section/center:

दिनांक/Date: नाम/Name:

हस्ताक्षर/Signature

For Office Use of Dean (R&C):

G.) मद उपलब्धता स्थिति/Fund Availability Status:

Budget Head OH: Allocation: ₹

Minor Head: Allocation: ₹

Expenditure till: ₹

Committed Expenditure till: ₹

Balance: ₹

Assistant Registrar (R&C) Date:

Dean (R&C) Date:

For Office Use of Admin-III:

H.) जाँच की और क्रम में पाया/Checked and found in order:

I.) प्रस्तावित खरीद की विधि/Proposed method of procurement:

Rule _____ of GFR-2017

Assistant Registrar (Admin-III) Date:

Faculty In-charge, Purchase Date:

5. Indent approved for the issuance of purchase order (PO).

6. Financial Sanction within 10% of escalation of estimate.

(Registrar/Director)



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद प्रयागराज – 211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad, Prayagraj-211004
(India)

(An Institute of National Importance as Declared by NIT Act, GOI, 2007)

माँग पत्र/ REQUISITION [Rs. 25,001 to Rs. 2.5 Lakh] [Under Research & Consultancy Projects]

माँगकर्ता का नाम/ Indenter's Name:		पदनाम/ Designation	विभाग/अनुभाग/केन्द्र Department/Section/Center:	
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A). माँगें गये सामान का विवरण / Item Requisitioned:

Particulars of Item					
क्रम सं./ S. No.	नाम/ Name	विस्तृत तकनीकी स्पेसफिकेशन एवं विवरण/ Detailed technical specifications and description	माप की ईकाई/ Unit of Measurement	मात्रा/ Quantity	अनुमानित राशि/ Estimated Cost(₹)
Note: (i) Separate requisition is required for each item requisitioned. (ii) Detailed specifications may be provided on separate sheets duly signed by Indenter.					

B). मांगे गये सामान से संबंधित स्टॉक रजिस्टर में अंतिम प्रविष्टि का विवरण/ Last entry recorded in the Stock Register for indented item (s).

क्रम सं. S. No.	स्टॉक पुस्तिका की पृष्ठ सं० एवं दिनांक/ Stock Book page No. and Date	विवरण/ Description	माप/Qty.	वास्तविक मूल्य/ Actual Cost (in ₹) as per stock book	दशा/ Condition (working/ not working/ un-serviceable/obsolete)
1.					

C). उद्देश्य एवं औचित्य / Purpose and justification:

D). खरीद की विधि का सुझाव / Suggested method of procurement (Strike off whichever is not applicable):

(a) **Rule 155 of GFR 2017:** Committee for market survey and evaluation of quotations

(1.) HoD/Chairperson of Cell/Center/Dean

(2.) One faculty/official

(3.) Indenter

(4.) AR [A/C II]

(5.) AR [Admin (III)]

(6.) FIP

(b) Single Tender Enquiry for Proprietary Item-**Rule 166 of GFR 2017** (Please attach Certificate Rule 166 of GFR 2017)

E). प्रमाणपत्र / Certificate (Strike off whichever is not applicable):

- The specifications in terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- The specifications given above are to meet the basic needs of the department/Section/Center/Cell and are without including superfluous and non-essential features which may result in unwarranted expenditure.
- The specifications are broad-based to the extent feasible. Efforts are made to use section standard specifications, which are widely known to the industry, and do not have any restrictive parameter to suit a particular bidder.
- Also, certified that I have checked the indent and further certify that details and specifications of all accessories/add-ons /power supply/software required for installation/operation of indented item, have been indented in this indent.

