



CHAUDHARY DEVI LAL UNIVERSITY

(Established by the State Legislature Act 9 of 2003)

BARNALA ROAD, SIRSA-125055

Telephone No. **01666-239822**, Email: **genbr@cdlu.ac.in**

No. CDLU/Gen/AG-I/2022/.....
Dated.....11-10-22.....

8236-8310

(Through e-mail)

To

1. All Deans/Directors, C.D.L.U., Sirsa
2. All Chairpersons, University Teaching Departments, C.D.L.U., Sirsa
3. Controller of Examinations, C.D.L.U., Sirsa
4. Librarian, Vivekananda Library, C.D.L.U., Sirsa
5. Principal University College, C.D.L.U., Sirsa
6. All Branch Heads/Incharges, C.D.L.U., Sirsa

Sub: Follow up action on the decision (s) taken by the Executive Council in its 68th meeting held on 30.09.2022.

Sir/Madam,

Kindly find enclosed herewith a copy of amendments made in the University Accounts Code, Chapter-12 duly approved by the Executive Council vide resolution No. 68.35 in its meeting held on 30.09.2022 for your information and further necessary action.

DA: As above

for 11/10/2022
**Assistant Registrar (Gen.)
for Registrar**
Dated: _____

No. CDLU/Gen./AG-I/2022/ _____

A copy of the above is forwarded to the following for information and further necessary action: -

1. Deputy Registrar (Academic), C.D.L.U., Sirsa w.r.t. letter No. Acad./AC-I/2022/2886 dated 03.10.2022.
2. J.D. Audit, C.D.L.U., Sirsa.
3. Incharge, University Website for uploading the same on the University website, C.D.L.U., Sirsa
4. P.S. to Vice Chancellor (for kind information of the Vice-Chancellor), C.D.L.U., Sirsa
5. P.A. to Registrar (for kind information of the Registrar), C.D.L.U., Sirsa

sdr
**Assistant Registrar (Gen.)
for Registrar**



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**Assistant Registrar (Gen.)
for Registrar**

Dated: *11-10-22*

No. CDLU/Gen./AG-I/2022/ *8311-15*

A copy of the above is forwarded to the following for information and further necessary action: -

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11/10/2022
**Assistant Registrar (Gen.)
for Registrar**

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Gen Br. /Sat-1/ 728 letter 2020

