



SWAMI VIVEKANAND

SUBHARTI UNIVERSITY

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Date: 01-05-2015

NOTICE

I am directed to state that the Hon'ble V.C. has approved the following modified rules & regulations related to generation of demand, supply of various items by the Central Store to various Colleges / Faculties / Units / Departments. The rules related to Purchase of items, Repair & Maintenance of equipments have also been approved by the Hon'ble V.C. Power to spend without prior permission by various authorities has also been described.

Previously there were three separate notifications regarding the Purchase, Repair & Maintenance and the Emergency powers to spend by various authorities of the University. This used to create confusion; therefore the Hon'ble Vice Chancellor has directed that a combined notice be issued for all the three matters which are inter related. The following are various rules & regulations to be followed by all the concerned of the University.

GENERATION OF DEMAND/SUPPLY/PURCHASE

In modification to the previous notice no P/Notice/2009/974 dated 13.10.2009 the following shall be followed:

I. OFFICERS :-

- (i) Nominee of the Vice Chancellor - Same or different officer may be appointed by the Vice Chancellor for different Purchase Committees,
- (ii) Delegated Officer - The Vice Chancellor can appoint any officer to look after any work on his behalf related to the scheme
- (iii) Purchase Officer - will be appointed by the Vice Chancellor,

The articles are divided into the following categories:-

A. CONSUMABLES

1. Fast moving a- Technical
2. Slow moving b- Non Technical

B. DEAD/NON CONSUMABLES

- a- Technical
- b- Non Technical

II. GENERATION AND ASSESSMENT OF DEMAND

Routine demand is generated in the department/section. The HOD/Section In-charge will assess the demand and will send the requisition to the In Charge (Central Store) after getting it recommended by the Unit Head. Units are requested to send the demand note in advance of the prescribed day of supply.

The In-charge (Central Store), will screen the demand and will modify the same if he feels so, in consultation with the Unit Head or the HOD of the Section/Department. The demand will then be sent to the appropriate section of the store for supply.

III. SUPPLY BY CENTRAL STORE

The following principles will be followed regarding the supply:-

1. The supply will be made by the Central Store only on day and time as specified by the In-charge (Central Store) for different units in routine cases. However, in urgent cases it can be supplied any day and time after specifying the urgency.
2. It shall be the duty of the In-charge of the Central Store to maintain stock of all routinely used articles belonging to category (A) & (B), as much as possible.
3. If the stock of the demand is available, the same will be issued by the Central Store to the department as demanded. A list of routinely used items is/will be prepared by the In-charge Store.
4. If the article demanded is not available in store, the demand will be sent to the Purchase Officer by the In-charge (Central Store) for procurement. The Purchase Officer will issue purchase order for the material demanded as per the prescribed schedule.

IV. PURCHASE AND PROCUREMENT

The Demand received in the Purchase department through Central Store will be assessed by the Purchase Officer. She/he will issue or will give directions to issue Purchase Order, following the principles laid down herein-below:-

1. There will be prefixed shops with quality and rates pre decided by the purchase committee related to the routinely used items specially falling under A.

2. If no shop/rates etc. have been pre-decided, the Purchase Officer will call a meeting of Purchase Committee to decide the same before placing the purchase order. In urgent cases, or where the amount involved is less than Rs. 10,000/- the Purchase Officer can take a decision deciding rate and shop in consultation with Vice Chancellors' nominee /Advisor to the Vice Chancellor.
3. If any item belongs to Category B (b), which is related to the furniture or fixture, the Purchase Officer will send the demand to the Manager-Construction. If the article is available, it will be supplied by the construction department through Central Store and if the article is not available but can be fabricated, the Manager-Construction will inform the time to be taken for fabrication to the Purchase Officer. The Purchase Officer after consulting the unit/section head will give the order for fabrication. However, if material is required at an early date on which the construction department is unable to supply, the Purchase Officer will refer the issue to the Purchase Committee for purchasing from outside.
4. If the non consumable technical item B (a) demanded is costing less than Rs. 25,000/-, the Purchase Officer will send the demand to the Purchase Committee. If the cost of the demanded non consumable technical item is more than Rs. 25,000/-, the Purchase Officer will first obtain approval in principle from the Vice Chancellor before sending it to the Purchase Committee.
5. Demand of any item, not covered in any clause here-in-above, will be dealt as per clause 4 herein above.
6. There will be separate Purchase Committee for different items and categories which are mentioned herein below:-

