

JADAVPUR UNIVERSITY
KOLKATA-700 032

Ref. No.: REC/N/41/19

Dated : 30-01-2019

CIRCULAR

As per the latest Executive Council decision, Departments are allowed to purchase directly up to **Rs.10,000/-** and any purchase beyond **Rs.10,000/-** must be procured through the requisition for purchase through University, based on, "New Purchase Rules". All Head of the Departments / Sections and Directors of Schools are hereby informed that the Requisitions for the financial year 2018-2019, covered under the non-plan Budget provisions (Recurring) of the University will be received by the Accounts Section and Salt Lake Office up to **12th February, 2019** to enable us to process these within the financial year. Purchase Section will accept requisitions normally up to **18th February, 2019** to enable the procurement complete within this year. Any spillover of spending to the next year for the delay in submission of requisition will be charged against Budget Provision of next year. So all concerned must try to avoid that.


It may also be noted that bills/vouchers for reimbursement/direct party payments against statement format, under any permissible head of account, covered under the non-plan Budget provisions of the University are to be submitted positively within **25th March, 2019** by all concerned to the Accounts Section & Salt Lake (Accounts) for the financial year **2018-2019** for completion of processing in time Direct procurement be done as per new purchase rules, all those bills should reach Accounts Section and Salt Lake Campus by **25th March, 2019**. In all such cases, the allocation of the provision will be taken into consideration for the purpose. Considering the new payment system, it will not be possible to keep the books of A/c opened beyond **2nd week of April, 2019**.

All party bills, including contractors' bills against orders issued during the year, having delivery/completion time up to **22-02-2019** should reach Accounts Section / Salt Lake Accounts within **8th March, 2019** and those up to **20th March, 2019** should reach Accounts Section / Salt Lake Accounts within **26th March, 2019**.

All Heads of the Departments, Directors of Schools, Section-in-charges & concerned Storekeepers are requested to clear the bills as per schedule. University Engineer & S/S.-Estate Section are requested to follow the instruction and take necessary initiatives for proper spending during the year for all the expenses incurred & job done, so that all bills for 2018-2019 reaches Accounts Section in time to spend within **March, 2019**.

Special attention of the University Engineer & Estate Section are drawn for settlement of all pending repair & maintenance (building) related bills, labour bills where the spillover is very imminent & need to be avoided, as far as practicable. Spillover of Non-Salary Budget is not possible to accommodate as per rules.

Co-operation of all concerned is solicited.


FINANCE OFFICER