

UNIVERSITY OF JAMMU
Circular

In order to speed up the process for issuance of sanction orders by the concerned branches of the University, the Competent Authority has desired to implement Standard Operating Procedure (S.O.P.) for effective purchases through GeM Portal under GFR-2017.

As such, the S.O.P. duly approved by the Competent Authority is hereby circulated for information and strict compliance by all the concerned with immediate effect.


Assistant Registrar (B&F)

No: Fin./2019-20/ 6324 - 6364

Dated: 09/12/2019

Copy to:-

1. Spl. Secy. to Vice-Chancellor
2. P. S. to Dean Academic Affairs
3. Sr. P. A. to Registrar/ Controller of Examinations/ Director, College Dev. Council
4. Dean Students Welfare/ Provost (Boy's/ Girl's Hostel) Dean Students Placement
5. All Heads of the Teaching Departments of the University
6. Sr. P.A. to Joint Registrar (Finance)
7. Content Manager, University Website for uploading the same in the University Website under the link 'Finance Wing'.
8. Assistant Registrar (Services)
9. Guard File

UNIVERSITY OF JAMMU

STANDARD OPERATING PROCEDURE (S.O.P.) FOR EFFECTIVE PURCHASES THROUGH GeM PORTAL

1. All the Departments/Principal Investigators are required to work out their requirement for procurement of Goods and Services at the beginning of each financial year and process such proposals immediately after the allocations are released.
2. All the concerned Departments/Principal Investigators should seek prior approval from the Competent Authority by following the codal formalities as laid down by the University for the purchase of goods and services after providing necessary justification for the purchase and on the basis of whether the said stock is available and in working condition or not.
3. The Departments/PI's should initiate the process of purchase through GeM as per the following:-
 - a/ For items of computer and accessories, the technical specification should be got approved from Computer Purchase Committee before uploading on GeM and generating e-proposal.
 - b/ The e-generated proposal duly recommended by DPC/CPC (Sciences)/Computer Purchase Committee should be submitted to the Finance Wing for further necessary action within 02 days.
 - c/ All NIT/Bid documents for scientific purchases must be vetted by Sr. Technical Officer, USIC before uploading the same for procurement under GRF-2017.
4. Budget/Finance Section shall process the proposals within a period of 03 working days after receiving the proposal complete in all respects. The Departments/PI's must ensure that all codal formalities are adhered to before sending the proposal to the concerned Section of the Finance Wing. The delay, if any, in granting sanction because of shortcomings of the proposal shall lie on concerned PI's/ Departments.
5. All the concerned Departments/PI's shall maintain liaison with Finance Wing to expedite the proposal and if the sanction for such proposal is not received within the period mentioned above, the necessary follow up be made with the office of the Budget/Finance Section.
6. In case of unforeseen emergent situation, the Departments/PI's may get the sanction from the Competent Authority within shortest possible time. However, it may be noted that the sanction will be confirmed in case the proposal is adequately justified and meets all codal formalities.

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26/11/19

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6/11/19
Assst. Registrar (B+P)