



इलाहाबाद विश्वविद्यालय

प्रयागराज – 211 002, उ०प्र० (भारत)

UNIVERSITY OF ALLAHABAD

Prayagraj – 211 002, U. P. (INDIA)



वसुधैव कुटुम्बकम्

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No. 05/R/2721/2023

Date: 11th December, 2023

CIRCULAR

Subject: Guidelines on submission of indent form(s) for procurement of stationery items, Computers, Printers, Cartridges, ACs, Equipments, furniture & fixtures, chemicals, etc.

It has been observed that Dean(s), Principal of Colleges, Coordinator, Director, HoD(s), PI(s) and In-charge(s) of administrative offices submit their indent forms for procurement of various items in as per their immediate requirement and throughout the financial year. This practice increases number of files to be processed and put-up to the Hon'ble Vice Chancellor for approval. In addition, purchases processed on indents received during last quarter of the financial year i.e. the period from **January to March** may mature during next financial year. This in turn results in underutilization and surrender of funds received for respective financial year and creates committed liability for the next financial year.

The detailed guidelines on the submission of indent forms for procurement of all type of items during **(next) concerned financial year** to be followed by the indenter(s) are as given below:

- Indents for procurement of all type of stationery items for entire financial year should be submitted to Purchase cell on or before **30th April each year**.
- Indents for procurement of computers (approved model) / laptops & their peripherals (components), printer (approved model), cartridges, air conditioners and (or) accessories etc. should be submitted to Purchase cell on or before **10th July each year**.
- Indents for procurement of equipments, furniture & fixtures and chemicals & glass ware etc. should be submitted to Purchase cell on or before **16th August each year**.
- Indents for procurement of items other than (a), (b) & (c) should be submitted to Purchase cell on or before **30th October each year**.
- Physical verification, Installation (if applicable) and satisfactory report is mandatory to be submitted within **5 working days** after receiving the goods and file from the purchase office for the same. Failing to submit the report, the indenter shall be solely responsible for the delay in payment of the procured items. On the 6th day, the Indenter has to submit the reasons for delay in submitting of Physical verification, Installation (if applicable) and satisfactory report to Purchase Officer for further submission to Hon'ble Vice Chancellor.
- In case of non compliance of point (e) above, Purchase officer will submit the detail to the Hon'ble Vice Chancellor for information and orders.
- In order to curtail the committed liability, no administrative approval will be granted after 31st January of each year. However, in the Interest of University / Constituent Colleges Hon'ble Vice Chancellor may accord the administrative approval on submission of detailed justification by the indenter.

The above procedure is effective from 01/04/2023 and it should be observed by all the concerned heads of the University of Allahabad and all Constituent Colleges.

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Note:

- *Rush of expenditure, particularly in the closing months of the **financial year (i.e. February and March)**, shall be regarded as a breach of financial propriety and it should be avoided.*
- *Repetition of demands for goods in **piece meal (in small quantities)** should be avoided.*

This is hereby issued with due approval of Hon'ble Vice Chancellor.

NCL
11/14/2023
Registrar

Copy to the following for information and compliance:

1. All Deans (Faculty of Science/ Law/ Commerce/ Arts), UoA.
2. All Heads of Departments/ Directors/ Coordinators, UoA.
3. Director (IPS/IIDS), UoA.
4. Coordinator, (LL.B. Five Years Course), UoA.
5. Dean, College Development is request to implement the same in all the Constituent Colleges.
6. All Deans (Student Welfare/ Research & Development), UoA.
7. Finance Officer, University of Allahabad.
8. Controller of Examination, UoA.
9. University Engineer, UoA.
10. Proctor, UoA.
11. Purchase Officer, UoA.
12. In-Charge, Legal Cell, UoA.
13. In-Charge, ICT Cell, UoA.
14. Librarian, UoA.
15. In-Charge, Medical Cell, UoA.
16. Chairperson, Medical Cell, UoA.
17. Chairperson, CCASH, UoA.
18. In-Charge, Incubation Cell, UoA.
19. All Joint Registrar/ Deputy Registrar/ Assistant Registrar of the UoA.
20. Placement Officer/ Law Officer/ Information Scientist/ Estate Officer/ Security Officer/ Section Officer of the UoA.
21. Public Relation Officer, UoA.
22. All Faculty members of the University.
23. All Non Teaching Officials/ Staff of the University.
24. In-Charge, ICT with request to upload the same on University website.
25. SVC for kind information of the Hon'ble Vice Chancellor.

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Registrar