

**GOVERNMENT COLLEGE OF ENGINEERING, KARAD**  
**(AN AUTONOMOUS INSTITUTE OF GOVERNMENT OF MAHARASTRA)**

**DRAFT PURCHASE RULES & FINANCIAL POWERS 2014**

**Whereas** Govt. of Maharashtra has issued no objection certificate for acquiring Autonomous status to Govt. College of Engineering, Karad vide Govt. Resolution. No. WBP2010/(02/10)/TE-2, Dtd.16<sup>th</sup> December 2011 and it is likely to become autonomous from coming academic session 2014-15.

**AND**

**Whereas** the autonomy encompasses administrative, financial and academic activities.

**AND**

**Whereas** the Board of Management of institute came into existence vide Govt. Resolution No. WBP2010/(218/10)/TE-2, Dated 25<sup>th</sup> April 2011

**AND**

**Whereas** the Board of Management has been empowered to deal with financial matters , such as fees, different funds , revenues , financial audit, budget, expenditure, etc. vide Govt. Resolution No. WBP2004/(341/04)/(1)/TE-6, Dtd.31<sup>st</sup> March 2004.

**AND**

Whereas as per GR No. Meeting-2010/(170/10)/TE-2, Dated 23<sup>rd</sup> October 2012, BOM is empowered to deal with financial matters under para 10 and sub paras reading as (vi) to recommend emoluments of staff, (xix) to fix exam related financial matters, (xx) to institute travel fellowships, scholarships, studentship, medals, prizes, (xxii) measures to generate internal revenue, (xxv) to raise and borrow money on bonds, mortgages, promissory notes, securities etc., (xxvi) to maintain fund to which money, fees, grants, gifts and other receipts shall be credited, (xxvii) to maintain accounts and relevant records of financial year prescribed by regulations/ bye-laws, (xxviii) to manage, regulate and administer the revenue, finance, accounts, investments, etc. at institute level.

**AND**

**Whereas** the constitution of finance committee is made to support and advice Board of Management in all financial matters.

**Therefore** to observe transparency and regularity in all financial transactions definite rules and regulations with due decentralization of financial powers (wherever possible), the rules & regulations for “Purchase and finance” shall be as follows.

## DEFINITIONS

### **Director / Principal**

Director / Principal, Govt. College of Engineering, Karad

### **Competent Authority**

Director / Principal, Government College of Engineering, Karad

### **Department**

All academic and administrative departments and academic centers will be covered by the word 'department' for the purpose of these rules.

### **Office**

Establishment Section, Students Section, Accounts Section, Cash section, Bill section and General Section. will be covered by the word 'Office'

### **Deans**

Dean (R & D & Resource Mobilization)

Dean of Sponsored Research / Industrial Consultancy / Testing / MoU's and Resource Mobilization

Dean (Academics)

Dean (Student Affairs)

### **HOD**

Head of the concerned Department, Rector, Librarian, Workshop Superintendent

1. These rules cover following broad categories of store purchase .

1. **Procurement of Equipment / Furniture / Software**
2. **Procurement of Books, Journals**
3. **Purchase of Consumables and Spares**
4. **Maintenance / AMC of equipments**
5. **Write-off of books, equipments, furniture, etc.**
6. **Minor Works (Civil and Electrical)**
7. **Major Works (Civil and Electrical)**
8. **Services (Contractual, maintenance, etc.)**
9. **Miscellaneous**

(a) There will be a **Institute Purchase Committee (IPC)** for the Institute for the purpose of pre-audit of purchases pertaining to the Departments / Offices /Hostels/Library etc. concerned, except for those cases for which the HOD's/ Deans/ Administrative Officer/ Registrar Officers have been specifically delegated powers. The formation of IPC from amongst the faculty/staff of different departments/Office would be decided by the **Competent Authority** with due notification from time to time.

(b) The Competent Authority may also appoint **Special Purchase Committee(s) (SPC)** for specific need(s).

2. (a) Chairman of the IPC will be the Dean (R&D and Resource Mobilization).

