



Delegation of Financial Powers:

Procedure for procurement of equipment & other purchases.

Following is the process for procurement.

1. Individual Teacher / Laboratory In charge forward their requirement for procurement to the Principal.
2. Principal with assistance from various coordinators finalize the item descriptions & quantity to be procured.
3. On compilation of items to be procured the quotations are invited from various agencies.
4. On receipt of quotations a comparative statement is prepared adhering to quality norms.
5. Principal does the exercise of negotiation.
6. Order is place to the most competitive bidder while adhering to quality & Standards.
7. On receipt of material, it is distributed to the coordinators/Lab In-charge.
8. Coordinators/Lab In-charge completes the installation & commissioning of equipment & certifies for the release of payment. Thereafter payment is released to party.

Delegation of Financial Powers are as follows.

To adhere to cashless transactions the following delegation of financial power

1. Individual teacher can carry out purchases up to Rs. 200/- which does not require any further approval.
2. Laboratory In charges can carry out the purchases up to Rs. 500/-
3. Activity coordinators can carry out the purchases up to Rs. 1000/-

All above limit do not require post approval. However, it is a practice to make least possible cash transactions.