



Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu,
Central Purchase Committee, Chatha
Administrative Building, Chatha

Office Order

As approved by the Competent Authority, Dr. Rashmi Sharma, CP&AO, SKUAST-Jammu is hereby nominated as co-opted member of the Central Purchase Committee constituted vide University Memorandum No: AUJ/Est/G-162/24-25/1447-1531 dt: 29.04.2024 for the year 2024-25 (copy enclosed).

Chairman
Central Purchase Committee

No: AUJ/CPC/Misc./24-25/161-237

Date: 09.05.2024

Copy for information to:-

- All Officers of the University.....
- Director, Institute of Biotechnology, Chatha.
- All committee members of CPC-2024-25.....
- Dr. Rashmi Sharma, CP&AO, Comptroller Office, SKUAST-Jammu,
- I/C Data Centre, SKUAST-Jammu, Chatha.
- All HoD/Unit Incharge/Research Stations/Sub-Stations/KVKs/CSC/PIs.....
- SVC for kind information of the Hon'ble Vice-Chancellor.



Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

Sub: - Constitution of Central Purchase Committee for the year 2024-25 – reg

MEMORANDUM

As approved by the Hon'ble Vice-Chancellor, the Central Purchase Committee for the financial year 2024-25 is constituted as under:

S. No.	Name & Designation	
1.	Dean, FoA	Chairman
2.	Director (P&M)	Member
3.	Comptroller	Member
4.	Estates Officer	Member
5.	Deans of all Faculties of SKUAST-J	Members
6.	Dean, Students Welfare, SKUAST-J	Member
7.	Dr. Rajeev Bharat, Prof., AICRP on Rapeseed Mustard, Chatha.	Member
8.	Name with Designation & Office	Name of broad category of the item
A)	Dr. Ankur Rastogi, Prof., Div. of Animal Nutrition, FVSc & AH, RS Pura	Chemical and Glassware
B)	Dr. R.K. Srivastava, Prof., Div. of Soil & Water Engg., FoAE	Equipment
C)	Dr. Brajeshwar Singh, Prof., Division of Microbiology, FBSc	Miscellaneous
Member Secretaries		
Quorum:-		
a) Minimum of three members to be nominated by the Committee for opening the Quotation/documents and five of the total members for rest of business, Chairman, Member Secretary and Comptroller essential (in absence of Comptroller, Dy. Comptroller shall act as members of the Committee).		
b) Tender shall be floated by the respective Member Secretary.		

Terms of reference of the committee are as under:

- The concerned Member Secretary of the CPC will invite indents from the End Users of University in respect of approved items before floating Expression of Interest/NIT well in time. Such consolidated requirements of the indents should form part of EoI/NIT enabling the renderers to offer rates accordingly.
- The Committee shall strictly observe the financial powers delegated in the SKUAST Statutes to the purchaser and in case the purchase is more than his or her financial powers, the Committee shall ensure that the purchaser has obtained the proper sanction from the authority which is Competent as per financial powers of SKUAST Statutes.
- To ensure that the purchaser has not incurred the expenditure over and above the provisions made in the budget.
- To check that the purchase of the goods costing above Rs.2.00 lakh submitted by the purchaser are in order as per rules and due procedure of codal formalities are followed.

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Registrar Office
Chatha Jammu, J&K.180009, INDIA

Visit us at: www.skuast.org
E-mail-ID: registrar@skuast.org
Phone No.: 0191-2262012

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Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

- To identify the cases of procedure where the Advertised Tender Inquiry (ATI) has not been followed and to ensure that the purchaser has properly followed the Limited Tender Inquiry (LTI) as per clause 6.13 (Chapter 06) of the Purchase Procedure of SKUAST-Jammu.
- To ensure that the concerned purchaser has initiated the proposal for purchases within its financial powers delegated as per SKUAST-Statutes read with the rules of Purchase Procedure in vogue.
- To process only those purchases which are costing above Rs.2.00 lakh and ensure that the concerned Unit/head/PI's has initiated the purchase of items as per financial powers delegated in SKUAST Statutes and has followed all the codal formalities. The Central Purchase Committee after clearing the purchase shall inform the unit head/PI/(Purchaser) for placement of the supply order.
- To prepare and maintain item-wise lists of eligible and qualified (i.e. capable) suppliers by inviting expression of Interests, where ever required and must circulate the list of such approved suppliers which shall be known as registered suppliers. The option of purchases through registered suppliers shall be exercised only in cases, where the purchases through e-procurement process/GeM could not be materialized.
- To ensure completion of all documentations accurately.
- To seek clarification from suppliers/service providers where ever necessary.
- To ensure proportionality, transparency, accountability and fairness in the procurement process.
- To ensure that all necessary procurement procedures are properly followed.
- The end user while submitting the requisition shall ensure that there is no delicacy of equipments shall also ensure that there is no unfruitful investment for procurement.

Note:- The CPC shall meet twice in a month or as and when desired by the Chairman in case need is felt and shall scrutinize all the papers of purchases and submit the same to Competent Authority for approval.

Sd/-
Registrar

No: AUJ/Est/G-162/24-25/1447-1531

Dated: 21-04-2024

Copy for information to:-

- All Officers of the University _____
- Director, Institute of Biotechnology _____
- Concerned Committee Members _____
- University Examination Cell _____
- HODs of all the Faculties _____
- Chief Scientist FSR/WMRC, Chatha.
- All I/c Regional Research Stations/Sub Stations/KVKs/CSS/PIs _____
- I/c Data Centre for uploading the Memorandum on University Website
- SVC for kind information of Hon'ble Vice-Chancellor.


(Suman Rani)
Asstt. Registrar (Est.)

SKUAST

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Registrar Office
Chatha Jammu, J&K 180009, INDIA

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Visit us at: www.skuast.org
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