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Annexure-I

Sr. No.	Para No.	Detail of Existing Para	Detail of Amended Para
1	12.31	<p>Annual rate contracts for items required by several Depts./Offices</p> <p>Annual rate contracts shall be finalized in respect of such items as are frequently needed by the Depts./Offices. The Central Purchase Committee shall be competent to finalize the Annual Rate Contracts for such items as listed below:</p> <ol style="list-style-type: none">1. Laboratory chemicals and culture media (imported and indigenous).2. Lab Glasswares including moulded items, glass blowing apparatus, glass distillation apparatus, cover slips/Class slides.3. Lab plasticwares.4. Batteries (Industrial as well as non-industrial).5. Filter papers (imported and indigenous).6. Balances of all types including electronic balances.7. Computer accessories, computer stationary including refilling of cartridges. <p>The Depts./Offices shall purchase these items from the appointed suppliers on the rates and terms and conditions approved by CPC without reference to the AR (P&S)/CPC.</p>	<p>Annual rate contracts for items required by several Depts./Offices</p> <p>Annual rate contracts shall be finalized in respect of such items as are frequently needed by the Depts./Offices. The Central Purchase Committee shall be competent to finalize the Annual Rate Contracts for such items as listed below:</p> <ol style="list-style-type: none">1. Laboratory chemicals and culture media (imported and indigenous).2. Lab Glasswares including moulded items, glass blowing apparatus, glass distillation apparatus, cover slips/Class slides.3. Lab plasticwares.4. Batteries (Industrial as well as non-industrial).5. Filter papers (imported and indigenous).6. Balances of all types including electronic balances.7. Computer accessories, computer stationary including refilling of cartridges.8. Sports Equipment's, Kits, Track Suits etc.9. Students and Staff Identity Cards. <p>The Depts./Offices shall purchase these items from the appointed suppliers on the rates and terms and conditions approved by CPC without reference to the AR (P&S)/CPC.</p>
2	12.40	<p>Purchase of Items without Calling Quotations</p> <p>(Emergent Purchases upto Rs. 3000/-)</p> <p>The HODs/Directors of Institutes/Librarian/Registrar/COE/Finance Officer/P.I./University Engineer (Xen)/DSW/Director of Sports/Sr. Medical Officer/Director of Youth Welfare, Manager (University Press) and other Branch Officers of equivalent rank shall be competent to purchase any item costing upto Rs. 3000/- without calling quotation subject to "Non-Availability Certificate" from the Central Stores for the centrally stored items listed under Clause 12.13 only. No NA would be necessary for non-centralized items.</p>	<p>Purchase of Items without Calling Quotations</p> <p>(Emergent Purchases upto Rs. 10000/-)</p> <p>The HODs/Directors of Institutes/Librarian/Registrar/COE/Finance Officer/Deputy Registrar/P.I./University Engineer (Xen)/DSW/Director of Sports/Sr. Medical Officer/Director of Youth Welfare/S.A.O./Assistant Registrar/A.O./Superintendent and other Branch Officers of equivalent or higher rank shall be competent to purchase any item costing upto Rs. 10000/- without calling quotation subject to "Non-Availability Certificate" from the Central Stores for the centrally stored items listed under Clause 12.29 only. No NA would be necessary for non-centralized items.</p>
	12.40 (b)	<p>Annual monetary limit for all purchases made by the HODs/Directors of Institutes/Librarian/Registrar/COE/Finance Officer/University Engineer (Xen)/DSW/Director of Sports/other officers of equivalent rank without calling quotations shall be Rs. 50,000/-</p>	<p>Annual monetary limit for all purchases made by the HODs/Directors of Institutes/Librarian/Registrar/COE/Finance Officer/Deputy Registrar/University Engineer (Xen)/DSW/Director of Sports/ S.A.O./other officers of equivalent or higher rank without calling quotations shall be Rs. 1,00,000/-</p>

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12.40 (c)	Annual monetary limit for all purchases made by Sr. Medical Officer/Director of Youth Welfare, Manager (University Press), and other Branch Officers/other Officers of equivalent rank without calling quotations shall be Rs. 30,000/-	Annual monetary limit for all purchases made by Sr. Medical Officer/Assistant Registrar/ A.O./ Superintendent/ Director of Youth Welfare and other Branch Officers/other Officers of equivalent rank without calling quotations shall be Rs. 50,000/-
12.40 (d)	Annual monetary limit for all emergent purchases for centrally stored items for the Store Purchase Office shall be Rs. 50,000/-	Annual monetary limit for all emergent purchases for centrally stored items for the Store Purchase Office shall be Rs. 1,00,000/-
12.40 (e)	All Offices/Departments shall maintain a Limit Register. All purchases made without calling quotations shall be entered in this Register. The entries shall be verified by the Audit while passing the bills.	No Change
12.40 (f)	No NA would be necessary for the Outstations (LMS, Gurgaon & PGRC, Rewari) for emergent purchases. However, Heads of the Outstations will justify the emergency for purchase. The Outstations will submit monthly report of the purchases made without quotations to the Store Purchase Office by the 1st week of every month, after making entry in the Limit Register.	No Change
3	12.41 Purchase of Items upto Rs. 10000/- through the Department/Office Purchase Committees	Purchase of Items upto Rs. 50000/- through the Department/Office Purchase Committees
12.41 (a)	The HODs/Directors of Institutes/Librarian/Registrar/COE/Finance Officer/P.I./ University Engineer (Xen)/DSW/Director of Sports/other equivalent Officers shall be competent to purchase any item costing upto Rs. 10,000/- on lowest quotation basis by inviting three quotations through Department/Office Purchase Committee to be constituted by the above Controlling Officers under intimation to the Chairman, CPC for a year (April-March) subject to "Non-Availability Certificate" from the Central Stores for the centrally stored items listed under Clause 12.29 only. No NA would be necessary for non-centralized items.	The HODs/Directors of Institutes/Librarian/Registrar/COE/Finance Officer/Deputy Registrar/ P.I./University Engineer (Xen)/DSW/Director of Sports/S.A.O./other Officers of equivalent or higher rank shall be competent to purchase any item costing upto Rs. 50,000/- on lowest quotation basis by inviting three quotations through Department/Office Purchase Committee to be constituted by the above Controlling Officers under intimation to the Chairman, CPC for a year (April-March) subject to "Non-Availability Certificate" from the Central Stores for the centrally stored items listed under Clause 12.29 only. No NA would be necessary for non-centralized items.
12.41 (b)	Sr. Medical Officer/Director of Youth Welfare, Manager (University Press), and other Branch Officers/other officers of equivalent rank shall be competent to purchase any item costing upto Rs. 5000/- on lowest quotation basis by inviting three quotations through Department Purchase Committees to be constituted by the above Controlling Officers under intimation to the Chairman, CPC for a year (April-March) subject to "Non-Availability Certificate" from the Central Stores for the centrally stored items listed under Clause 12.13 only. No NA would be necessary for non-centralized items.	Sr. Medical Officer/Assistant Registrar/A.O./Superintendent /Director of Youth Welfare and other Branch Officers/other officers of equivalent rank shall be competent to purchase any item costing upto Rs. 25,000/- on lowest quotation basis by inviting three quotations through Department Purchase Committees to be constituted by the above Controlling Officers under intimation to the Chairman, CPC for a year (April-March) subject to "Non-Availability Certificate" from the Central Stores for the centrally stored items listed under Clause 12.29 only. No NA would be necessary for non-centralized items.

