**Purchase Procedure to be Followed by Intender:**

The administrative approval of Hon’ble Vice-Chancellor is mandatory for all the purchase except Petty items of daily use procured by the HoDs from their imprest grant. The indenter will request the Hon’ble Vice-Chancellor for administrative approval giving complete description of items and approximate cost in the prescribed Form No V PS&D *(the form is available on the website of the University)*. The intender will mention the appropriate grant from which purchase has to be made along with copy of proof of allocation of the grant to their Unit. If the grant allocation is not known to the intender, he will route the file for grant of administrative approval through Finance Officer. The Finance Officer will mention the appropriate grant through which purchase has to be made before sending the request to Hon’ble Vice-Chancellor. Once the of proof of allocation of the grant and unit cost/approximate total cost is approved on the Form PS&D V, the administrative/financial approval shall be deemed to be granted making eligible for uploading the same for GeM or initiating the purchase as per the relevant rules/eligibility for mode of procurement enumerated in the Purchase Procedure. The Finance Officer may send the file back to intender, if the appropriate grant is not available to intender or his Unit.

**The above procedure is duly approved by Honorable Vice Chancellor.**