



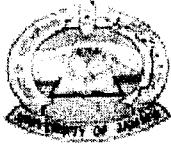
# UNIVERSITY OF JAMMU

(NAAC Accredited "A++" Grade University)

## CIRCULAR

This is in continuation to our earlier Circular Nos. Fin/24-25/1578-1677 dated 20/05/2024, Fin./24-25/6576-6675 dated 29/11/2024 and Fin.24-25/9512-9611 dated 25/02/2025. In this context it is further informed that some of the Departments are not following the lay down procedures for seeking sanctions/approvals for different purchase/repair/hiring of services etc. As such, following instructions are requested to be followed while sending proposals henceforth:

1. At the outset of every new financial year, the Departments/Centres/Offices must propose their concerned committees (Departmental & Central) i.e Local Fund Committee, Departmental Purchase Committee etc. **as per statutes** laid by the University and Guidelines issued from time to time. The committee members must be proposed on **rotation basis** and the proposals should be attached with order copy of committee constituted in **past 03 years**.
2. Seeking **Prior Approval** of the **Competent Authority** is mandatory for every purchase/repair/hiring of service /travel / holding conferences etc. which are to be sanctioned through the Finance Section, as concerned authorities **will not accord post facto** sanctions for already carried out jobs/works/assignments etc.
3. Every proposal sent to the Finance Section must be **duly recommended/vetted by the concerned committees** (wherever required), as per the statutes laid by the University.
4. Each and every proposal for purchase/hiring of services/repair etc. should **strictly** be processed through **GeM portal as per GFR-2017 rule 149**. However, if not available on GeM portal, duly attested **non-availability certificate (of GeM Portal)** must be attached mandatorily, without which proposals will not be entertained by the Finance Section.
5. In case of non-availability on GeM portal, the proposal for Purchase/ Service/Repair should be processed strictly as per the **GFR-2017 rules 154, 155, 161 etc.** (whichever is applicable).
6. If purchase is made on quotation basis, the quotations must bear **GST Number, Date, seal & Signature of the vendor alongwith proper envelopes (bearing seal & signature of vendors) duly authenticated by the Departments**. Also the GFR-2017 certificate should contain exact language as mentioned in the GFR-2017 guidelines & should be duly vetted by the **concerned officer/committee under rules plus comparative statement** must be attached with the proposal.
7. Every proposal bearing signatures of different committee members, HOD, on Form "A"/"C" etc. **must bear the name of the officer/committee member below the signature**.
8. All the processes w.r.t the expenditure/sanction out of "**Local Fund**" are in the competency of the Head of the Department, as such, proposals where expenditure has to be debited to the said fund **need not be sent to the Finance Section for authorization/approval**.
9. In case of "**Consolidated Local Fund**" HOD has the **competency upto Rs. 25000/=**, and if the expenditure is above Rs.25000/=, proposal should be sent to the Finance Wing for **authorization only**. After approval of the Competent Authority, the HOD/equivalent **will have to issue sanction order/sign the proposal form "A"/"C"** (as the case may be) and the Concerned Deptt. shall maintain the record, at their own level, for Audit & other purposes.
10. Every proposal, wherein expenditure has be debited out of "**Consolidated Local Fund**", for expenditure above than Rs. 25000/= **must be attached with the proforma** (already circulated vide letter No. Fin./24-25/457-556 dated 11/04/2024 & available on [www.jammuuniversity.ac.in/finance-wing](http://www.jammuuniversity.ac.in/finance-wing)), with full detail of said fund. Also, the proposal must be routed through Departmental Purchase Committee and Local Fund Committee, along with minutes of meeting of DAC/DPC and brief Justification.



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11. In case of **Non-Plan grant**, the concerned HODs/Equivalent, have the **competency upto Rs. 25,000/=**, thus only proposals exceeding the said amount are required to be sent to the Finance Section for authorization of the Competent Authority. However, if non-plan grant is **yet to be released or has exhausted**, no proposal w.r.t. Non-Plan should be sent to the Finance Section.
  12. All the concerned Pls of different projects must process their proposals at their own level upto the expenditure amount of Rs. One Lac (including purchase/service/travel etc.) and wherever sanction/approval of the Competent Authority is required (upto the Rs. 1Lac) they must seek prior approval at their own level without sending the case to the Finance Section.
  13. Proposals for purchasing of **Furniture items** should be sent to the Finance Wing for **principle approval** well before start of purchase process.
  14. For any purchase proposal costing **above than Rs. 25,000/=**, the proposal should be duly recommended by the Departmental Purchase Committee, Local Fund Committee and Central Purchase Committee. However, in case of **Self Financing Seat Fund**, the additional requirement shall be recommendations of DAC including the above mentioned committees.
  15. The Bills & GFR-2017 **certificate** upto the amount of Rs. 50,000/= should only be vetted by the concerned HOD/equivalent.
  16. For purchasing **Computer and its allied accessories**, the proposal must be routed through Computer Purchase Committee and other concerned committees.
  17. Wherever proposals have to be recommended by the different committees, the Department /Centre/concerned office must **ensure that all the members have signed** the proposal.
  18. TA/DA/Taxi/accommodation charges etc. must be claimed as per the rules & regulations of the University/J&K UT Govt. and while claiming, copy of rules/regulations should be attached alongwith the proposals mentioning **Mode of travel/exact destination location/Distance /expenditure amount etc.**
  19. For Purchase of New ACs, repair of old ACs, any civil/electric repair, the proposals must be **routed through the Executive Engineer, University Works Department.**
  20. Proposals related to internet networking, purchase/repair of CCTVs must be routed through the **networking committee & CCTV purchase committee.**
  21. In case of lack of funds, if purchase is proposed through **Internal Resources/Infrastructure Fund/Common Pool Fund** or any other such fund, the proposal must be **duly recommended by the concerned committees well before sending it to the Finance Section.**
  22. The Departments/Centres **must formulate guidelines** of their concerned funds (if not available yet) and **get it approved by the Competent Bodies**, as soon as possible.
  23. All the proposals sent to the Finance Section for approval/authorization of the Competent Authority must be **self explanatory and Complete in all respects.**
- In case of any query/clarification, contact JR (Finance)/AR (Finance) or Finance Section pl.

No: Fin./25-26/758-908

Dated: 15/04/2025

Copy to:

1. SS to VC for kind information of the HVC please.
2. Sr: PA to DAA/DRS/DCD/Registrar/COE and All Rectors/Directors/HODs/Officers of the University, for kind information please.
3. Director IT, for uploading on [www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in) under the "Finance Wing" link.

FINANCE OFFICER