- (b) From amongst the members of the IPC, the Competent Authority shall appoint the **Central Purchase Officer (CPO)** who shall act as **Member Secretary** of all these IPC/SPCs.
- (c) Chairman of Special Purchase Committees (SPC) will be nominated by the Competent Authority.
3. The IPC/SPC will be empowered to take decision in the cases of purchases within its purview and recommend other cases to the Competent Authority for approval. In case of any difference of opinion in the IPC/SPC, the matter shall be placed by the Secretary of IPC/SPC to the Competent Authority for orders, whose decision shall be final.
4. (a) Each IPC/SPC may meet normally about once a month from April to November, and twice a month from December to March. In the event of absence of the Chairman of the Committee, the senior-most Member of the Committee shall chair the meeting.
- (b) If the meeting of the IPC/SPC is not held within one month from the date of the receipt of the purchase file in **Central Purchase Office**, the CPO will put-up within one week all pending cases before the Competent Authority for approval. CPO will return the file to the department within seven days of the receipt, if there are any objections/observations.
5. (a) The responsibilities of purchasing common items which are common to more than one department shall be decided by competent authority.
- (b) For common items centralized purchases shall preferably be made in order to avoid variations in rates.
6. **Budget:** Requisite budget provision shall be made. Annual budget for institute shall be prepared according to its heads of account. The various Departments including Library, Examination, Gymkhana, Training & Placement office, Hostel etc. shall submit annual budget of their individual expenses to concerned committees. For consumable, equipment, furniture, books, software etc, the budget shall be submitted to Purchase Committee while for minor civil & electrical works it shall be submitted to Building Works Committee.

The concerned Committee shall submit consolidated annual budget to finance committee for next financial year upto 31<sup>st</sup> January every year.

The finance Committee shall prepare/compile annual budget for the next financial year on basis of information received from various department committee. The prepared budget shall be submitted to Board of Management through Finance Committee for approval.

The approved budget shall be circulated to all concerned departments.

It may be found that the budgetary provisions are inadequate owing to unforeseen reasons at the time of preparation of budget. In such cases proposal of supplementary demands shall be submitted for approval.

In normal case no expenditure shall be beyond budget, however, in exceptional and emergency cases, the competent authority is empowered to grant special permission for expenditure. Such items of expenditure shall, however, be placed in finance committee

followed by BOM for post facto approval with due justification for emergency.

7. There shall be following categories of firms for the purpose of inviting quotations for purchase of materials/services.

(a) **LOCAL REGISTERED FIRMS:** Local general suppliers, authorized agents/distributors of the manufacturers/services providers and firms undertaking job works can be registered with the Institute. Application on plain paper will have to be submitted for registration, which shall be forwarded by the Institute Purchase Committee on the recommendations of the Head of the Department, along with Rs. 500/- (Rs. Five hundred) as Registration Fee (non-refundable) to be credited with the institute's Accounts Office. For such registration it will be necessary for the firm to be registered with Sales Tax Office, to have a bank account and to maintain a registered office, shop, show room etc, in the market, industrial area or another suitable place. The IPC will update the list every quarter and circulate amongst all departments and offices.

The registration will initially be for two years, which may be renewed on the request of the firm and payment of renewal fee of Rs. 500/- (Rs. Five hundred), for next two years.

(b) **OUTSIDE FIRMS:** Either manufacturers or authorized dealers / agents / stockiest / suppliers / service providers or firms undertaking job works can also be registered as per 6(a) above.

(c) **Black listing** of a firm can be done on the recommendations of the Chairman of a IPC/SPC and approval of Competent Authority. The CPO would process all such cases reported by the departments/offices.