(V) PURCHASE COMMITTEES

There will be unit-wise Purchase Committees to recommend the shop, quality and rate for the purchase of different articles belonging to category B (a). Items belonging to A (1, 2), (a, b) and B(b) will be dealt by the General Purchase Committee. The following will be the configuration of various Purchase Committees:-

SI No.	Unit	Chair Person	Other Members		
			1	2	3
1	Any College/Unit	Principal/Unit Head	Nominee of the Vice Chancellor	HOD of concerned deptt.	Purchase Officer
2	General	Nominee of the Vice Chancellor	In-charge Central Store	Purchase Officer	

Note:

* The Vice Chancellor can in addition nominate anyone in the meeting as an expert.

** The Purchase Clerk shall be present in all the meetings to record the proceedings of the meetings.

- a. Meeting of the Purchase Committee will be called by the Chair Person as and when required. Information of the meeting shall be given to the Vice Chancellor also and if he desires he can nominate any expert as an additional member to attend the meeting. He may also attend the meeting if he desires so. When he attends the meeting he will chair the meeting.
- b. The Purchase Committee will meet and decide rates, quality and shops for general items.
- c. The Purchase Committee will revise the shop, quality and rate usually every 6 months to 1 year but it can revise the above any time under various circumstances like receiving complaint against any shop, gross change in market price, and request by shopkeeper or so.
- d. Normally the quotations & sample will be called by the Purchase Officer in sealed envelopes and envelopes will only be opened during the meeting in front of all the committee members. Usual procedure is to call at least three quotations but if the committee members decide they can take a decision on the basis of only one quotation. However, if any quotation comes by mail, it shall be the duty of the P.O. to take a print of that and keep that in a sealed envelope and delete the mail from the computer and transfer the same on the pen drive.
- e. The recommendation of the Purchase Committee will go to the Vice Chancellor or his delegated officer for final approval. After the approval of the Vice Chancellor or his delegate, the Purchase Order will be issued by the Purchase Officer.
- f. If some purchase is required to be made very urgently, the Purchase Officer will take verbal permission from the Vice Chancellor/Advisor to the Vice Chancellor and will issue Purchase Order after mentioning the fact on his file regarding urgency of the matter. Subsequent written permission will be required to be taken at the earliest from the Vice Chancellor or his delegated officer.
- g. The purchase Committee will also decide the total requirement of a unit in a month in consultation with the Unit Head.

- h. The Purchase Committee may depute any person to negotiate the price and other conditions with suppliers before or even after the meeting.
- i. The Purchase Committee will decide the quantity, quality, technical details, specification and the suppliers.