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12.41 (c)	Annual Monetary limit for all purchases made by the HODs/Directors of Institutes/Librarian/Registrar/ COE/Finance Officer/University Engineer/DSW/Director of Sports/other officers of equivalent rank through the Department Purchase Committees quotations shall be Rs. 50,000/-	Annual Monetary limit for all purchases made by the HODs/Directors of Institutes/Librarian/Registrar/COE/Finance Officer/Deputy Registrar/University Engineer(XEN)/DSW/Director of Sports/ S.A.O./other officers of equivalent or higher rank through the Department Purchase Committees quotations shall be Rs. 2,50,000/-
12.41 (d)	Annual Monetary limit for all purchases made by the Sr. Medical Officer/Director of Youth Welfare, Manager (University Press), and other Branch Officers/other Officers of equivalent rank through the Department Purchase Committees quotations shall be Rs. 30,000/-	Annual Monetary limit for all purchases made by the Sr. Medical Officer/Assistant Registrar/A.O./Superintendent/Director of Youth Welfare and other Branch Officers/other Officers of equivalent rank through the Department Purchase Committees quotations shall be Rs. 1,50,000/-
12.41 (e)	All Offices/Departments shall maintain a Limit Register. All purchases made through the DPC shall be entered in this Register. The entries shall be verified by the Audit while passing the bills.	No Change
12.41 (f)	No NA would be necessary for the Outstations (ILMS, Gurgaon & PGRC, Rewari) for emergent purchases. However, Heads of the Outstations will justify the emergency for purchase. The Outstations will submit monthly report of the purchases made without quotations to the Store Purchase Office by the 1 st week of every month, after making entry in the Limit Register.	No Change
4	12.42 Purchase of items costing more than Rs. 10000/- All items costing more than Rs. 10,000/- shall be purchased through the Central Purchase Committee.	Purchase of items costing more than Rs. 50000/- All items costing more than Rs. 50,000/- shall be purchased through the Central Purchase Committee.
5	12.52 Purchase through Spot Purchase Committees (Adhoc Committees) The CPC shall be competent to constitute Spot Purchase Committees for making spot purchases from local or outside markets for Centralized (centrally stored items) as well as Non-Centralized items. A. Circumstances for forming Spot Purchase Committees. Spot Purchase Committees shall be constituted under the following circumstances: i. When the purchase is so urgent that regular purchase procedure cannot be followed. ii. When the purchase has not been made earlier through regular purchase procedure and the addresses of the firms are not available. iii. When the specifications of the items needed, are such that these have to be explained personally to the firms concerned and the quality of the material is to be inspected on the spot. iv. When the response to NIQ floated by Store Purchase Office is poor.	Purchase through Spot Purchase Committees (Adhoc Committees) The CPC shall be competent to constitute Spot Purchase Committees for making spot purchases from local or outside markets for Centralized (centrally stored items) as well as Non-Centralized items. A. Circumstances for forming Spot Purchase Committees. Spot Purchase Committees shall be constituted under the following circumstances: i. When the purchase is so urgent that regular purchase procedure cannot be followed. ii. When the purchase has not been made earlier through regular purchase procedure and the addresses of the firms are not available. iii. When the specifications of the items needed, are such that these have to be explained personally to the firms concerned and the quality of the material is to be inspected on the spot.