8. (i) General items which are required invariably in many departments shall be purchased centrally; such items may include stationary, electrical spares, computer spares, sweeping material, etc.
- (ii) Quotations will be called by Deans / HOD / Administrative Officer/ Registrar from the above categories of firms or not registered firms for all items (Consumable, Dead Stock etc) costing less than Rs. 2,00,000/- (Rs. Two lacs) and only those quotations which are received in time will be considered.
- (iii) A copy of all enquiry letters will be displayed on the Notice Board of the concerned department and also on institute website quotations received from firms on the basis of this notice.
- (iv) Quotations, if received later than due date of tender will not be considered and treated invalid.
- (v) There shall be a minimum of three valid quotations for any purchase (processed either through enquiry letter or tender enquiry). In case of proprietary item or in cases of less than three quotations, purchases through these quotations will be treated as special cases and will require specific justification, to be placed before the IPC/SPC for approval.
- (vi) Every quotation should accompany a certification from supplier that "no close relatives of owners/directors of supplying firms are working on any post of the institutes". In

case any such relatives are occupying certain positions in the institutes, it should be declared accordingly.

**9. Tenders** will invariably be invited by HOD/All Deans/Administrative Officer/ Registrar on behalf of the Board of Management through publication of tender notice in at least one National Daily e.g. Times of India, Indian Express, etc., one in Local Daily e.g. Sakal, Lokmat etc. and on the Institute Website in the following cases where:

- (a) The cost of a single item of equipment is more than Rs. 2,00,000/- (Rs. Two lacs).
- (b) In case of purchase of equipments costing above Rs. 1,00,000/- (Rs. One lac), a **performance bank guarantee** for an amount equal to 5% (five percent) of the cost price for the duration of warranty period will be taken from the supplier/Indian Agent within one week of the acceptance of the purchase order by the firm. This deposit is liable to forfeit to Government College of Engineering, Karad, in the event of non-fulfillment of the terms and conditions on which the Purchase order is issued. Performance guarantee shall be submitted by the supplier in a specified format mentioning bank, amount and duration.

#### **10. PROCEDURE FOR INVITING QUOTATIONS / TENDERS:**

- (a) In case of quotations, a minimum of 10 days notice shall be given to the firms.
- (b) In case of tenders at least 20 days notice shall be given. Tender Notice shall also be published in the News Papers in accordance with rule 8.
- (c) The time, place and date on which the tenders/quotations will be opened shall be specified in the enquiry letters/tender notices to be sent to the firms with clear instructions that they may be present at the time of opening of tenders/quotations, if they so desire.
- (d) The rates shall preferably be quoted both in words, and figures. All cuttings, overwriting shall be duly initialed failing which the quotation/tender is liable to be rejected.
- (e) While inviting quotations/tenders, specifications shall be given in as much details as possible. Approximate quantities may also be mentioned and the quotation /tenders shall be asked to give samples/demonstration/pre-order inspection along with the quotations/tenders, wherever possible/necessary. They shall also be asked to enclose descriptive literature, if available, along with list of clients.
- (f) To maintain uniformity, it is suggested that existing format of enquiry letters and presently followed procedure be continued.
- (g) All enquiries shall be sent under certificate of posting, speed post, registered post, personal local delivery on official peon book and approved courier services, as deemed suitable.
- (h) There shall be penalty for delivery after due date and shall be celerity mentioned in the purchase order. Such penalty shall be decided by IPC from time to time.
- (i) Every call for quotation/ tender should include a clause, "The competent authority can reject partial/full purchase procedure at any point of time without assigning any reason".

11. (a) All quotations/tenders received shall be kept together locked in a separate quotation/ tender box or shelf in the custody of the Administrative Officer/ Registrar of the Institute/All Deans/HOD or the Officer nominated by them till the time of opening.
- (b) All quotations/tenders shall be received duly sealed, addressed to the Administrative Officer/ Registrar of the Institute / All Deans / HOD concerned, clearly marked on the left hand corner of the envelope "Quotation / Tender / Reference No. \_\_\_\_ date \_\_\_\_, along with due date \_\_\_\_\_."
- (c) In case any quotation/tender is opened by mistake before the due date, it shall be immediately sealed by the HOD/All Deans/Administrative Officer and a note shall be made on the cover that "the quotation was opened due to lack of marking on the cover" or any other reason (to be recorded). The date of opening shall be recorded and postal cover shall be retained for record. This may be more of exception than regular defaulting.
- (d) ST/CST No. shall be given on the quotation of each firm, otherwise quotation will be treated invalid.
- (e) In exceptional case rule 10 (d) may be exempted by competent authority after receiving proper justification to that effect.
- (f) Quotations/tenders will be opened on the prescribed date and time in presence of the firms' representatives, who may choose to attend, jointly by HOD/All Deans/Administrative Officer/ Registrar or their nominee and Chairman IPC. In case of purchase out of research /consultancy projects the quotations will be opened by HOD or his nominee or Chairman IPC, and PI. Erasures and overwriting etc. observed at the time of opening of quotations/tenders shall be duly initialed by the Officers opening the quotations / tenders; otherwise the tenders/quotations may be treated as invalid.

