

## **PURCHASE COMMITTEE**

*(As per Government Financial Rules & Institutional Norms)*

### **INTRODUCTION**

The Purchase Committee of Government Polytechnic is constituted to ensure transparent, economical, and need-based procurement of goods, equipment, and services required for academic and administrative purposes.

The committee shall function in accordance with:

- Government Financial Rules (GFR)
- State Government guidelines
- Audit and Accounts procedures
- Institutional norms

### **COMMITTEE STRUCTURE**

S.No	Category	Designation / Role
1	Principal	Chairman
2	HMES	Member/Stores Officer
3	HEEES	Member
4	HEEA & EVT	Member
5	HCES	Member
6	HGS	Member
7	Office Superintendent (OS)	Member / Coordinator

### **KEY FUNCTIONS / GENERAL GUIDELINES**

#### ◆ Procurement Planning

- Consolidate departmental requirements annually/semester-wise
- Ensure purchases are essential and need-based
- Avoid unnecessary or excess procurement

#### ◆ Financial Compliance

- Ensure budget provision is available before purchase
- Follow GFR / State Financial Code strictly

- Obtain administrative and financial approvals

#### ◆ Quotations / Tender Procedure

- Follow quotation / tender system as per value limits
- Minimum 3 quotations to be obtained (where applicable)
- Maintain Comparative Statement (CS)
- Ensure lowest responsive bidder (L1) selection

#### ◆ Purchase Approval Process

- Committee recommendation must be recorded in proceedings
- Final approval by Principal (Competent Authority)
- Issue proper Purchase Orders (POs)

#### ◆ Inspection & Stock Entry

- Verify quality and quantity of received items
- Ensure items match specifications
- Mandatory stock entry in registers / e-stock

#### ◆ Documentation & Audit Compliance

- Maintain:
  - Quotations
  - Comparative Statements
  - Bills & Vouchers
  - Stock Registers
- Ensure records are ready for internal & external audit

#### ◆ Transparency & Accountability

- Avoid split purchases
- Ensure no favoritism in vendor selection
- Follow e-procurement (if applicable)

◆ Asset Management

- Proper tagging of equipment
- Maintain asset register
- Ensure periodic verification

IMPORTANT NOTE

All members shall ensure that all procurement activities are carried out with transparency, financial discipline, and strict adherence to Government rules and audit requirements.