

UNIVERSITY OF JAMMU

(NAAC ACCREDITED A+ GRADE UNIVERSITY)

JAMMU (J&K)-180006

Circular

It is hereby for the information of all sections, departments, cells, and centers that the submission of any GeM proposal to the Centre Purchase Committee (CPC) must adhere to the following process:

1. Routing Through Finance Section:

All GeM proposals must first be routed through the **Finance Section for the verification of codal formalities and supporting documents.**

2. Submission Timelines:

To Finance Section: Proposals must be submitted to the **Finance Section every Friday lately by 4:00 PM.**

To Convener and Member Secretary: Verified proposals will be marked to the Convener and subsequently sent to the **Member Secretary by Monday lately by 12:00 Noon.**

3. Adherence to Deadlines:

Proposals received after the specified timelines will not be entertained in the CPC meeting.

Late submissions will automatically be considered for the next CPC meeting.

This procedure shall be adopted to ensure smooth processing and adequate preparation time for CPC meetings. All concerned are requested to comply with the timelines mentioned above.

NO: E2462/25/17671-720
dt 22/1/2025

Registrar

University of Jammu

Copy to:

1. Special Secy. to the Vice Chancellor for the information pleases.
2. Sr. PA to Registrar/ Controller of Examination/ Finance officer for the information pleases.
3. Joint Registrar (Finance/ RUSA/ Grants/ Internal Audit/ Academics/ Teaching & non-Teaching Wing/ Examination/ CDC).
4. All Heads/ Directors of the teaching Departments of the University.
5. All Rectors/Directors of the various Campuses/ Schools of the University of Jammu.
6. All Deans and Provost Hostels.
7. All Wardens of University Hostels.
8. Convener, Publication cell.
9. Convener, Campuses Beautification.
10. I/c Librarian, Dhanvantri Library.
11. Programme Coordinator, NSS.
12. All Deputy Registrars, Chief Accounts Officer and Assistant Registrars.
13. Chief Medical Officer.
14. All Sections.
15. Centre for IT, for the digital circulation
16. Guard File.