(VI) PROCUREMENT

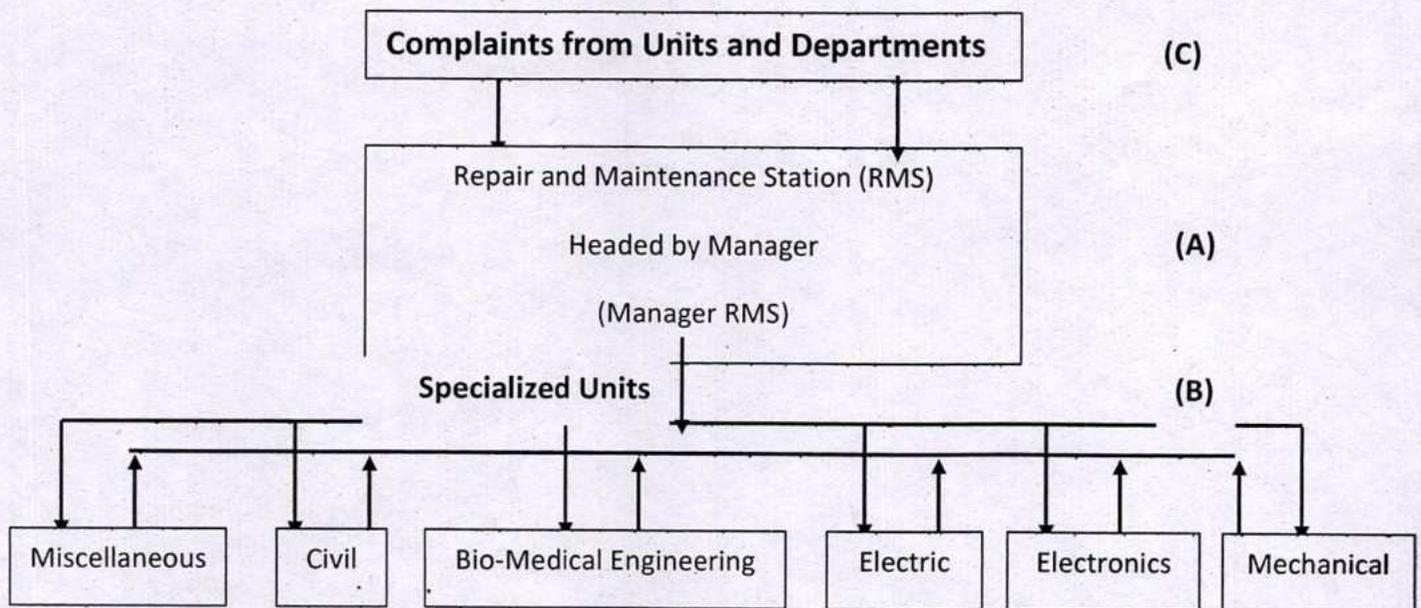
1. The material purchased will be supplied to the Central store along with the B copy of the Purchase order and the bill or challan.
2. No material will be received in the Central Store without the B copy of the P.O. unless specifically permitted by the In-charge Central Store. If in a case the permission is given on phone/verbally, the fact will be mentioned by the person who is receiving the material and will get in writing at the earliest from the In-charge (Central Store).
3. The material will be kept in quarantine store and examined by experts regarding matching specification and quality. After getting clearance, it will be stored and entered into stock register. The experts for various categories will be appointed/nominated by the Vice Chancellor. Non technical consumable items may not be checked in routine, however, random off and on checking will be done. Technical consumables like reagents, chemicals etc. will be checked in routine.
4. Any item, big or small, can be supplied directly to the department with the permission of the In-charge (Central Store). In such a situation the supplier will report at the Central Store and will obtain a 'Direct to Department' (D2D order) form in triplicate from there. The material will be supplied directly to the department and the department will keep "A" copy for its record, "B" copy will be sent to the Central Store and "C" copy will be kept by the supplier for its record.
5. For those items which are not accepted by the Central Store, a return Gate Pass will be issued by the Central Store, a copy of which, the supplier will submit at the Gate No. 2.
6. If any discrepancy is found in the P.O. and the material supplied, it will be returned to the supplier.
7. After proper entries the bill along with other documents will be sent to the Purchase department. If the material is supplied with Challan and not the bill, the Central Store will not forward the documents to the purchase department till bill is received.

Repair and Maintenance

A Repair and maintenance station was made via notification number SVSU/2012/9898 dated April 30th, 2012. In partial modification to the same the following is to be implemented.

(I) STRUCTURE:

1. The Central Repair and Maintenance Station will be headed by a 'Manager RMS'.
2. The Manager will record the complaints and will send the complaints to the specialized units of RMS, which are called SU-RMS.



(II) TIME FACTOR

1. In case any item cannot be repaired in-house, the same may be sent for repair outside through the manager RMS.
2. It will be the responsibility of the Manager RMS to get all items repaired as soon as possible and in no case longer than fifteen days. In case any item needs extra time, information will be sent to the concerned department to which the item belongs, along with the reason for delay.
3. In case any item is required for repair urgently, the Department/Head of Institution may ask the Manager RMS to get the item repaired even within 24 hours or as early as possible. The Manager RMS shall extend full cooperation and try to get the work done.