## 12. PROCEDURE FOR PROCESSING THE QUOTATION / TENDERS

- (a) The concerned departments will submit their purchase proposals for items (such as Stationary, Dead stock items including equipment, furniture, Electrical materials, etc) costing more than Rs. 10,000/- (Rs. ten thousand) for consideration of the IPC/SPC through Central Purchase Officer. The proposal shall contain the duly completed prescribed proforma e.g. Comparative Statement, recommendations of departmental purchase committee and Proposal for Purchase Approval (PPA), and the purchase file. The provision of funds shall be mentioned on each proposal (foreign currency conversions if applicable will be included). In case of tenders, newspaper cutting of the tender notice shall be attached.
- (b) **Comparative Statement:** Comparative statement for every quotation/tender shall be made by the respective department mentioning validity of technical specifications and other terms and conditions. Negotiations with the supplier regarding rates and ensuring rates are as per current market rate are preferable. Such comparative statement has to be approved by competent authority.
- (c) Approval of IPC/SPC/Competent Authority wherever required would be communicated by the CPO to the Administrative Officer/ Registrar of the Institute/ All Deans/HOD.
- (d) All orders for amounts exceeding Rs.2,00,000/- (Rs. Two lacs) will be sent through CPO to Dean (R&D) for pre-audit. The proforma for orders above Rs.2,00,000/- (Rs. Two lacs)

shall clearly mention that order will be valid only when it is signed by the Competent Authority.

- (e) Other things being equal and subject to the rates being reasonable, the lowest quotations/tenders will be accepted. However, for the acceptance of a quotation/tender other than the lowest, full justification shall be recorded by HOD/All Deans/Administrative Officer/ Registrar to be placed before the IPC/SPC/Competent Authority for approval.
- (f) A copy of each purchase order exceeding Rs.2,00,000/- (Rs. Two lacs) will be endorsed to the Dean (R&D) at the time of issuing the Purchase Order, and another copy to Account Office as mentioned under rule 13 (i).
- (g) Orders for imported articles will be placed after satisfying the Government policies/formalities prevailing at that time.
- (h) For order values exceeding Rs. 2,00,000/- (Rs. Two lacs), Acceptance of Tender (AT) in the given format to be followed (copy enclosed). Also Performance Bank Guarantee and Agreement be obtained from the supplier.
- (i) **Repeat order may be placed subject to the following conditions:**
  - (a) Within a period of 180 days of placing the original order or 90 days of receiving supplies against the original order, whichever is later. However such repeat orders shall not be placed without permission of competent authority.
  - (b) With no change in rates as well as terms and conditions of supply.
  - (c) On the basis of inviting quotations and not under rule 12 (j).
  - (d) Repeat order on the basis of rate contract approved by Central Government or from a Government or Public Sector Undertaking/Organization, or on rate Contract approved by the Institute, or on the basis of order placed by an Institute of higher repute (for instance IIT's/NIT's/Centrally approved R&D laboratories etc.) can be placed.
    - (i) Each department will place not more than one repeat order, however if the repeat order amount exceeds Rs. 200,000/- (Rs. Two lacs) due approval from Finance Committee/Chairman BOM, by IPC is mandatory.
  - (e) No repeat order will be placed if 'trade-in' is involved in the purchase.
- (j) The Institute may finalise a rate contract of PCs/Computer peripherals or any other item with various manufacturers, so as to offer a wider choice. Different rates may also be approved for any item depending on the specifications and quality of item offered by different manufacturers. Tenders / Quotations for the purpose shall be called from manufacturers only.