J.) Additional Information(Strike off whichever is not applicable):

- (i) Installation required : [YES/NO]
- (ii) Training required : [YES/NO]
- (iii) Qualification criterion for Vendors if any:
- (iv) No. of enclosures:
- (v) Maximum period for delivery of items:
- (vi) Purpose of acquiring the item: **Research/Non-Research.**
- (vii) Perpetual license/Non-perpetual [In case software]

Copy of estimate (Please tick ✓)		Copy of specifications duly signed by the indenter (Please tick ✓)		GeMAR&PTS Report (Please tick ✓)	
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प्रमाणित किया जाता है कि वांछित विशिष्टताओं वाली वस्तु GeM पर उपलब्ध नहीं है। Certified that the subject item with desired specifications is /are not found available on GeM [खरीद की विधि का सुझाव @Suggested method of procurement: Bill basis without quotation-Rule 155 of GFR-2017]. [GeMAR&PTS Report is to be enclosed]

मॉगकर्ता के हस्ताक्षर/Indenter's Signature:

दिनांक/Date:

विभाग/अनुभाग/केन्द्र के प्रमुख की संस्तुति/Recommendation of Head of department/section/center:

दिनांक/Date:

नाम/Name:

हस्ताक्षर/Signature

For Office Use of Dean (R&C):

G.) मद उपलब्धता स्थिति/Fund Availability Status:

Budget Head OH: Allocation: ₹

Minor Head: Allocation: ₹

Expenditure till: ₹

Committed Expenditure till: ₹

Balance: ₹

Assistant Registrar (R&C) Date:

Dean (R&C) Date:

For Office Use of Admin-III:

H.) जाँच की और क्रम में पाया / Checked and found in order:

I.) प्रस्तावित खरीद की विधि / Proposed method of procurement:

Rule 155 of GFR-2017

Assistant Registrar (Admin-III)

Faculty In-charge, Purchase

Approved : With financial sanction and issuance of purchase order (within 10% of escalation of estimated price and not exceeding Rs. 2.50 Lakhs)

**Returned for Review/
Returned with Note** :

(Director)

No.F.1/26/2018-PPD
 Government of India
 Ministry of Finance
 Department of Expenditure
 Procurement Policy Division

Room.No.512, Lok Nayak Bhawan,
 New Delhi dated the 2nd April, 2019.

OFFICE MEMORANDUM

Subject: Replacement of name of erstwhile DGS&D (Directorate General of Supplies & Disposals) by GeM (Government e-Marketplace) in General Financial Rules (GFRs) 2017 - reg.

The undersigned is directed to refer Supply Division, Department of Commerce (DoC) OM No. 1(1)/2018-Pol. Dated 20.08.2018 proposing changes in GFRs, 2017 and to say that the proposal of DoC has been examined and it has been decided with the approval of Finance Minister to make changes to the GFRs, 2017 as tabulated below:

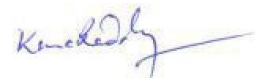
S.No.	Existing Provisions of GFRs, 2017	Amended Rule
1.	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case, however, a Ministry or Department does not have the required expertise, it may project its indent to the Central Purchase Organisation (e.g. DGS&D) with the approval of competent authority. The indent form to be utilized for this purpose will be as per the standard form evolved by the Central Purchase Organisation.</p>	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods and services, that are not available on GeM. Common use Goods and Services available on GeM are required to be procured mandatorily through GeM as per Rule 149.</p>
2.	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>DGS&D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services. DGS&D will ensure adequate publicity including periodic</p>	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to</p>

Kamlesh

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by DGS&D. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p>(ii) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.</p> <p>(iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.</p>	<p>be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. <i>The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates.</i> The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to Rs.25,000 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p>(ii) Above Rs.25,000 and up to Rs.5,00,000 through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30 lakh will continue), of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyers even for procurements less than Rs 5,00,000.</p> <p>(iii) <i>Above Rs.5,00,000</i> through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM <i>(excluding Automobiles where current limit of 30 lakh will continue).</i></p> <p>Note: There is no change in clauses (iv) to (viii).</p>