(III) PROCEDURE

1. Each department will maintain the stock and individual files of each item under them, be it large equipment or a small one. The files of each item will have a copy of the purchase order, any warranty/guarantee card and any other important document e.g. installation report, instructions for using the equipment etc. The file will be sent along with the item each time it is sent for repair or an engineer is called. A record of all work done, the cost incurred, any record of AMC/CMC, any part replaced etc will all be kept in the file for reference. After each repair/service etc the file will be updated. The department may internally depute any person for this work.
2. The college/departments will send complain to the RMS-Repair and Maintenance station headed by Manager RMS whenever any equipment gets out of function.



The manager RMS will try and get the item repaired in-house with the help of SU-RMS that is the specialized repair units.

In case it the SU-RMS cannot repair any item they may send it outside with information to the Manager RMS and after discussing the cost effectiveness of repair and other factors with him.

Note: Maintenance check of equipments of critical areas (ICUs/OTs/Dialysis/Central Lab) or of costly equipments where the AMC/CMC is not done shall be done periodically by the technicians of the SU-RMS and the defect will be rectified.

(IV) SU-RMS

1. The configuration of SU-RMS is modified as under;
 - a. The in charges of the unit will be responsible for the overall performance of the Unit.
 - b. They will be assisted by a team of technicians under them.
 - c. The directors of the different unit will guide the in charges from time to time as the need may be. In case the in charges require they may take assistance from the advisors of their units.
 - d. All units will keep a stock of items they may require for repair.

S.No	DEPARTMENT	DIRECTOR / ADVISOR	INCHARGE
1	Electricity related;	Mr. M.C.Gupta	Mr Suresh
2	Construction Related;	Mr. Sudhir Sharma	Mr Sanjeev
3	Maintenance;	Dr. S.D. Khan	Mr Inderpal
4	Computer related;	Mr Vivek Tiwari	Mr Ajay Verma
5	Horticulture;	Dr. Mukti Bhatnagar	Mr Anand
6	Telecom and Camera Related;	Dr. S.D.Khan	Mr Deshraj

(V) AMC/CMC

1. The AMC/CMC will be taken and negotiated by the Purchase officer at the time of purchase of the item for the first time, if required.
 - a. Thereafter if the head of the department feels that a particular item requires AMC/CMC he may forward the file to the purchase officer to renew/take afresh the AMC/CMC for a particular item.
 - b. Points which may be considered during AMC finalization:-
 - 1.1. After sales service:
 - 1.2. Warranty/guarantee period with free replacement of any defective part (with penalty clause).
 - 1.3. Downtime time specified (with penalty clause).
 - 1.4. Routine servicing and check up at least quarterly within guarantee period with satisfactory service report of user department. The last such service within 1 month of expiry of warranty.
 - 1.5. Spares: List of spares & cost maintainable for 3 years.
 - 1.6. Availability bill next 10 years from service station.
 - 1.7. On breakdown alternative arrangement to be made so that no break in continuity of service occurs.
 - 1.8. Penalty clause: If break irregular service or if installation is not satisfactory then full & final payment may be deferred till rectification.

(VI) IRREPERABLE ITEMS

- (i) In case any item is found irreparable and needs replacement, the item shall not be disposed off directly. It shall be sent to the Condemnation Board. If the CB also thinks the item is beyond repair (BR) or beyond economical repair (BER) and therefore, needs to be replaced, it shall

give a replacement slip to the concerned department against which the department may take the item concerned from the central store.

- (ii) The item condemned shall disposed off/sent for buy back depending upon the item.

CONDEMNATION BOARD

In modification to the previous notice no. P/MISC/2011/256 dated 10.02.2011 and its partial modification dated 19-05-2014 the following shall be the configuration of the condemnation board:

- (i) Chairman - Dr. S.D. Khan
- (ii) Secretary - Sh. Gurucharan Singh
- (iii) Members - (a) Sh. Rajkumar Sagar
(b) Sh. Inderpal
(c) HOD of the department to which the condemn item belongs.
(d) One member/expert nominated by the HOD
- (iv) Special Member - A member nominated by the Vice Chancellor.