### **13. DELEGATION OF FINANCIAL POWERS**

There shall be following delegation of Powers:

- (i) **Purchase of items proposed in approved budget** including consumables, services, labour charges and job works (fabrication, repairs, printing, civil and electrical works etc.) up to Rs.3,000/- (Rs. Three Thousand), for each purchase printing, through bill or against cash may be made without calling quotations and without placing formal purchase orders by the Principal Investigator for purchases related to consultancy and research project, and by Head of the Department from funds under his/her operation. Further, any teacher/officer may also make such purchases with the approval of Head of the Department or the Principal Investigator as applicable. Further Administrative Officer/ Registrar of the Institute and all Deans are also empowered to make such purchases.
- (ii) In special circumstances, purchase including consumables, services, labour charges and job works (fabrication, repairs, printing, civil and electrical works etc.) through cash or credit at site may also be made above Rs.3,000/- (Rs. Three Thousand). Unless such a purchase is made on the basis of approved rate contract, or from Govt./Public sector undertaking. Otherwise, at least three written quotations be obtained by a Committee to be constituted as given below at (a) and (b):
- (a) For purchases below Rs. 10,000/- (Rs. Ten thousand) Comparative Statement will be approved and purchase order will be placed by the HOD / All Deans /Administrative Officer/ Registrar with approval from competent authority.
- (b) Committee of at least two faculty members at the Office/department level to be constituted by Administrative Officer/ Registrar of the Institute/All Deans/HOD/PI respectively, for purchases above Rs. 10,000/-. (Rs. Ten Thousand).
- (iii) The annual maintenance contract and repair contract, in respect of various equipments in the department, may be entered by the Administrative Officer/ Registrar of the Institute/All Deans/HOD for a maximum of 10% of the equipment cost as per the approved budget of the departments. For the annual maintenance contract and repair contract for more than 10% of the equipment cost approval from competent authority shall be necessary.
- (iv) The financial powers for a particular purchase order (Equipment, Furniture & other dead stock items) to a specific firm **will** be as follows:
- (a) Dean/ HOD/ Register up to Rs.10,000/- (Rs. Ten thousand) (provided that at least three offers are received from the firms satisfying rule 7, and order placed on lowest rate basis) with approval from competent authority.
- (b) For purchases beyond Rs. 10,000/- (Rs. Ten thousand) and up to Rs. 2,00,000/- (Rs. Two lacs), with at least three quotations or on the basis of rate contract approved by Central Government or from a Government or Public Sector Undertaking/Organization, or on rate Contract approved by the Institute by following procedures and norms. HOD/All Deans/Administrative Officer/ Registrar will initiate the case and then sent to the IPC/SPC for approval. Purchase Order (copy enclosed) will be signed by the **competent authority**. Also Performance Bank Guarantee and Agreement be obtained from the supplier for orders exceeding Rs. One lac in value.
- (c) Competent Authority: For all cases not covered above but duly recommended by IPC/SPC.

- (v) For purchases exceeding Rs. 2,00,000/- (Rs. Two lacs) either through tenders or on the basis of rate contract approved by Central Government or from a Government or Public Sector Undertaking/Organization, or on rate Contract approved by the Institute, or on the basis of order placed by an Institute of higher repute (for instance IIT's/NIT's/Centrally approved R&D laboratories etc.); such orders may be processed by HOD/All Deans/Administrative Officer/ Registrar to be placed and presented before the IPC/SPC for obtaining sanction from **Finance Committee** (for purchases upto Rs. 5,00,000/- {Rs. Five lacs}) and **Chairman of BOM** (for purchases exceeding Rs. 5,00,000/- {Rs. Five lacs}).

However, in the interest of the institute, considering the market competitiveness, prior to obtaining sanction from Competent Authority / Finance Committee, as the case may be, negotiations by IPC/SPC shall be initiated to get better offer on the quoted rates/rate contract values.

Acceptance of Tender / Purchase Order will be signed by the Competent Authority.

