



# UNIVERSITY OF JAMMU

(NAAC Accredited "A+" Grade University)

## CIRCULAR

It has been observed that some Departments/Centres/offices of the University are not following the guidelines/regulations for seeking sanctions/approvals for different purchase/hiring of services. In this regard, in addition to earlier instructions issued from time to time, following instructions must be followed in letter and spirit while seeking approvals from the Finance Wing/Competent Authority, otherwise proposals will not be entertained by the Finance Wing:

1. Just after the end of every financial year, the Departments/Centres/Offices must propose different concerned committees i.e Local Fund Committee, Departmental Purchase Committee etc. **as per statutes** laid by the University and also **guidelines** for constitution of said committees **must be attached** with the proposals.
2. Prior approval must be sought for the proposals (of purchase/hiring of service/repair etc.) which are meant to be sanctioned by the Finance Wing, as competent bodies will not approve the already done purchases/services.
3. All the proposals must be sent duly recommended by the concerned committees, as per the statutes laid by the University.
4. Each and every proposal for purchase/hiring of services/repair etc. should strictly be processed through **GeM portal**. However, if not available on GeM portal, the **non-availability certificate (of GeM Portal) must** be attached with the proposal.
5. In case of non-availability on GeM portal, the proposal for Purchase/ Service/Repair should be processed strictly as per the GRF-2017 rules. If purchase is made on quotation basis, the quotations must bear **GST Number, Date and comparative statement** must be attached for such purchases.
6. For expenditure **exceeding 05 Lac for purchase through GeM**, and as per GFR-2017 rules for expenditure **exceeding 2.5 Lac, bidding system** must be followed for any purchase.
7. Every proposal bearing signatures of different committee members, HOD, on Form "C", Form "A" etc. **must bear the name of the officer below the signature.**
8. All the processes w.r.t the expenditure/sanction out of "**Local Fund**" are in the competency of the Head of the Department, as such, proposals where expenditure has to be debited to the said fund **need not be forwarded to the Finance Wing.**
9. In case of "Consolidated Local Fund" HOD has the competency **upto Rs. 5000/=**, and if the expenditure is more than Rs. 5000/=, proposal should be sent to the Finance Wing for **authorization only**. After which the **Department must issue sanction order** and maintain the record, at their own level.
10. Every proposal, wherein expenditure has be debited out of "Consolidated Local Fund", **must be attached with the proforma** (already circulated vide letter No. Fin./24-25/457-556 dated 11/04/2024 & available on [www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in) under "Finance Wing" link), with full detail of said fund. Also, the proposal must be routed through Departmental Purchase Committee and Local Fund Committee, as is the case, along with minutes and brief Justification.
11. In case of **Non-Plan grant**, the concerned HODs/Rectors/Directors etc. have the **competency upto Rs. 25,000/=**, thus only proposals exceeding the said amount are required to be sent to the Finance Wing. However, if non-plan grant is **yet to release or has exhausted**, no proposal w.r.t. Non-Plan should be sent to the Finance Wing.



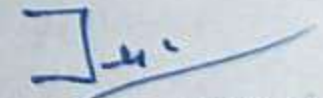
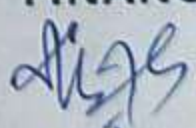
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12. Proposals for purchasing of **Furniture items** should be sent to the Finance Wing for **prior/principle approval** well before the proposal is made for full authorization. Also, for purchase of executive table/Chair for Deans/HODs/Officers, expenditure should not exceed Rs. 30,000 & Rs. 20,000 respectively. For Section Officer's table/chair & for computer table amount should not exceed Rs. 15,000/= (already intimated vide letter No. 4494-4501 dated 15/01/2022).
13. For any purchase totalling **above than Rs. 25,000/=**, the proposal must be routed through Central Purchase Committee, Departmental Purchase Committee and Local Fund Committee.
14. In case expenditure is to be debited out of **Self Financing Seat Fund**, the proposal must be routed through Departmental Affairs Committee and Departmental Purchase Committee.
15. For purchasing **Computer and its allied accessories**, the proposal must be routed through Computer Purchase Committee and other concerned committees.
16. **Never mention two (02) Heads/Budget Heads** in case expenditure is to be debited out of 01 head/Budget Head.
17. Wherever proposals have to be duly recommended by the different committee members, the Department/Centre/offsite campus must **ensure that all the members have signed** the proposal.
18. In case of TA/DA/hiring of Taxi/accommodation proposals, the concerned must ensure to clearly mention **Mode of travel/exact destination location/Distance** and also the bills/receipts presented must be duly verified by the concerned authority.
19. For Purchase of New ACs, repair of old ACs, any civil/electric repair, the proposals must be **routed through the Executive Engineer, University Works Department.**
20. Proposals related to internet networking, purchase/repair of CCTVs must be routed through the **networking committee & CCTV purchase committee.**
21. In case of lack of funds, if purchase is proposed through **Internal Resources/Infrastructure Fund/Common Pool Fund** etc., the proposal must be **routed through concerned Fund Committees.**
22. All the proposals sent to the Finance Section for approval/authorization of the Competent Authority must be **self explanatory and Complete in all respects**, as incomplete proposals shall not be entitled to be received by the Finance Section.  
For further enquiry **Dy. Registrar/Section Officer (Finance Section)** may be contacted.

No: Fin./24-25/1578-1677

Dated: 20/05/2024

  
FINANCE OFFICER  
  
16/5  
16/5/24

Copy to:

1. SS to VC for kind information of the Hon'ble Vice-Chancellor please.
2. Sr. PA to Registrar/DAA/DRS/Dean Planning/DCD/COE please.
3. All Rectors/Directors/HODs/Officers of the University please.
4. I/c Website, for uploading on University Website under the link "Finance Wing".
5. GuardFile.