



Shobhit

Institute of Engineering & Technology
Deemed to-be-University

EDUCATION EMPOWERS

Ref: SU/RO/ADM/28/2021

Dated: 12th July, 2021


Inter Office Note

To,

1. **Mr. Pramod Kumar**
Purchase Officer
Shobhit Institute of Engineering & Technology
(Deemed to-be University), Meerut
2. **Mr. R.K. Nautiyal**
Store In-Charge
Shobhit Institute of Engineering & Technology
(Deemed to-be University), Meerut

Sub: "Standard Operating Procedure" for purchase of stores, books, Stationery and other Items

1. Further to this Office ION bearing No. SU/RO/ADM/28/2015 dated 26th April, 2017 with a photo copy of Hon'ble Chancellor's Office Note dated 22nd April, 2017.
2. Purchase Procedure as well as the procedure for local purchase of stores and their accounting is reproduced below for your necessary compliance :-
 - (n) "Purchase Officer shall make the purchase only after seeking prior administrative sanction and after purchase, he shall handover the items and bills to the store in-charge who will be responsible to enter the items in Stock Register (as per Index) and will issue the items to the concerned Department/Section on requisition duly approved by the Registrar. If any item is purchased without prior approval, the bill will not be sanctioned for payment. However, if any item is purchased in emergency, its sanction will be sought immediately after purchase stating the reasons of emergency".
 - (o) The School/Dept.(s) concerned will put up the requisition to Purchase Officer with maximum possible details of specifications, brand, make and size etc for purchase. The Purchase Officer will obtain prior approval of Competent Financial Authority through proper channel on requisition/Inter Office Note and stores would be purchased only after prior approval of the CFA(s).
 - (p) Purchase Officer will ensure correctness of demand and will ensure that the items are not being held in stock unreasonably and no item already purchased is lying un-utilized.
 - (q) After the approval of rate by competent authority, the documents viz Requisition slip, quotation of different dealers and comparative statement (if applicable) will be prepared by Purchase Officer before issue of Purchase/Supply order. While procuring the items, the Head of the School/Dept.(s) who have demanded the stores will ensure that only genuine and original items of standard make are procured. The Purchase Officer will also obtain pre-receipted bill from the dealer concerned and the following certificate will be endorsed on the reverse of bill by the demanding authority :-
"Certified that the item/items has/have been received as per specification, genuine, original of standard make".


Registrar
Shobhit Institute of Engg. & Tech
(Deemed to-Be University)
38, Modipuram, Meerut-250110



...2/-

- (r) All the documents viz call for quotation letter, comparative statement, supply/purchase order and CRV will be prepared by the Purchase Officer.
- (s) The stores will be handed over to Purchase Officer who will check and verify the stores and tally with the bills and he will also endorse a certificate that **the stores have been received correctly as per specification and quantity mentioned in the bill.**
- (t) The bills with quotations, RVs and other connected documents will be forwarded by the Purchase Officer to Finance Officer for payment before the last day of the month.
- (u) **Maintenance of Registers :-** The Purchase Officer will maintain a register of items purchased as per the following format :-
- (iii) Items purchased to create Infrastructure/Capital nature :-

Ser No	Nomenclature of Item	A/U	Qty	Rate	Total Cost	Initial of Officer
1	2	3	4	5	6	7

- (iv) Items purchased of expendable nature :-

Ser No	Nomenclature of Item	A/U	Qty	Rate	Total Cost	Initial of Officer
1	2	3	4	5	6	7

Note-

- No items will be purchased without prior sanction of the Competent Authority.
- The item purchased will be indexed properly in the **Stock Register** and page number will be marked in red ink on the bill against each item accordingly.
- In case of any item purchased for creating Infrastructure/Capital, a proper "Issue Voucher" will be initiated to the concerned School/Department and a copy of the same will be kept in record duly receipted by the Dean/Director/HoD(s) concerned.
- The distribution of the item will be marked on the "Reverse" of the page.



Gp Capt M.N. Bahuguna (Retd.)
Registrar

For kind information to :-

1. PS to Hon'ble Chancellor - for info of the Hon'ble Chancellor, please.
2. PS to Hon'ble VC - for info of the Hon'ble Vice-Chancellor, please.
3. Finance Officer

Copy to :-

All Dean/Director/HoD(s) of the School/Department Concerned
Controller of Examination
Library

- for info and necessary action please.

Registrar
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