

JADAVPUR UNIVERSITY

Kolkata - 700 032

Ref. No.: REC/.N / 318 / 2016

Date: 15th September, 2016

ORDER

This is for information to all concerned that the Executive Council of the University has approved the "**Jadavpur University Purchase Rules and Procedures 2016**" with some modifications vide resolution no. 72 dated 03.06.2016 as recommended by the Finance Committee vide resolution no. 02 dated 27.05.2016.

There are some systematic procedures laid down in this rules to purchase require stores for department/school/section/ project/ programme etc. by the appropriate authority.

The respective authorities are requested to form the Committee at departmental/school/project/programme etc. level as per structure provided in the rules and get it approval from the VC/EC for proper implementation of these rules. The Convener(s) of the Central Purchase Committee(s) is also requested to start the functioning of the committee in consultation with the Chairman of the committee(s).

The head of all departments/schools/sections and PI/Coordinators of Project/Programme to continue the existing stores entry process till supply of the new Store Entry Registers as per this rules.

Please visit home page of the University website www.jaduniv.edu.in to see the details of the rules with necessary formats.

This rule is applicable with immediate effect.

This order is issued with the concurrence of the Vice-Chancellor.


REGISTRAR