- (vi) In case of purchase of sophisticated equipment or any other special purchase, the Department, if so desires, may constitute a sub-committee of at least three members with the approval of Chairperson of concerned IPC/SPC. Such sub-committee may also negotiate with L-1 (lowest firm) regarding rates, discount etc. in the best interest of the Institute
- (vii) A system of codification of items and assets shall be followed so as to generate central asset register.
- (viii) The financial powers for purchase of items/expenditure under Minor/ Major works (civil & Electrical), with or without quotation, proposed in approved budget with **prior permission of Competent Authority** will be as follows.

Name of Minor/ Major work		Financial Authority	Remark
Civil Work	Electrical Work		
Up to Rs.20000/-	Up to Rs.10000/-	Member Secretary, Building work Committee	Approval from complement authority
Up to Rs.200000/-	Up to Rs.50000/-	Finance Committee	Proposal shall be submitted through Building and Works Committee
Above Rs.200000/-	Above Rs.50000/-	BOM	

(ix) **Printing of document**

- a) For printing blank answer book, brochure, book late of various curricula, lab manuals etc, following producer shall be followed.

Name of Particulars	Limit	Financial Authority
Printing of document	Up to Rs.10000/-	HOD/Dean/Administrative Officer/ Registrar
	Up to Rs.200000/-	Competent Authority
	Up to Rs.500000/-	Finance committee

	Above Rs.500000/-	BOM
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- b) The Principal shall have absolute power to decide the procedure for getting confidential document printed.
- (x) The financial powers for write-off equipments & books **with prior permission of Competent Authority** will be as follows. All existing rules for write off equipments & books will be applicable.

Name of Particulars	Write off Limit	Financial Authority
Equipments (Depreciated cost)	Rs.50000/-	HOD/Dean/Administrative Officer/ Registrar
	Rs.200000/-	Finance Committee
	AboveRs.200000/-	BOM
Scrap Materials (scrap from workshop, tested material waste etc.)	Rs.5000/-	HOD/Dean/Administrative Officer/ Registrar
	Rs.50000/-	Finance Committee
	Above Rs.50000/-	BOM
Books	Rs.50000/-	Professor Incharge Library
	Rs.200000/-	Finance Committee
	Above Rs.200000/-	BOM

#### 14. PAYMENT PROCEDURE

##### (i) Payment after receipt of supply in good condition:

The payment shall be released only after submission of Performance Certificate by the concerned Head of the Department, who will also confirm that security deposit and agreement bond has been submitted by the supplier to the Director/ Principal, Government College of Engineering, Karad.

For payment of bills against purchase orders, the original bills duly verified and necessary stock entered, grant code to which the expenditure is to be debited filled up and duly signed by the Administrative Officer/ Registrar of the Institute/All Deans/HOD shall be sent to accounts office along with a copy of the purchase order as given in rule 11 (e) within one week after the purchase is completed and supply duly checked/installed. In case, there is no objection to a particular bill, the Accounts office must make the payment to the supplier within one week after the receipt of the bill. The payments will be made by draft/cheque.

HOD/Dean/Administrative Officer/ Registrar shall also attach a certificate mentioning that no repeat order is placed for this item.

##### (ii) Non-Recurring/Recurring Items:

- a. In case of Non-Recurring Items: After receiving material in good condition, satisfactory checking/installation/training 85% payment will be released within one week from the date of working- trials/demonstration and balance 15% within next two weeks from the date of working- trials/demonstration.

- b. In case of Recurring Items: After receiving material in good condition, 100% payment will be released in two weeks from the date of receipt of material.
- (iii) Any additional payment on account of revision of Govt. taxes/duties may be approved by HOD/All Deans/Administrative Officer/ Registrar provided it is as per terms of purchase order.

(iv) Payment of demurrages will be decided by IPC on case to case basis.

(v) All vouchers being submitted for payment will be verified by HOD/All Deans/Administrative Officer/ Registrar /PI/Faculty member. The summary of the account along with bill will be forwarded to the Accounts Office by the Administrative Officer/ Registrar of the Institute/All Deans/HOD.

