



**DEPARTMENT OF FINANCE OFFICER**  
**VIDYASAGAR UNIVERSITY**  
**MIDNAPORE-721102**

Ref. No- VU/FO/ Noti./ 63 /22

Dated- 23.05.2022

**NOTIFICATION**

It is hereby notified that to bring in a more congenial research environment within the University, following purchase procedure related to the departmental and individual projects have been adopted for streamlining the existing purchase procedure.-

1. Purchase procedure for funded research projects (other than those by state govt) be delinked from the prevailing purchase procedure of the University.
2. Purchase Committees be constituted department/research project/scheme-wise, not centrally as existing for the funded research projects.

Constitution of Purchase Committees be suggested as follows:

**(a) Departmental Project (for Departments / Centres)**

1. Dean or his Representative	Chairman
2. HOD (in case HOD is not the Director/Co-ordinator) or Faculty Member 1 (nominated by DC)	Member
3. Faculty Member 2 (nominated by DC)	Member
4. Finance Officer or his Nominee	Member
5. Director/Co-ordinator	Member and Convener

**(b) Individual Research Project/Scheme**

1. Dean or his Representative	Chairman
2. HOD	Member
3. Finance Officer or his Nominee	Member
4. Co-PI (if any)	Member
5. PI	Member and Convener

3. Purchases above Rs. 5 lakh to be decided in the Central Purchase Committee.
4. The Tender for inviting quotations be initiated by the PI/Co-ordinator as the Convener. The quotations for such will be collected by the PI/Co-ordinator as the Convener for which a designated sealed box will be kept in a secured place within the department/centre, preferably in the chamber of the Convener. After the



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deadline, the envelopes be opened by the Convener in presence of HOD or any other member (in case HOD is the Convener) and both of them will sign on the quotations.

5. The comparative statement be prepared by the PI/Co-ordinator as the Convener after which the Purchase Committee meeting be convened by the Convener.
6. The Purchase Committee resolution along with comparative statement and all other supporting documents be forwarded to The Finance Officer for issuing the Purchase Order.
7. Financial concurrence for funding be removed as being redundant. The PI /Coordinator be requested to know the availability of funds from the Finance Section before convening the meeting of the Purchase Committee
8. The existing requirement of signatures of HOD and Dean on the bills / invoices for payment be reconsidered and preferably be removed.
9. During payment of bills on items (except consumables), the bills be sent to the Finance Department after Central Stock Entry with the Computer Centre.

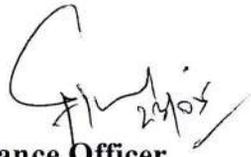
This order is issued with the approval of the Hon'ble Vice-Chancellor.

Sd/-

**Finance Officer**

**Copy to:**

- 1) All Academic & Administrative Heads to circulate among all employees.
- 2) The Dean(Actg.), Faculty of Arts and Commerce,
- 3) The Dean(Actg.), Faculty of Science,
- 4) The Chairman, Purchase Committee,
- 5) The Registrar,
- 6) The Senior Information Scientist for wide circulation on the University website,
- 7) Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
- 8) Guard File

  
**Finance Officer**  
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VIDYASAGAR UNIVERSITY  
Midnapore