



Assam Agricultural University

অসম কৃষি বিশ্ববিদ্যালয়

Guidelines for exercising financial power delegated to Principal Investigators (PIs) of all externally funded projects of AAU as per OM No.AAU/FC-20/Pt/2004-CM/New /11424-466 dtd. 13th Dec,2022.

OFFICE MEMORENDUM DATED : 13-12-2022



**OFFICE OF THE COMPTROLLER
ASSAM AGRICULTURAL UNIVERSITY
JORHAT – 785 013**

(RECIPIENT OF SARDAR PATEL OUTSTANDING INSTITUTION AWARD)

No. AAU/FC-20/PU/2004-CM/New

Dated

13th Dec 2022

REVISED OFFICE MEMORENDUM

With the approval of the BOM in its meeting held on 19th April, 2022 the undersigned is pleased to delegate the following power to the Principal Investigators of all Govt. of India, ICAR, AICRP, ADHRC, DRT and others externally funded projects for their smooth & speedy execution.

1. Sanction of expenditure up to Rs. 1.00 Lakh (Excluding, POL, Entertainment, Engagement of Casual worker, NRC and TA)

The above power should be exercised by:-

- Obtaining views of the Comptroller about the availability of Fund.
- Observance of all existing rules and procedures laid down in GFR/CVC Guidelines & Scheme Guidelines etc.

This supersedes the earlier OM issued vide No.AAU/FC-20/PU/2004-CM/New/4416-22 dated 11/07/2022.

Sdf
Comptroller
Assam Agril. University,
Jorhat-13

Memo No. AAU/FC-20/PU/2004-CM/New 11242- 466

Dated 13/12/2022

Copy forwarded for information and necessary action to :-

- The Registrar, AAU, Jorhat-13
- The Director of Research (Agril/Vety), AAU Jorhat/Khanapara.
- The Principal Investigator of concern schemes/projects.
- The Secy. to the Vice- Chancellor, Assam Agril. University, Jorhat for appraisal of the V.C.
- The Assistant Comptroller, Budget branch, O/o The Comptroller, AAU, Jorhat-13
- In charge AKMIT Cell, for publication in AAU website.
- Office Copy.

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13/12/2022
Comptroller
Assam Agril. University,
Jorhat-13.

SANCTION OF EXPENDITURE UP TO RS. 1 LAC MAY BE ACORDED UNDER THE CASES BUT NOT LIMITED TO THE FOLLOWING, SUBJECT TO THE BUDGET PROVISION-

1. Procurement of all stationery items.
2. Procurement of Chemicals, Glassware, Medicine, Fertilizers, Pesticide, Insecticides, Seeds etc.
3. Purchase of Feed and Fodder for Livestock ,Fish etc.
4. Purchase of Computer Accessories such as Mouse , Keyboard, Cartridge etc.
5. Purchase of Spare Parts, Tyres, Tubes, Batteries and cost of Repairing of Vehicle.
Note- The estimate should be prepared/verified/approved by the appropriate technical authority i.e. SEO/DPP,AAU as the case may be.
6. Repairing and Maintenance of Computer and Accessories.
Note- The estimate should be prepared/verified/approved by the appropriate technical authority i.e. AKMIT Cell, AAU etc.
7. Repairing of Lab. Equipment/Office Equipment/Furniture/Appliances/Tools/Farm Machineries etc.
Note- The estimate should be prepared/verified/approved by the technical authority i.e. SEO/DPP, AAU as the case may be.
8. Purchase of Magazines, Books/Dailies, Periodicals. Maps etc. for official use only.
9. Raw materials
10. Honorarium to resource person.
11. For conducting Training ,Trials ,Demonstration etc.

SANCTION OF THE FOLLOWING EXPENDITURE /CASES WHICH ARE NOT IN THE PERVERVIEW OF THE OFFICE MEMORANUM

1. Procurement of NRC Items –(Some Example)

- i. Laboratory Equipments, Machineries ,Tools and Plants etc.
- ii. Electrical Equipments such as AC, Generator, UPS ,Inverter etc.
- iii. Appliances such as Fridge ,Stove, Gas Cylinder ,Microwave etc.
- iv. Live Stock
- v. Liveries .
- vi. Vehicles .
- vii. Agricultural Implements including farm machineries etc.
- viii. Furniture and Fixture