(vi) **Payment to Foreign Supplier:**

(a) All letters of credit will be opened in the name of the Director/ Principal, Government College of Engineering, Karad placing the purchase orders, for which the concerned department will send their request to the accounts office.

(b) Payment can also be made by cheque/draft/e-banking etc.

(vii) **Payments of Govt./Public Sector Undertaking /Organizations.**

The terms of payment to the Govt. /Public Sector Undertakings/Organizations will be as per the terms and conditions given by them in their quotation/proforma invoice/rate list/rate contract. 100% advance can be made to such organizations along with the order if it is in the terms and conditions of the said organization.

(viii) **Passing of Bills.**

All bills will be passed by the Competent Authority. Due Endorsement to that effect be made on Bills by above-mentioned respective authorities. Performance certificate in respect of equipment/furniture/machinery/all dead stock items shall be forwarded along with the bills.

(ix) Whenever advance payment is to be made for any purchase / subscription / contracts competent authority shall decide the rule on case to case basis.

**15.** Any relaxation in the purchase regulations shall be made with the prior approval of the Competent Authority.

**16.** The "**trade-in**" for purchase through quotation/tender or through Rate Contract for supply of equipment, furniture and systems, including PC's, Refrigerators and Xerox Machines etc. is admissible. While inviting quotations / tenders or proposal for Rate Contract, supplier / vendor will be asked to quote rates and other terms for 'trade-in' of existing equipments / systems. However, the 'trade-in' equipment/systems shall first be written-off through stipulated procedure and following conditions shall apply:

(i) In case of computers, system shall be at least six years old.

(ii) In case of Photo-copier machines, a machine shall be at least seven years old or 5 lac copies shall have been generated on the old machine.

(iii) In case of Refrigerators, they shall be at least 7 years old.

(iv) The trade in price of any item/ equipment must be more 10 % value of original cost of that item/ equipment.

**Note:** -Trade-in shall be initiated on the recommendations of a Departmental Technical Committee constituted by HOD for this purpose.

**17. Central Assets Registers** for items under the Major Assets and Minor Assets Categories will be separately maintained in Central Purchase Office for the purpose of Stock Verification. Finance Committee will identify value of Assets of Major & Minor items for preparation of balance sheet for a financial year required for audit purpose on the basis of cost of equipment, life of equipment & depreciation cost of equipment.

**A B S T R A C T**  
**Financial Powers Conferred Under the Rules Contained in Purchase &  
Finance Rules**

Sr. No.	Description of financial power	Financial Limit	Authority	Terms & Conditions
1.	Purchase of material & stationary / Purchase of Dead stock items	Beyond Rs.5,00,000/-	Chairman BOM	i) Expenditure to meet from sanctioned grants. ii) The terms and conditions under the rule shall be abided by. iii) Entries of the purchased material and stationery and their use shall be properly controlled. iv) Precaution shall be taken to avoid unnecessary purchases. v) Approval of the <b>Concerned Authority</b> shall be necessary.
		Rs. 2 to 5 lacs	Finance Committee	
		Upto Rs.2 lacs	Competent Authority	
		Upto Rs.10,000/-	All Deans / HOD / Administrative Officer or Registrar of the Institute as applicable	
2	Printing of Material	Above Rs.10,000/-	Competent Authority	i) Expenditure to meet from sanctioned grants. ii) The terms and conditions under the rule shall be abided by. iii) Entries of the purchased material and stationery and their use shall be properly controlled. iv) Precaution shall be taken to avoid unnecessary purchases. v) Approval of the <b>Concerned Authority</b> shall be necessary.
		Upto Rs.10,000/-	All Deans / HOD	
3	Printing of Confidential Material	No limit	Competent Authority	As approved by Competent Authority
4	Maintenance, Repairs and upgrade of computers	Upto 10% of the cost of equipment	Competent Authority	i) Expenditure to meet from sanctioned grants. ii) Prescribed rules under procedure for purchases and related general orders shall be followed. iii) Concerned officer shall incur expenditure with due thriftiness.