



No. JNU/Regr/2018-19/

July 28, 2018

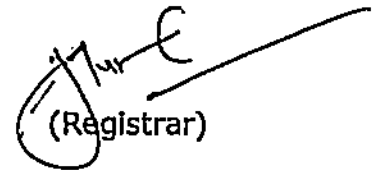
**ORDER**

The following Purchase Committee is constituted to make the purchase of various equipments/items for various Departments of the University:

1. Mr. Dharamraj Sharma ( Nominee of Chief Finance & Accounts Officer)
2. Mr. Rakesh Israni (( Nominee of Registrar)
3. Concerned Head of Department

(a)The term of the Committee is for two years

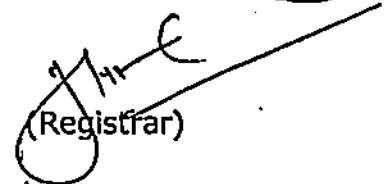
(b)The Committee will follow the procedure laid down by the University

  
(Registrar)

Copy to:

1. PS to the Chairperson
2. PS to the President
3. Registrar
4. Person concerned
5. Record File



  
(Registrar)

Certified True Copy  
Registrar  
Jagan Nath University, Jaipur



## JAGAN NATH UNIVERSITY, JAIPUR PURCHASE PROCEDURE

Following guidelines are issued for observance while procuring the required items such as machinery, equipment, furniture, chemicals, stationery, services (such as repairs and maintenance) etc., required by the Departments (academic) of the University and by the office Administration (other than academic).

### 1. Constituting Purchase Committee:

A centralized Purchase Committee will be constituted every year by the President for purchase of Items /services required in the University.

The Purchase Committee will include the following members:

- |   |          |
|---|----------|
| • Chief Finance & Accounts Officer or his nominee | Convener |
| • Registrar or his nominee                        | Member   |
| • Head of concerned Department                    | Member   |

### 2. Process of Purchasing:

- 2.1. Demands from the various departments-academic and non-academic will be invited by purchase department
- 2.2. The demands after receiving from the departments will be sent to the various vendors
- 2.3. Minimum three quotations will be invited
- 2.4. The quotations will be opened in presence of atleast two members of Purchase Committee
- 2.5. After analysis of all the quotations final decision will be taken by the purchase Committee
- 2.6. The purchase order will be given
- 2.7. The Items while receiving in the University will be entered in the register of the gate with seal of gate keeper on Challan.
- 2.8. After receiving the item(s) stock entry will be made in stock register.
- 2.9. After checking the Stock Entry the Convener of the Purchase Committee will forward the Invoice to the Accounts Department.



Registrar

Jagan Nath University, Jaipur