



ગુજરાત કેન્દ્રીય વિશ્વવિદ્યાલય
CENTRAL UNIVERSITY OF GUJARAT

गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

F.No.10-1/2017-Admn./367

23/09/2020

Notification No. 18/2020-21

Sub: Constitution of Local Purchase Committee (LPC) and Purchase Officer.

Ref: 1). F & A CIRCULAR No. 01/2020-21 dated 26/06/2020.

2). Approval of Hon'ble Vice Chancellor dated 27/08/2020.

Hon'ble Vice Chancellor has constituted Local Purchase Committees and appointed Purchase Officers for various Schools & Departments of Central University of Gujarat with immediate effect till further orders as per following details: -

Sr. No.	School	Name of the Purchase officer	Members for Constitution of LPC *
1.	School of Life Sciences (SLS)	Dr. Seema Rawat	Prof. J. P. N. Mishra - Dean & Chairperson
			Dr. Seema Rawat - Member
			Dr. Rajesh Vasita - Member
			Dr. Sunita Patel - Member
			Dr. Anju Pappachan -Member
2.	School of Environment and Sustainable Development (SESD)	Dr. Rajesh Singh	Dr. Bhawana Pathak – Dean & Chairperson
			Dr. Hiranmai Yadav - Member
			Dr. Rajesh Singh - Member
			Dr. Dheeraj Rathore - Member
3.	School of Language, Literature and Culture Studies (SLL&CS)	Mr. Prashant Kaushik Member Secretary (Nominated as Purchase Officer)	Prof. Atanu Bhattacharya – Dean & Chairperson
			Dr. Ajaysinh Chauhan - Member
			Dr. Ishmeet Kaur Chaudhry - Member
			Dr. Zakia Firdaus - Member
4.	School of Library and Information Science (SLIS)	Dr. Rashmi Kumbar	Dr. Roshan Jahel - Member
			Prof. Atanu Bhattacharya – Dean & Chairperson, SLL&CS,
			Dr. Bhakti Gala - Member
5.	School of Chemical Sciences (SCS)	Dr. Gururaja G. N.	Dr. Minaxi Parmar – Member
			Prof. Man Singh - Dean & Chairperson
			Dr. Dhananjoy Mondal
			Dr. Dandamudi, V. Lenin
			Dr. Panchami Prabhakaran

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6.	School of National Security Studies (SNSS)	Dr. Nongmaithem Mohandas Singh	Dr. Sanjay Kumar Jha, Professor & Dean
			Dr. Arun Vishwanathan
			Dr. Nongmaithem Mohandas Singh
7.	School of Social Sciences (SSS)	Dr. Kshamanidhi Adabar	Prof. Sarita Agrawal - Dean & Chairperson
			Dr. Kshamanidhi Adabar
			Dr. Shiju Sam Varughese
			Mr. Smruti Ranjan Dhal
8.	School of Applied Material Sciences (SAMS)	Dr. Raju Chowhan	Dr. Prakash C. Jha - Dean & Chairperson
			Dr. Indranee Banerjee
			Dr. Raju Chowhan
			Dr. E. Begari
9.	School of International Studies (SIS)	Dr. Saurabh Sharma	Dr. Manish - Dean & Chairperson
			Dr. Saurabh Sharma
			Ms. Eva Loreng
10.	School of Education (SOE)	Dr. Shamim Aara Hussain	Prof. H. B. Patel Dean as a Chairperson
			Dr. Jayendra Amin- Member
			Dr. Vijaya Lakshmi - Member Secretary
			Dr. Shamim Aara Hussain – Member
11.	School of Nano Sciences (SNS)	Dr. Hitesh Kulhari	Dr. Indrani Banerjee - Dean, SNS
			Dr. Prakash Jha, Dean, SAMS
			Dr. Hitesh Kulhari, SNS
			Dr. Manu Sharma, SNS
12.	DSW Office	Dr. Minaxi Parmar	-----
13.	Provost Office	Dr. Minaxi Parmar	-----

* Dean of School will be Ex-Officio chairperson of the LPC.

The following are the guidelines for LPCs: -

1. Each School will have its own Local Purchase Committee headed by the Dean for purchases amounting between Rs.25,000/- to Rs.2,50,000/-. All purchases in this range for School and under research projects will be made through this LPC. Procurement Department will do the needful for constituting LPCs in Schools and Centres (independent) where there are no such committees. All Deans will instruct the faculty members about the existence of LPC and not to approach Administration's committee in this regard.

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2. As amended GeM rules and subsequent circular of the university, all purchases have to be done through GeM. Only items not available in GeM may be recommended and purchased from local market by these LPCs.

3. This procedure for purchase through LPC will be:-

- Obtain administrative approval for purchase of Articles/ Chemicals / Equipments etc.
- Obtain certificate form GeM that it is not available through GeM.
- Collecting quotations from local market.
- Minutes and Comparative statements recommending L-1 with GFR Certificate to be recorded.
- Submission of Minutes to Procurement Department for approval of Competent Authority.
- Issue of Purchase Order.
- Receipt of Purchase Order.
- Processing payment – submission of (a) to (g) documents for issuing Sanction Order.
- Submission to Finance for payment with (a) to (h) documents.

4. All the Purchase Officers of the School are required to act as per following guidelines issued by F & A Department vide Circular No. 01/2020-21 dated 26/06/2020:-

- Every School/Department is required to appoint a Purchase Officer, not below the rank of Assistant Professor/Assistant Registrar, who will be responsible for the matter related to purchase, stock, indent of the School/Department.
- Every School/Department will maintain Stock Register, Purchase Register and dispatch Register in the prescribed format. These registers will be updated regularly and proper entries will be made for each purchase/procurement.
- Dispatch of documents or materials are to be done as per GFR and followed GOI Rules with proper entry in the Dispatch Register.
- Log-Book Register is to be maintained for each equipment/scientific instrument at school level/CIF and other Depts. wherever equipment is utilized.
- All the invoices will be verified and certified by the Purchase officer of the School/Dept. as per GFR and University Guidelines issued from time to time before submitted to F&A Dept. for processing payment.
- For externally funded project, PI will be solely responsible for the above-mentioned registers and stores as per GFR for all purchases related to concern Project.

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(g) University nominated officers will monitor and check all the purchase procedure and Registers maintained at School/CIF/Centre/Project level.

All Deans, Chairpersons, Coordinators and HoDs are requested to adhere the guidelines strictly. This is for implementation and compliance for all concerned.

Alok Gupta
Registrar (Offg.)

To,
All Concerned Members

Copy to (By-Email):

1. All Deans
2. All Chairpersons & Coordinators
3. Finance Officer (Offg.)
4. CoE (Offg.)
5. DSW, Provost, Proctor
6. Deputy Registrars (Acad. & Admn.)
7. All teaching & non-teaching staff
8. Professor (I/c), Library
9. Finance & Accounts Department
10. Academic & Authority Section
11. Admission & Evaluation Department
12. ICT Chairperson – **with a request to post this Notification on the University Website**
13. PA to VC
14. Notification File

Hindi version of this Notification will follow.



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