The above will be a permanent condemnation board, the purpose of which will be:

- (a) To select out those items which have become beyond repair (BR) or beyond economical repair (BER).
- (b) The details of BR or BER items shall be given to the Purchase Officer and it shall be the duty of the purchase officer to select out those items which can be used as buy back at the time of purchasing new items.
- (c) The items which remain condemned after consideration of clause (b) herein above shall be sold by the condemnation board.
- (d) The condemnation board may call quotations from appropriate places and will recommend the party to which the condemned item is to be sold. It will send the recommendation to the V.C.
- (e) The V.C. will grant final permission for the sale of condemned items.

SANCTION OF BILLS

1. All the bills related to Purchase/Repair & Maintenance / AMC/CMC etc. will be entered in the computer and also in the register manually.
2. Bills fulfilling the following conditions will be recommended by the Purchase Officer to the Vice Chancellor or any officer if nominated by him for the purpose.

- i. The original e-mail copy of the P.O. is attached.
 - ii. There is entry on the bill that the material supplied is as per quality and quantity mentioned in the bill and the purchase order and has been approved by the expert.
 - iii. Stock entry is made.
 - iv. Rates are verified.
 - v. Satisfactory installation report, wherever required in attached.
3. All sanctioned bills will be sent to the account department after entering in the register and computer.
 4. In normal course the duly sanctioned bills must reach accounts office within 7-10 days of the supply.
 5. If the bill is not sanctioned due to any defect in following the system by the supplier or fault of the worker of the organization, it must be settled immediately by the Purchase Officer.
 6. If the supplier does not turn up for correcting the defect, then written information must be sent to the supplier within seven days of the supply.

EMERGENCY POWERS TO SPEND

In modification to the previous notice no SKKB/2012/10515 dated 22.06.2012, the following powers shall rest with various authorities of the University to spend without prior sanction:

[A] Power to spend by various authorities of the University and getting reimbursement by approval of designated authority.

The following Heads, of institution and offices will have power to spend up to an amount shown hereunder under special circumstances to meet out the immediate requirement of their college/officer where prior approval of the appropriate authority is not possible:

Sl. No.	Designation	Amount (Rs.)	Bills to be referred to	Sanctioning Authority
1.	Pro Vice-Chancellor	20,000	Purchase Officer	Vice Chancellor
2.	Principal of Medical/Dental Colleges	10,000	Purchase Officer	Vice Chancellor
3.	Principal/Dean of all other colleges except Sl.-2	5,000	Purchase Officer	Vice Chancellor
4.	Controller of Examination	5,000	Purchase Officer	Vice Chancellor
5.	Finance Officer	5,000	Purchase Officer	Vice Chancellor

The amount up to the above limit may be spent by various authorities without any prior permission and they will get the amount reimbursed at a later date after getting sanctioned from the appropriate authority.

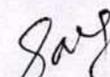
Note : There may be occasions wherein the authority may recommend or sanction bills which are not in accordance with the audit regulations. It shall be the duty of the finance department to check that there is no infirmity/discrepancy in the bills sanctioned by any authority.

The Finance Officer will have the authority to make objection in any bill and send that back to the officer for reconsideration who has recommended or sanctioned the bill, explaining the reason.


(Er) P.K.Garg
Registrar

Copy to:

1. Hon'ble President, SKKBCT
2. Hon'ble Vice-Chancellor
3. Pro Vice-Chancellor
4. Head of the Institutions: (Director/Principals/Deans/ HOD-Lib. Science/Phy.Edu.)
SMC/SDC/SNC/SPC/KSCP/SITE/POLYTECHNIC/SIL/SIMC/SIJMC/SIFF/M
ASINYS/SIHM/EDUCATION/SCIENCE/ARTS & SOCIAL SCIENCES
5. Finance Officer
6. Addl. Registrar-T/NT
7. Purchase Officer
8. Chief Security Officer
9. Manager-Store, Construction, Maintenance, Transport, Accommodation & Electricity.


(Er) P.K.Garg