

PUNJAB ENGINEERING COLLEGE, VIDYA PATH, SECTOR 12, CHANDIGARH, 160012  
(A Deemed to be University Under Section 3 of UGC Act,1956)

No. PEC/F&A/OO/CUGs/Procurement/2023/6491-6525

18 May 2023

664  
**OFFICE ORDER (OO)**

18 MAY 2023

1. The Institute has Central Purchase Cell (CPC), which is mandated to procure Goods & Services for all the Depts/Centres/Sections/Offices as per provisions contained in GFR 2017. Notwithstanding above, the Depts/Centres/Sections/Offices may purchase items at their level, with explicit approval of the Director, citing reasons for going standalone purchase.

2. Further as promulgated by the Director General of Audit, India Audit & Accounts Department, Chandigarh and approval of the Competent Authority, with immediate effect the purchase of common use goods will be done centrally by CPC. The modalities for the same are as given below:-

(a) **Common Used Goods.** Purchase of Commonly Used Goods (CUGs) viz Stationery Items, Printer Cartridges, Curtains, Towels, Sanitizers, Crockery Items, Roller Blind, Water Dispensers, UPS, UPS Batteries, Hard Disks, Keyboard, Mouse, Electrical Appliances, Repair of Furniture Items, Repair of Printer Cartridges, Refilling of Printer Cartridges and any other items required for the office use will be initiated at the level of the Central Purchase Officer (CPO) as per the provisions of GeM, GFR 2017, Manual of Procurement of Goods 2022 and Instructions issued by the Chandigarh Administration time to time. The list provided is illustrative and not exhaustive. All the departments will send their requisition to the CPS by 7<sup>th</sup> of every month and CPO shall procure the same at the earliest.

(b) **Consumable Items.**

(i) All consumables items or any other items which are exclusively required for research activities of the faculty and students and any other item required for running and operation of Machinery and Equipment can be purchased by the respective Departments by exercising Delegation of Financial Power, within earmarked budget from time to time and as per existing practice in vogue through GeM Portal, after following proper procedure as per GFR 2017 and Manual of Procurement of Goods. However, if such items are not available on GeM portal, the user department will procure the same after adopting the due procedure as per GFR 2017 and Manual of Procurement of Goods 2022 with the prior approval of the competent authority that too after generating a "GeM Availability and Past Transaction Summary" (GeMAR&PTS) with a unique ID on GeM Portal using his/ her Login Credentials on GeM for procurement outside GeM.

(ii) Simultaneously, will raise the issue with the GeM Authorities for inclusion of these items on GeM Portal through Request Management System.



(iii) A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying/bidding/reverse auction on GeM other necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

(c) The material so procured shall be taken on charge by Central Store under CPC and the same shall be issued to the departments, through an issue voucher, as per their requisition vis-à-vis availability.

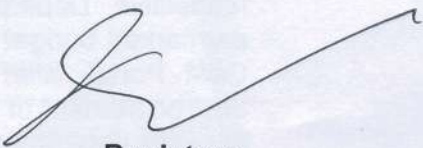
3. In view of above, all are requested to not purchase common use goods from the departmental budget.



**Col RM Joshi (Veteran)  
Registrar**

**Distribution:-**

1. Dy Director.
2. Chairman IPC.
3. All Deans/HoDs/HoCs.
4. Chairman Estate & Works/Sr Incharge Library.
5. All Section Incharges/Head of Offices.
6. Chairman, Central Purchase Cell.
7. DC (F&A).
8. Head Computer Centre - Please upload the same on the Institute Website.
9. Webmaster - Please disseminate the same to all faculty & staff members.
10. PA to Director - for information of the Director please.
11. PA to Registrar



**Registrar**