2. Works .

3. Purchase of POL.

4. Entertainment Expenses.

5. Engagement of Casual Labour .

6. University Funded Projects /State Budget / Revolving Fund etc.

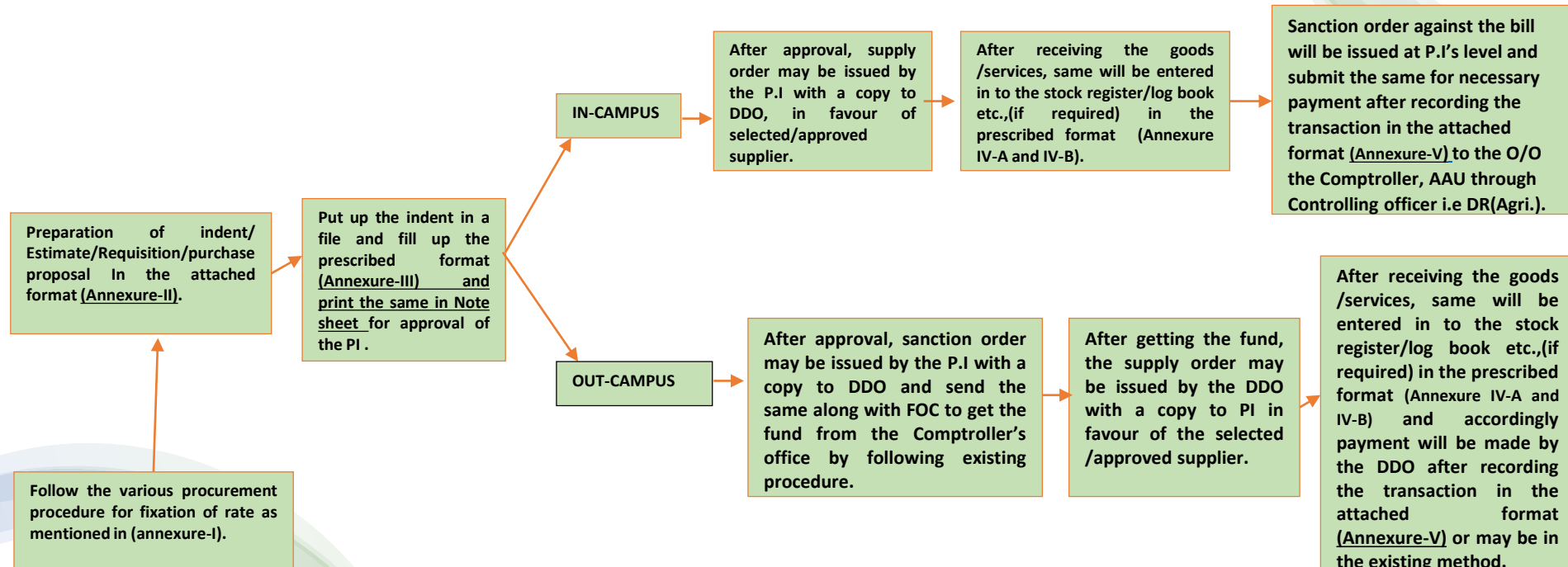
7. T. A.

Note - Proposal in respect of the above cases as well as the cases where estimated value exceeds Rs. 1 Lac, should be moved according to the existing procedure.

SOME IMPORTANT POINTS TO BE FOLLOWED FOR SMOOTH FUNCTIONING -

- File should be initiated at PI's level.
- Custodian of the file should be PI/CO.PI/Assistant etc. depending upon the case.
- All the records such as allocation of fund , subsequent release etc, should be kept under PI's level.
- All PIs should propose for a Spot Purchase Committee(SPC) consisting of at least 3 members out of which one member from the Accounts branch duly approved by respective controlling officer i.e. DR(Agri.) or DR(Vety.) as the case may be. In case of the outstations, the Chief scientist of the concerned stations must be included in the purchase committee as a Chairman. All the members should sign at all relevant documents regarding procurements, however in case of absence of any member, at least three members must sign at the said documents out of the total members of the committee.
- In case of the procurement through GeM portal, the PIs should create their own ID at the portal. PI will be the approver and a member from the accounts staff will be the purchaser .In absence of Accounts staff, PI will be purchaser and CO-PI/Head/Chief scientist will be the approver as the case may be in respect of the procurement through GeM.
- In case of Termination /Retirement/Transfer as the case may be , the PI shall handover all the relevant documents along with the file pertaining to the project to the respective Controlling office by observing due formalities.

WHOLE PROCEDURE AT A GLANCE-



ANNEXURE -I

PROCUREMENT RULES AND PROCEDURE: –

❖ Purchase of goods /services up to Rs. 25,000/-

Purchase of goods/services up to the value of Rs.25,000/- (Rupees Twenty Five Thousand) only on each occasion may be made without quotations on the basis of a certificate to be recorded by the P.I of the project in the following format .(Rule 154 of GFR 2017) –

"I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price"

❖ Purchase of goods /services up to Rs. 1,00,000/ by S.P.C: -

These procurements may be made on the recommendation of a duly constituted Local Purchase Committee or Spot Purchase Committee consisting of at least three members of an appropriate level as proposed by the P.I of the project subject to approval of respective controlling officer i.e. (Agri)/DR(Vety) as the case may be. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as shown below-(Rule 155 of GFR 2017).

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

❖ Purchase of goods/services directly under Rate Contract: -

Procurement may be made directly under rate contract from the firms registered under AAU. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. (Rule 156 of GFR 2017).