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	<p>B. Constitution of the Spot Purchase Committees. The constitution of the Spot Purchase Committees shall normally be as under : i. HOD concerned/Rep. not below Class-I ii. Finance Officer/Rep. not below Dy. Supdt. iii. One Member to be nominated by the CPC. C. Requirement of Quotations Needed for Spot Purchases. As a matter of general rule, there should be minimum three quotations before a spot purchase is made. However, subject to a maximum limit of Rs. 5000/- for each item at a time, the Spot Purchase Committee would be competent to make purchases even when the requisite number of quotations cannot be obtained. This power would be exercised by the Spot Purchase Committee when the material is needed urgently and the Committee is satisfied that the rates are reasonable. When any firm offers the lowest rates, but does not want to give quotations, the Spot Purchase Committees would be competent to make purchases, without insisting for written quotation, from the firm, and the Committee would record a certificate that the purchase has been made at the lowest market rates.</p>	<p>iv. When the response to NIO floated by Store Purchase Office is poor. B. Constitution of the Spot Purchase Committees. The constitution of the Spot Purchase Committees shall normally be as under : i. HOD concerned/Rep. not below Class-I ii. Finance Officer/Rep. not below Dy. Supdt. iii. One Member to be nominated by the CPC. C. Requirement of Quotations Needed for Spot Purchases. As a matter of general rule, there should be minimum three quotations before a spot purchase is made. However, subject to a maximum limit of Rs. 25,000/- for each item at a time, the Spot Purchase Committee would be competent to make purchases even when the requisite number of quotations cannot be obtained. This power would be exercised by the Spot Purchase Committee when the material is needed urgently and the Committee is satisfied that the rates are reasonable. When any firm offers the lowest rates, but does not want to give quotations, the Spot Purchase Committees would be competent to make purchases, without insisting for written quotation, from the firm, and the Committee would record a certificate that the purchase has been made at the lowest market rates.</p>
6	<p>12.57 Repair of Scientific instruments/ equipments/ Apparatus/ Machinery/Vehicles (Excluding IT Products) Repair of Scientific instruments /equipments /apparatus /machinery from the Manufacturers/Authorized Dealers.</p> <p>Within the following monetary limits, the repairs of the scientific instruments/equipments/apparatus/machinery shall be got done by the Departments/Offices concerned from the respective manufacturers/authorized dealers without referring the case to the AR (P & S)/CPC subject to financial sanction of the competent authority. Transport Officer- upto Rs. 10,000/- Dean/Director/HOD/Controlling Officer concerned- upto Rs. 10,000/- CPC -Above Rs. 10,000/- The above monetary limit shall include the cost of labour, spare parts, accessories etc.</p>	<p>Repair of Scientific instruments/ equipments/ Apparatus/ Machinery/Vehicles (Excluding IT Products) Repair of Scientific instruments /equipments /apparatus /machinery from the Manufacturers/Authorized Dealers.</p> <p>Within the following monetary limits, the repairs of the scientific instruments/equipments/apparatus/machinery shall be got done by the Departments/Offices concerned from the respective manufacturers/authorized dealers without referring the case to the AR (P & S)/CPC subject to financial sanction of the competent authority. Transport Officer- upto Rs. 30,000/- Dean/Director/HOD/Controlling Officer concerned- upto Rs. 50,000/- CPC -Above Rs. 50,000/- The above monetary limit shall include the cost of labour, spare parts, accessories etc.</p>

