



NETAJI SUBHAS UNIVERSITY

JAMSHEDPUR

(A Unit of Sitwanto Devi Mahila Kalyan Sansthan)

Standard operation procedure – Purchase and maintenance contracts

The University is following the Provision of General Financial and Accounting Rules (GF&AR) – Finance Department-Government of Jharkhand. With in the provision of GF&AR the procedure for Purchase and Maintenance of the university as follows :-

- The University has a standard operating procedure for all purchase and maintenance contract
- A committee of the senior/experienced teachers is framed to ensure the budget allocations are utilized for the purpose for which they were made without compromising on quality and rules.
- For the purpose of maintenance and utilization of Physical, Academic and Support Facilities, University provides budget provision for every financial year.
- Budget provisions are based on previous year's expenses and current year's requirements for various departments.
- University Management Committee approves this budget provision on the basis of recommendation made by Finance Committee.
- After approval, budget allotments are made to the departments (Laboratories, Library, Sports and other departments).
- Head of Department can utilize these budget provisions under the provisions of General Financial and Accounting Rules. Competitive quotations are called for expenses. Other than department's requirements, University store can purchase or utilize the budget provision as per requirement.
- After verification and stock entries, all Head of the Department, Library and Store etc. submit the bill for payment to the University accounts department.
- The Account department again examines these bills and put up before University authorities for approval of payment.


Registrar
Netaji Subhas University
Jamshepur, Jharkhand