❖ Procurement from single source enquiry: (Rule 166 of GFR 2017).

Procurement from single source may be made under the following circumstances:

- It is in the knowledge of the user that only a particular firm is the manufacturer/ service provider of the required goods/Service

In case of Proprietary item, the indent shall accompany with a "Proprietary Article Certificate" in the following format, duly signed by all the members of the committee: –

- a. is a proprietary item.
- b. It is manufactured/marketed by M/S.....
- c. No other make or model is acceptable for the following reasons-
 - i).....
 - ii)
 - iii)

Signature of all the members of the committee: -

- In case of emergency, the required goods are necessitated to purchase from a particular source and the reason for such decision to be recorded and approval of competent authority obtained thereof.

❖ **Repeat Order (Assam Public Procurement Rules,2020): -**

Repeat order in previous rate fixed in open tendering process may be given to the same supplier, if he agrees to supply the same item/service at same rates and on the same terms and conditions as in the original order, provided that –

I) The procurement entity is satisfied that initiating a new procurement shall not lead to better competitive prices and such satisfaction is recorded in writing.

II) The Value of the repeat orders shall be limited to such percentage of the original contract value as may be notified by the Finance Department from time to time.

III) The repeat order shall be placed within 6 months of the expiring of the original contract.

❖ **Procurement of Items through Government E-Market Place (GeM): -**

Direct procurement from GeM portal can be made if the value of the goods up to Rs. 25,000/- and any procurement above Rs. 25,000/- will need to be compared at least three quotations available in the portal.

❖ **Procurement from Govt. Emporium:**

Direct procurement from Govt. Emporiums can be made within the rate fixed by them.

RESTRICTION: -

A demand for goods should not be divided into small quantities to make the piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand. (Rule 157, GFR,2017).

ANNEXURE-II**ASSAM AGRICULTURAL UNIVERSITY****JORHAT-785013****Purchase Indent/Requisition**

NAME OF THE PROJECT								
INDENT NO								
NAME OF THE P.I								
HEAD OF EXPENDITURE								
SL NO	Partiulars	Description		Estimated Rate (including Tax) (A)	Required. Qty (B)	Previous Stock, (If any)	Estimated Value C=(AxB)	Remarks
		Generic specification, if any	Technical Specification, If any					
Prepared by		Verified/ Countersigned by				Approved by		

ANNEXURE-III

PRINCIPAL INVESTIGATOR			
1	NAME OF THE PROJECT	:	
2	SUBJECT/ PROPOSAL DETAILS	:	
3	NAME OF THE PROPOSER WITH DESIGNATION	:	
4	OBJECTIVE OF THE PROPOSAL	:	
5	IMPLEMENTATION AREA/ LOCATION	:	
6	ESTIMATED /ACTUAL FINANCIAL INVOLVEMENT	:	
7	HEAD OF EXPENDITURE	:	
8	SUB HEAD COMPONENT	:	
9	FINANCIAL YEAR	:	
10	BUDGET ALLOCATION	:	
11	FUND RELEASE AS ON DATE	:	
12	SANCTIONED ISSUED UP TO DATE / PROGRESSIVE EXPENDITURE	:	
13	BALANCE FUND AVAILABLE	:	
14	STATUS OF ADJUSTMENT OF EARLIER ADVANCE IF ANY, IN CASE OF PROPOSAL FOR ADVANCE	:	
15	MODE OF FIXATION OF RATE OF THE ARTICLES/ GOODS AND SERVICES ETC. [(SPECIFY, IF AAU APPROVED RATE, CPC/PPC APPROVED RATE OR OPEN /LIMITED TENDERING / SINGLE SOURCE PROCUREMENT / THROUGH SPC/ WITHOUT QUOTATION OR ANY OTHER METHOD (INDICATE THE METHOD)]	:	
16	IN CASE OF SCHOLARS / BENEFICIARIES	:	
17	GFR/AFR/FRSR/DAFP RULE (AAU) FOLLOWED	:	
18	ANY OTHER POINT NOT COVERED ABOVE	:	
19	REMARKS / COMMENTS	:	

Submitted

ANNEXURE IV-A

FORM GFR 23

[See Rule211 (ii) (b)]

STOCK REGISTER OF CONSUMABLES

ANNEXURE IV-A

FORM GFR 23

[See Rule211 (ii) (b)]

STOCK REGISTER OF CONSUMABLES

ANNEXURE IV-A

FORM GFR 23

[See Rule211 (ii) (b)]

STOCK REGISTER OF CONSUMABLES

ANNEXURE IV-A

FORM GFR 23

[See Rule211 (ii) (b)]

STOCK REGISTER OF CONSUMABLES

[illegible]

ANNEXURE IV-B

[illegible]

ANNEXURE -V

[illegible]

****HEADS MAY BE ADDED AS PER REQUIREMENT/AS PRESCRIBED BY FUNDING AGENCY -**