



भारत सरकार
GOVERNMENT OF INDIA

CSK HIMACHALPRADESH KRISHI VISHVAVIDYALAYA PALAMPUR (HP)
OFFICE OF THE COMPTROLLER
Central Purchase and Disposal Unit

No.QSD./CPDU-1/CSKHPKV/22/

Dated, Palampur, the:

8497-8586

20 FEB 2023

To

1. All the Statutory Officers,
CSKHPKV, Palampur.
2. All the Heads of the Departments/Offices/Units in CSKHPKV.
3. All the Associate Directors, HAREC/SAREC/MAREC/Scientists-Incharge /Programme
Coordinators of RRS/RSS/KVK, CSKHPKV
4. The Joint Controller (State Audit), CSKHPKV, Palampur.

Sub: Setting up of Central Purchase & Disposal Unit-issuance of procedure and guidelines –thereof

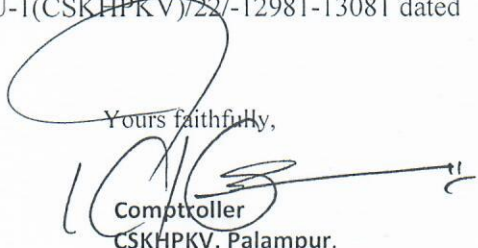
Sir,

In order to minimize the delay and to expedite the purchase cases to meet the urgent requirements of Research/Teaching/Extension/adhoc projects etc. and keeping in view the shortage of staff in the Central Purchase and Disposal Unit, the Hon'ble Vice-Chancellor, CSKHPKV, Palampur has been pleased to approve the following procedure/guidelines to expedite the purchase cases well in time in the interest of CSKHPKV ensuring smooth functioning of University work:-

1. All the purchase cases above Rs.1.00 Lakh and upto Rs.5.00 Lakh (each case) will be processed by the concerned Head of Office/Department/Station/Unit of the University at their own level strictly as per provision contained in the CSKHPKV Accounts Manual Chapter-28 as well as H.P.F.R.2009, Chapter-6.
2. All the purchase cases which are being effected through GeM Portal and PFMS mode will also be processed by the concerned Head of Office/Department/Station/Unit of the University at their own level by observing all the codal formalities as well as instructions issued by the Government/University from time to time.
3. The purchase cases exceeding Rs.5.00 Lakh (each case) except cases falling under Sr.No.2 of above will be processed by the Central Purchase and Disposal Unit, CSKHPKV, Palampur.
4. All the Heads of Office/Department/Unit of the University shall ensure that they have been got registered under GeM Portal to avoid any complication at later stage as the Sr. Audit Officer, AG, Shimla (HP) has also emphasized that the maximum purchases may be made through GeM Portal. The instructions in this regard have already been issued by this office vide letter No.QSD/CPDU/1-5/21/CSKHPKV/58901-15 dated 31.08.2021.

This is in supersession of this office letter No.QSD/CPDU-1(CSKHPKV)/22/-12981-13081 dated 14.02.2022.

Yours faithfully,


Comptroller
CSKHPKV, Palampur.

Cont....page-2