K. K. K.

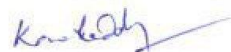
S.No.	Existing Provisions of GFRs, 2017	Amended Rule
3.	<p>Rule 150: Registration of Suppliers:</p> <p>(i) With a view to establishing reliable sources for procurement of goods commonly required for Government use, the Central Purchase Organisation (e.g. DGS&D) will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as "Registered Suppliers". All Ministries or Departments may utilise these lists as and when necessary. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity.</p> <p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on the Central Public Procurement Portal and websites of the Procuring Entity/ e-Procurement/ portals.</p>	<p>Rule 150: Registration of Suppliers:</p> <p>(i) <i>For goods and services not available on GeM</i>, Head of Ministry/ Department may also register suppliers of goods and services which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM.</p> <p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on websites of the Procuring Entity/ e-Procurement portals.</p> <p>Note: There is no change in clauses (ii) to (iv).</p>
4.	<p>Rule 155: Purchase of goods by Purchase Committee:</p> <p>Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting</p>	<p>Rule 155: Purchase of goods by Purchase Committee:</p> <p><i>In case a certain item is not available on the GeM portal</i>, Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000 (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a</p>



S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>"Certified that we, members of the purchase committee are jointly and individually 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, and it is not debarred by Department of Commerce or Ministry/ Department concerned."</p>	<p>duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>"Certified that we, members of the purchase committee are jointly and individually 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, and it is not debarred by Department of Commerce or Ministry/ Department concerned."</p>
5.	<p>Rule 225 (xiii): Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above, and of all rate and running contracts entered into by civil departments of the Government other than the departments like the Directorate General of Supplies and Disposals for which a special audit procedure exists, should be sent to the Audit Officer and /or the Accounts officer as the case may be.</p>	<p>Rule 225 (xiii) Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above entered into by civil departments of the Government, should be sent to the Audit Officer and or the Accounts officer as the case may be.</p>

2. It has been also decided to delete Rules 148,156,159(iv),160(iii),173(xv) and 174(iv) of GFRs, 2017 related to rate contracts.

3. This OM is also available on our website www.doe.gov.in -> Notification -> Circular --> Procurement Policy OM.



4. Hindi version of this OM will follow.

K. Narayana Reddy 2/4/2019
(K Narayana Reddy)
Under Secretary to the Govt. of India
Telfax:-24621305
Email:-kn.reddy@nic.in

To

- (i) Secretaries to All Central Government Ministries/ Departments
(ii) Financial Advisors of All Central Government Ministries/ Departments

No: 8-11/2012-13/IT-I
Government of India
Ministry of Communications & IT
Department of Telecommunications
(Information Technology Cell)

Annexure-11
D/C

Annexure-11

Dated: 09-01-2015

Subject: Guidelines for condemnation/Scrapping & disposal of IT products/Equipment.

Kindly find enclosed a copy of the circular No. 8-11/2012-13/IT-I dated 26/12/2014 regarding guidelines for condemnation/scrapping & disposal of IT products/equipment which has been approved by Secretary (T).

2. Further, your kind attention is invited to Para No. 4.b and 4.c of the circular wherein the action to be initiated by each unit of the department is mentioned. It may kindly be ensured that the action is initiated and the condemnation note so prepared is received in IT section within three weeks from the date of issue of this OM.

3. The condemnation notes may be forwarded to ADG(IT-III) for compilation and further processing of the same.

[Handwritten signature]

(A K Tripathi)
Director (IT-III)

11 8901/2015/15/10
13/1

[Handwritten initials]

DDG (IT-III) 16/1/15

Encl. as above.

IT Records may be got updated.

To,

ADG (IT-III)

Plz. comply and keep the data ready.

