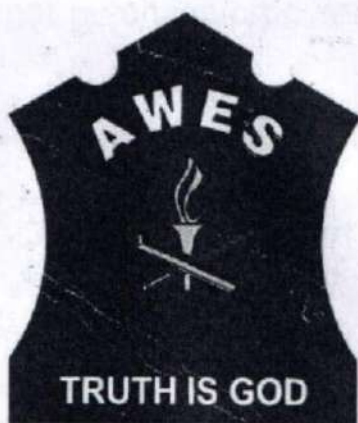


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S.M. 2007

ARMY WELFARE EDUCATION SOCIETY

REGISTERED 1983

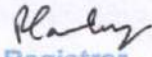


VOLUME - II

FINANCIAL MANAGEMENT OF ARMY PROFESSIONAL COLLEGES / INSTITUTIONS

March 2007


Director
AIMS
Greater Noida


Registrar
AIMS
Greater Noida

CHAPTER – 4

PURCHASE AND MAINTENANCE

31. **General instructions.** The following instructions for purchase/procurement maintenance of items for the colleges will be complied with:-

(a) Items to be purchase/procurement would be entered in demand register for sanction of competent authority. Items will only be purchase/procurement after sanction by the competent authority,

(b) All purchase/procurement of major items costing Rs 10,000/- and above will be planned well in advance and approved by the Chairman/Managing Committee. It will be ensured that the items are not purchase/procurement from the same dealer time and again.

(c) All payments above Ra 5000/- will be made through cheques only.

32. **Purchase/Maintenance Committee.** A purchase/maintenance Committee comprising of two members, one Faculty and one Adm staff will be detailed by the Principal/Director for a period of three months. Members of the purchase/maintenance committee will be changed after every three months. The purchase/maintenance committee would survey the market for the items demanded. It will be responsible to Managing Committee through Principal/Director for the purchase of items.

33. **Quotations.** The parties should be requested by the purchase/maintenance committee to send their quotations in sealed covers. The quotations will be kept with Registrar and opened by the purchase/maintenance committee on given date and time. Purchase/maintenance of articles/group of articles costing above Rs 5000/- will always be done by inviting quotations. It will be ensured that the total amount (above Rs 5000/-) for which an item/group of items is purchase/maintenance is not further broken into successive Rs 5000/- to defeat the essence of this clause. For purchase/maintenance beyond Rs 25000/- the quotations will be opened by a Board of officers detailed by the Chairman. It is desirable that quotations are opened in the presence of parties who have submitted the quotations.

34. **Comparative statement.** A Comparative Statement of the quotations received would be prepared and the lowest rate of each article would be indicated in red Ink. The purchase/maintenance committee will endorse its recommendations for the purchase/maintenance items. The recommendations of the purchase/maintenance committee would be submitted to competent authority for approval. Minimum three quotations would be required. In casa it la felt that the lowest quotation is not acceptable, detailed reasons will be Included in the noting to justify its rejection and acceptance of higher quotation.

Prakash Chandra
Director
AIMT
Greater Noida

Registrar
AIMT
Greater Noida

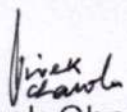
35. **Exemptions from Procedure.** The above procedure will not be followed in the following cases:-

- (a) Items purchase through DG S&D.
- (b) Items purchased from CSD/Kendriya Bhandar.
- (c) Purchase of books and teaching aids.
- (d) Scientific equipment and apparatus from manufacturing from on catalogue basis.

36. **Quality of Items Received.** It will be responsibility of Registrar to check that the quality of the items received is as per sample provided by the concerned dealer. He would endorse the same on the invoice and sign the same. Sub standard and inferior items will be out rightly rejected.

37. **Items to be taken on leader Charges.** All items purchased/maintenance will be taken on ledger charges. The ledger will show the details of price/rates, quantity, date of purchase and distribution ect. The entry in the respective register will be duly initialed by the officer in charge.

38 to 40 Blank


Dr Vivek Chawla
Cmde (Retd)
Director

Director
AIMT
Greater Noida

Rajendra Pandey
Col (Retd)
Registrar

Registrar
AIMT
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