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	12.57 (b)	Repair of scientific instruments/equipments/ apparatus/ machinery from sources other than the Manufacturers/ Authorized Dealers. Where the repair of scientific instruments/ equipments/apparatus is required to be got done from source other than manufacturer/authorized dealer, it shall be got done through the following Sub-Committee : i. Dean/Director/HOD/Controlling Officer concerned/ Rep. not below Class-I ii. Finance Officer/Rep. not below Dy. Supdt. iii. AR (P&S)/Rep. not below Dy. Supdt. The Dept./Office concerned shall coordinate the work.	No Change
	12.57 (c)	Repair of Vehicle (Cars, Buses, Jeeps, Tractors, etc.) including Spare Parts. As far as possible, the vehicles should be repaired in the Transport Workshop. In case, it is not possible to get the vehicles repaired in the Transport Workshop, the same may be got done, after obtaining NA from the Transport Officer, from the manufacturer/authorized dealer, without referring the case to AR (P&S)/CPC. In case, the repair is to be got done from the source other than the manufacturer/authorized dealer, the same may be got done through the following Sub-Committee subject to monetary limits prescribed under Sub Clause (a) above, justification by the Transport Officer for not doing the repair in the Workshop and manufacturer/authorized dealer: i. Dean/Director/HOD/Controlling Officer/ Rep. not below Class-I. ii. Transport Officer. iii. Finance Officer/ Rep. not below Dy. Supdt. The Dept./Office concerned shall coordinate the work.	No Change
7	12.62	Prior Scrutiny of the Purchase cases by the Audit. The following purchase cases shall be submitted to the Audit for prior scrutiny: (i) All rate contracts approved by the Central Purchase Committee shall require prior Audit verification/scrutiny. Rate contract circulars shall be issued afterwards. (ii) All individuals purchase cases costing more than Rs. 20,000/- shall require prior Audit verification/scrutiny	Prior Scrutiny of the Purchase cases by the Audit. The following purchase cases shall be submitted to the Audit for prior scrutiny: (i) All rate contracts approved by the Central Purchase Committee shall require prior Audit verification/scrutiny. Rate contract circulars shall be issued afterwards. (ii) All individuals purchase cases costing more than Rs. 60,000/- shall require

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Minister
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		(iii) Prior scrutiny/verification by Audit shall not be required in cases of purchases made through Spot Purchase Committees or goods of value less than Rs. 20,000/- (iv) Prior scrutiny/verification by Audit shall not be required in cases of purchases, not covered under (i) to (iii) above (v) Attested copy of Rates Verified/Seen by the Audit shall be circulated by the AR (P & S). This attested copy shall be accepted by the Audit for payment of bills/adjustment of advances etc.	prior Audit verification/scrutiny (iii) Prior scrutiny/verification by Audit shall not be required in cases of purchases made through Spot Purchase Committees or goods of value less than Rs. 60,000/- (iv) Prior scrutiny/verification by Audit shall not be required in cases of purchases, not covered under (i) to (iii) above (v) Attested copy of Rates Verified/Seen by the Audit shall be circulated by the AR (P & S). This attested copy shall be accepted by the Audit for payment of bills/adjustment of advances etc.
8	12.64	Inviting Quotation/Tenders and Cost of Tender Document	Inviting Quotation/Tenders and Cost of Tender Document
	12.64 (a)	All the purchase of material and services (except in Clause 12.28 & 12.29) will be made through the normal purchase procedure.	No Change
	12.64 (b)	Quotations/limited quotations would be invited for purchases upto Rs. 5.00 lakh from reputed manufacturers/dealers.	No Change. Henceforth, this para for inviting Quotations/limited quotations for purchases upto Rs. 5.00 lakh from reputed manufacturers/dealers should be followed in letter and spirit.
	12.64 (c)	Open tenders shall be invited by giving wide publicity in at least two Newspapers if the cost of the material exceeds Rs. 5.00 lakhs. The Press Tender Notice shall also be displayed on University's Website.	Open tenders (e-tenders) shall be invited by giving wide publicity in at least two Newspapers if the cost of the material exceeds Rs. 5.00 lakhs. The Press Tender Notice shall also be displayed on University's Website.
	12.64 (d)	The cost of Tender Documents shall be as under: Rs. 5 lacs to less than 10 lacs = Rs. 500/- Rs. 10 lacs to less than Rs. 20 lacs = Rs. 1000/- Rs. 20 lacs to less than Rs. 50 lacs = Rs. 2000/- Rs. 50 lacs to less than 1 00 lacs = Rs. 3000/- Rs. 1 crore and above =Rs. 4000/- However, CPC shall be competent to relax the rules of Tender Notices depending upon the problems of purchase or emergency with the approval of Vice-Chancellor.	No Change



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