- 1) PS to MOC&IT
- 2) PPS to Secretary (T) Department of Telecom. DoT Hq.
- 3) PPS to SS(T)/Sr PPS to Administrator(USO Fund)/ PPS to CVO/ Department of Telecom. . DoT Hq
- 4) PS to Member(S)/ Sr PPS to Member(T)/ Sr PPS to Member(F) . DoT Hq
- 5) All Advisors/Sr. DDG's/Wireless Advisor, Department of Telecom. . DoT Hq
- 6) JS(T)/JS(A)/Jt. Admin(USOF), Department of Telecom. . DoT Hq
- 7) All DDG's, Department of Telecom. . DoT Hq
- 8) This circular along with annexure is also available in Knowledge Management System (KMS).

[Handwritten signature]
15/1/15

No.: 8-11/2012-13/IT-I
Government of India
Ministry of Communications & IT
Department of Telecommunications
(Information Technology Cell)

Dated: 26-12-2014

Subject: Guidelines for condemnation & disposal of IT Equipment.

1. Applicability

These guidelines will be applicable to all IT equipments installed in DoT Head Qtrs. and include the following items:

- Servers
- PCs
- Dumb Terminals
- Printers
- UPS
- Laptop/Note-book/tablet
- Data Communication Equipment/LAN switches/routers/data cables.

Note:

- i) Consumable items related to IT like used printer cartridges etc. are not included in the scope of scrapping on account of the fact of its nature as consumable.
- ii) IT items like pen drives/floppies, which are petty valued and are not capitalized, are not qualified for the detailed scrapping procedure.

2. Grounds for condemnation:

The IT equipment can be condemned on following grounds:

- a) Equipment outlived its prescribed life and certified by IT Wing as unfit for its useful contribution. The prescribed life of various IT equipment is as following
 - 1) Servers/PC's/dumb terminals/printers- 5 years

- 2) Laptop/Note-book- 4 years or till the fitness of such device is certified by NIC of the ministry/department, whichever is later.
 - 3) UPS excluding battery- 5 years
 - 4) Battery of UPS- 1 year after warranty period.
 - 5) Printers - 5 years
 - 6) Softwares do not require any physical scrapping.
 - 7) Data Communication Equipment/LAN switches/routers/data cables 5 years.
- b) Equipment which have become obsolete technology-wise and can't be upgraded and support from vendor either paid or unpaid does not exist and their use may result in security threat/ unauthorized access to data.
 - c) Beyond economical repair: When repair cost is considered too high (exceeding 50% of residual value of equipment taking depreciation into account), and the age of the equipment. Such cases should be dealt on case to case basis and should have concurrence of finance. In case of IT equipments, a depreciation of 20% per year may be taken for calculation of residual value.
 - d) Equipment that has been damaged due to fire or any other unforeseen reason and have been certified as beyond repair by the authorized service agency and agreed upon by the IT Wing of DoT.

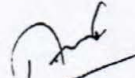
3. Disposal:

Such equipment shall be disposed strictly following the procedure as laid down in Rule 196 to 201 of GFR 2005(copy attached as Annexure II for ready reference) and notification regarding disposal of E-Waste issued by Ministry of environment and forests (copy attached as Annexure III for ready reference). Once the equipment has been condemned it should be removed from office use and kept in the area allocated for scrapped equipment. Department will also ensure removal of service and inventory labels from such equipment. AMC, if any, for such equipments/instruments should be stopped with the effective date of scrapping. All data including operating system must be removed after taking proper backup and preserved by user of the equipment.



4. Procedure

- a) IT wing will be the nodal section for all the IT equipments procured. It will prepare and maintain assets' register for the same. However, individual section will also be provided with all the basic information.
- b) Scrapping proposal will be initiated by the user section which will be compiled by IT wing for further processing for scrapping.
- c) Each unit of department will prepare "IT equipment condemnation note" in the pro-forma attached as Annexure-I.
- d) Department will constitute a condemnation committee which will review the condemnation notes and recommend about the condemnation of equipment as per approved guidelines. The committee should have at least one member from IT section and one from the finance wing.
- e) All procedure and rules of the government on maintenance of records for condemnation of non-consumable items will be adhered to in these cases.
- f) The condemnation report so prepared shall be put up for approval. The condemnation will be done only after approval is obtained from competent authority having such powers to approve condemnation. It is suggested that such Scrapping Committee will meet twice in a year during the months of May-June and Nov. - Dec. in order to avoid piling up of unusable IT items.


