



**OFFICE OF THE COMPTROLLER
ASSAM AGRICULTURAL UNIVERSITY
JORHAT-13.**

Email: comptroller@aau.ac.in

Memo No. AAU/Bt-2/CP-29/2012-13/CM/


4310

Date: 03/07/2023

OFFICE MEMORENDUM

With the approval of the Hon'ble Vice Chancellor, AAU, in the interest of smooth functioning of AAU accounting activities and with a view to expedite the clearance of all Demands/FOCs in relation to Procurement of Goods & Services other than Works, it is impressed upon all concerned to attach the enclosed checklist duly filled in, in all respect while submitting Demands/FOCs for clearance.

This will come into effect from 11th July, 2023.


Comptroller
Assam Agril. University,
Jorhat-13.

Memo No. AAU/Bt-2/CP-29/2012-13/CM/

Date:

Copy forwarded for information and necessary action to:-

1. The Registrar, A.A.U, Jorhat-13.
2. All Dean/ Director/ Assoc. Dean/ Chief Scientist/ Sr. Scientist & Head of KVK's/ All Head & Controlling Officers of AAU, Jorhat Campus/ Khanapara/Outstations.
3. The Secretary to the Hon'ble Vice Chancellor, A.A.U, Jorhat-13.
4. The i/c AKMIT Cell, A.A.U, Jorhat-13. He is requested do the needful to upload the above O.M in A.A.U official website.
5. Office file.


Comptroller
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Memo No. AAU/Bt-2/CP-29/2012-13/CM/ 4311 - 73

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Comptroller 3.7.23
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Jorhat-13.

**CHECKLIST FOR SUBMISSION OF DEMAND FOR
PROCUREMENT OF GOODS AND SERVICES OTHER THAN WORKS**

Sl. No.	Particulars	Information
1.	Item of procurement	
2.	Name & Designation of the procuring entity	
3.	Purpose and objective of the procurement	
4.	Supply order No. & Date	
5.	Reference to Stock Book	
6.	Actual value of procurement	
7.	Details of source of funds	
8.	Budget Head/Sub Head/Head of Expenditure	
9.	Financial Year	
10.	Balance fund available, if any	
11.	Progressive expenditure, if any (excluding this demand)	
12.	Whether the reasonability of price of the articles/goods and services etc. has been established, specify (CPC approved rate/ AAU approved rate /Collection of Quotations/ Market Analysis Report etc.)	
13.	Procurement method, specify (Open Competitive Bidding, Limited Bidding, RFQ/NIQ, Single Source Procurement, Spot Purchase, Any other method as per Assam Public Procurement Rule,2020)	
14.	Whether the item is not available in GeM (Yes/No)	
15.	Whether value of the money proposed for payment have actually been received	
16.	Whether warranty/guarantee clauses of the tender have been complied with	
17.	Any other important information specific to the proposal, if any	
18.	Specific recommendation of the Head of the office for release of FOC	

Certified that the articles/indented have been received in good condition as per our order and has been duly entered in the respective Stock Book.

Signature of the Head of Office

Signature of Procuring Entity