



पूवोत्तर पर्वतीय विश्वविद्यालय  
पू. प० विवि० परिसर, शिलॉंग-७९३०२२ (मेघालय)  
**North-Eastern Hill University**  
NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :  
Grams : NEHU

N0.FO.40/NEHU/2010 - 156

Date: 24 July 2020

**ADDENDUM**

In continuation to our **Circular on Projects** as issued vide Circular No.FO.40/NEHU/2010 dated 06 May 2020, the following may please be noted and observed for strict compliance:-

1. The Head of Department/Coordinators/PIs should strictly observe the provisions of the Procurement of Goods and Services as detailed in the General Financial Rules 2017 and the Manual for Procurement of Goods 2017 issued by the Department of Expenditure, Ministry of Finance, Government of India.
2. **Purchase of goods up to the value of Rs. 25,000 (Rupees Twenty-five Thousand only)** on each occasion may be **made without inviting quotations or bids** on the basis of a certificate to be recorded by the competent authority in the following format.

*"I, ..... am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price". (Rule 154 of GFR 2017).*

3. The threshold limit for procurement through Departmental Purchase Committee is **above Rs 25,000 and upto Rs 2.50 lakh** for each goods/articles (Rule 155 of GFR 2017). **A minimum of three (3) quotations are required to be obtained for any purchase.**
4. For any procurement **above Rs 2.50 lakhs**, the different modes are:
  - i. Advertised Tender Enquiry.
  - ii. Limited Tender Enquiry.
  - iii. Two-Stage Bidding.
  - iv. Single Tender Enquiry.

**Procurement of goods/articles valuing above 2.50 lakhs** – for such purchase through Departmental Purchase Committee quotations to be obtained **through open tender/NIT** to be published in **minimum of three newspapers (National Newspapers and Local Newspapers – Vernacular and English)**.  
(Rule 158 of GFR 2017).

No.	Modes of Procurement	Types	Threshold limit	GFR
1.	Open Tenders	Open Tender Enquiry	above Rs 25 lakhs	Rule 161 of GFR 2017

		Global Tender Enquiry	Global Tender is viable only when the goods of required specifications are not available in the country or there is absence of a sufficient number of competent domestic bidders complying with the required technical specifications.  <i>No Global Tender Enquiry shall be invited for tenders up to Rs 200 crores.</i> However, for tenders below Rs 200 crores where there are reasons for Global Tender Enquiry, prior approval for relaxation from the competent authority to be specified by the Department of Expenditure, Ministry of Finance.	Rule 161 of GFR 2017
2.	Procurement through selected suppliers	Limited Tender Enquiry	<b>Between 2.5 lakh and upto Rs 25 lakh</b>	Rule 162 of GFR 2017
		Special Limited Tender Enquiry	<b>above Rs 25 lakh</b>	Rule 162 of GFR 2017
3.	Nomination Basis Tenders	Single tender Enquiry with Proprietary Article Certificate (PAC)	It is in the knowledge of the user department that only a particular firm is the manufacture of the required goods. In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained. <b>Proprietary Article Certificate (PAC) is to be provided.</b>	Rule 166 of GFR 2017

**N.B.: For any doubt and clarity required on such procurement procedures, clarifications may be sought from Finance Department (Assistant Registrar/Finance Officer) at any time.**

5. Permission of Funding Agency is to be obtained by the concerned Project Investigator for any unusual expenditure and for re-appropriation of Fund from one Head of Account to another, in written communication or through official mail; otherwise Finance Department cannot approve any Bill or release any payment. Any mis-appropriation of funds by the concerned Project Investigator/Coordinator, the responsibility shall lie with the concerned PI/Coordinator and any refund/penalty is to be borne from the personal account of the concerned PI/Coordinator.
6. At the time of submission of bills to the Finance Department, the bill should be countersigned by the concerned PI inscribing his/her name with date. If the goods is a fixed asset, the bill should be stamped with a Fixed Assets seal after the items has been entered in the fixed asset register. Similarly, if the goods is a consumable item such as chemicals, glass wares, stationery etc, the bill should be countersigned by the concerned PI inscribing his/her name with date. The bill should be stamped with a Stock Entry seal after the items has been entered in the stock register.
7. At the time of submission of the Utilisation Certificate/Statement of Expenditure to the Finance Department, each concerned PI/Coordinator/HoD should produce the photo copy of the entire Stock Registrar for consumable etc (as per GFR 2017-Form-23). At the last page of the Stock Register, it should be countersigned by all the members of the concerned Departmental Purchase Committee (DPC) inscribing their names and date along with a Certificate as below:

*"We the members of the Departmental Purchase Committee pertaining to .....(name of the project) certifies that the consumables as recorded in the Stock Register were purchased. After physical verification; the closing stock of consumables as recorded and entered in the Stock Register (Form-23) were received and used in the..... (location of the consumable)."*

8. At the time of submission of the Utilisation Certificate/Statement of Expenditure to the Finance Department, each concerned PI/Coordinator/HoD should produce the photo copy of the entire fixed asset registrar (as per GFR 2017-Form-22). It should be countersigned by all the members of the concerned Departmental Purchase Committee (DPC) inscribing their names and date along with a Certificate as below:

*"We the members of the Departmental Purchase Committee pertaining to .....(name of the project) certifies that after physical verification; the fixed assets as recorded and entered in the Fixed Asset Register (Form-22) is available, commissioned and installed in the.....(location of the asset)."*

The above guidelines/instructions are issued as part of Systems Strengthening of the University Finance and related units.

9. **Responsibility for preparation of Utilisation Certificate and Statement of Expenditure is the responsibility of the respective Principal Investigator (PI) / Co-ordinator.**



**Finance Officer**

Finance Officer  
North- Eastern Hill University  
Shillong

Copy forwarded to:

1. P.S. to VC, NEHU, Shillong for kind information of the Vice-Chancellor
2. PS to PVC, NEHU, Shillong/Tura for kind information of the Pro Vice-Chancellors
3. PS to Registrar, NEHU, Shillong for kind information of the Registrar
4. PS to COE, NEHU, Shillong for kind information of the Controller of Examination
5. Joint Registrar (Academics)
6. All the Deans of School, NEHU, Shillong (dean@nehu.ac.in)
7. All the Heads of Department/Centre, NEHU, Shillong (hod@nehu.ac.in)
8. All the faculty, NEHU Shillong (faculty@nehu.ac.in)
9. Assistant Registrar (Finance), NEHU, Shillong
10. Section Officer (Projects), Finance Section, NEHU Shillong
11. Office file.