A K Tripathi
Director(IT-III)
DoT, HQ

Copy to

- 1) PPS to Secretary (T) Department of Telecom.
- 2) PPS to SS(T)/Sr PPS to Administrator(USO Fund), Department of Telecom.
- 3) PS to Member(S)/ Sr PPS to Member(T)/ Sr PPS to Member(F)
- 4) All Advisors/Sr. DDG's/Wireless Advisor, Department of Telecom.
- 5) JS(T)/JS(A), Department of Telecom.
- 6) All DDG's, Department of Telecom.

Performa for Preparation of Information for Scrapping of IT Equipment
(To be filled by user)

Part - A

Name of user:

Designation:

Section:

Room no.: Tel. no.:

Sr. No.	Item	Make & Model	Sr. No. of Item	Reason for Scrapping
1				
2				
3				
4				

(Signature of Concern user)

(Recommendation of Concerned DDG/JS)

Part - B**(To be filled by Procurement Section)**

Sr. No.	Name of the Item with Serial no.	Date of Purchase as per Record	Purchase Cost as per Record	Asset/Stock Reg. Entry Page No.
1				
2				
3				
4				

(Signature of concern ADG)

Part - C**(To be filled by Scrapping/condemnation Section)**

Sr. No.	Name of the Item	Reason for scrapping	Residual Value	Any other Information/Remarks
1				
2				
3				
4				

(Signature of Scrapping In-charge)

No.01(18)/2022 - E. II (A)
Ministry of Finance
Department of Expenditure
E.II(A) Branch

Annexure-12

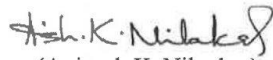
North Block, New Delhi
Dated 09.12.2022

OFFICE MEMORANDUM

**Subject: Scrapping policy for condemned vehicle of Ministries/
Departments of Govt. of India – reg.**

The undersigned is directed to invite attention of schedule VII of Delegation of Financial Powers, 1978 where in criteria for condemnation i.e., distance run (in kilometers) and age (in years) of certain vehicles have been prescribed.

2. Considering the broad objectives of the Government to create an ecosystem to reduce pollution, improve passenger and vehicular safety, improve fuel efficiency, reduce maintenance cost for the vehicle owners, the existing provisions of condemnation of vehicles have been reconsidered in consultation with NITI Aayog and M/o Road Transport and Highways (MoRTH).
3. It has been decided that henceforth all the condemned vehicles (including prematurely condemned vehicles) belonging to Ministries/Departments of Government of India, shall only be scrapped. Scrapping of such vehicles shall only be at Registered Vehicle Scrapping Facilities (RVSF) established in accordance with guidelines issued by MoRTH.
4. Vehicles which have been declared condemned or reached 15 years of age, whichever is earlier, will not be auctioned. All these vehicles shall only be scrapped at RVSF.
5. Any exception shall require approval of the Department concerned at a level not below Joint Secretary, along with recording of reasons (Ex: Vehicles in remote parts of the country, if/until RVSF is not available in reasonable proximity, etc.). Copy of each such order shall be marked to MoRTH.
6. The detailed procedure for Scrapping of all such vehicles shall be separately notified by MoRTH.
7. Necessary amendments in General Financial Rules and/or Delegation of Financial Power Rules will be done in due course.
8. This issues with the approval of Finance Secretary & Secretary (Expenditure).


(Avinash K. Nilankar)
Deputy Secretary, E. II (A)

To
All Ministries/Department of Government of India

Copy forwarded to:
All the Financial Advisors

<https://www.staffnews.in>