

No. 2641/Estt.IDate: - 09/06/2021**NOTICE**

In pursuance to office order no.6599/Estt-I dtd.01.10.2019, it is noticed that while doing procurement of various materials proper procedure is not being followed which will create future audit objection and fixing of responsibility. In this regard, a detailed step by step procedure is outlined in the following table for easy disposal of procurement process.

Steps to be followed	Description
Step-I	Material requisition to be received from concerned Section/Unit through unit head which is to be placed in the file.
Step-II	a) Report of Technical Committee as and when required under statute / Rules/ Circulars issued from time to time. b) Based on the requisition, the purchase section (store/e-Gov/Dept/unit/section etc.) will check the cost in the GeM portal/ local market and accordingly file will be put up for administrative approval.
Step-III	The estimated cost has to be booked from the corresponding budget head and placed before the competent authority by Comptroller of Finance for sanction.
Step-IV	Once sanctioned, the concerned section has to put up file releasing of Sanction order.
Step-V	Order is to be placed in the GeM by following the GeM guideline. The detailed GeM guideline is given in the University website www.suniv.ac.in under quick link.
Step-VI	Once material received, the section has to do the necessary stock entry and generate CRAC. The system will automatically show the Invoice.
Step-VII	The concerned section has to put up the file along with bill by stating at the reverse side of the Invoice i.e. generated from GeM certifying that "the materials were received in good condition and entered in stock register page No__ & Sl.No.__". It is the duty of buyer to check the portal if any LD is penalized by GeM for late delivery if yes, the buyer has to mention the LD amount to be deducted from the Gross amount while processing the file for payment.
Step-VIII	The account section has to check all the documents along with Invoice, stock register, LD, Statutory deduction i.e. IT & Tax on GST before pass &

	payment of the bill. The payment has to be completed within 10 days otherwise penalty will be imposed by GeM.
Step-IX	Once payment made by Account section, it is the duty of Buyer to process the bill on GeM by deducting the necessary deduction made by account section i.e. LD, IT, TDS on GST etc. if any.
Step-X	The DDO/PAO has to approve the payment processed by the Buyer and updates the payment details in the GeM portal, so that the overall procurement cycle will be closed as per GeM guideline.

At the time of processing of file, the following steps must be kept in the noting side for easy cross check and verification. The steps are as follows:

1. Date of requisition.
2. Date of Technical Committee Report.
3. Date of initiation of file.
4. Date of Administrative Approval & Financial Concurrence.
5. Date of Sanction order.
6. Date of placing order.
7. Date of Receipt of good in the Stock register & CRAC Generation.
8. Date of processing invoice in the file.
9. Date of Payment by DDO.
10. Date of Payment updation in the GeM portal by DDO.

Further, if any kind of procurement done in advance without following the above procurement steps shall not be entertained for payment.

[Signature]
9/6/21
Registrar

Memo 2642/Estt.I

Date: - 09/06/2021

Copy forwarded for information & necessary action to:

1. Chairman, PGC
2. All HOD, PG Department
3. Director, e-Gov/ Director, SUIIT/ Director, HRDC/ Director, CDC etc. Sambalpur University.
4. COF/AO/Acct-I & II/Audit cell/Fund/Bill section, Sambalpur University.
5. OIC/Store & Purchase, SO/Store & Purchase, Sambalpur University.
5. Dy.Registrar/Administrative Officer/AE(C)&JE(C)/OIC(E)&JE(E)/ OIC (Gym)/PEO/
System-In-Charge(e-Gov)/Placement Officer, Sambalpur University.
7. PA to registrar/Secretary to Vice Chancellor, Sambalpur University.

[Signature]
9/6/21
Registrar

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