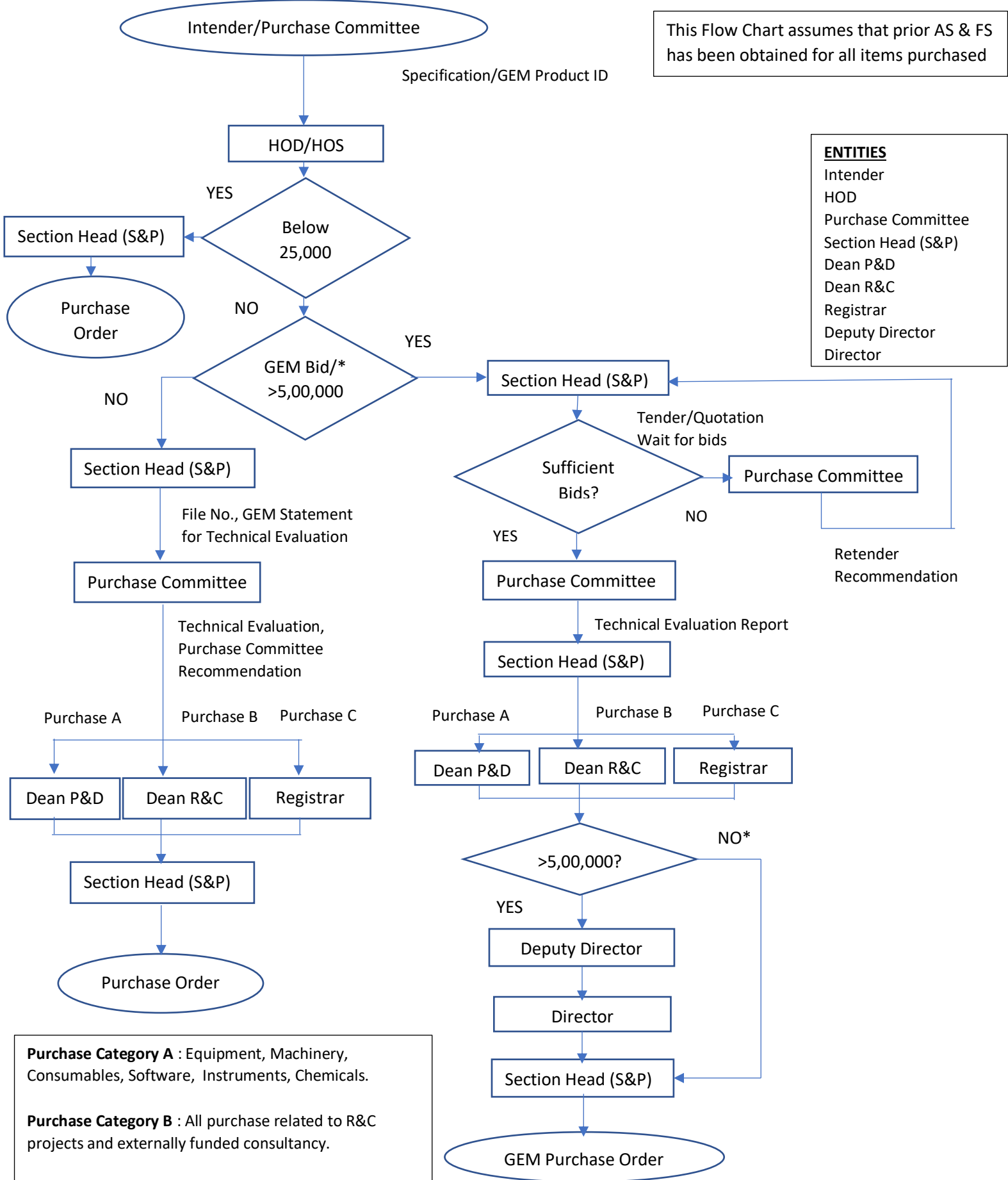


# Purchase Initiation to purchase orders generation for GEM Purchase

This Flow Chart assumes that prior AS & FS has been obtained for all items purchased

- ENTITIES**
- Intender
  - HOD
  - Purchase Committee
  - Section Head (S&P)
  - Dean P&D
  - Dean R&C
  - Registrar
  - Deputy Director
  - Director



**Purchase Category A :** Equipment, Machinery, Consumables, Software, Instruments, Chemicals.

**Purchase Category B :** All purchase related to R&C projects and externally funded consultancy.

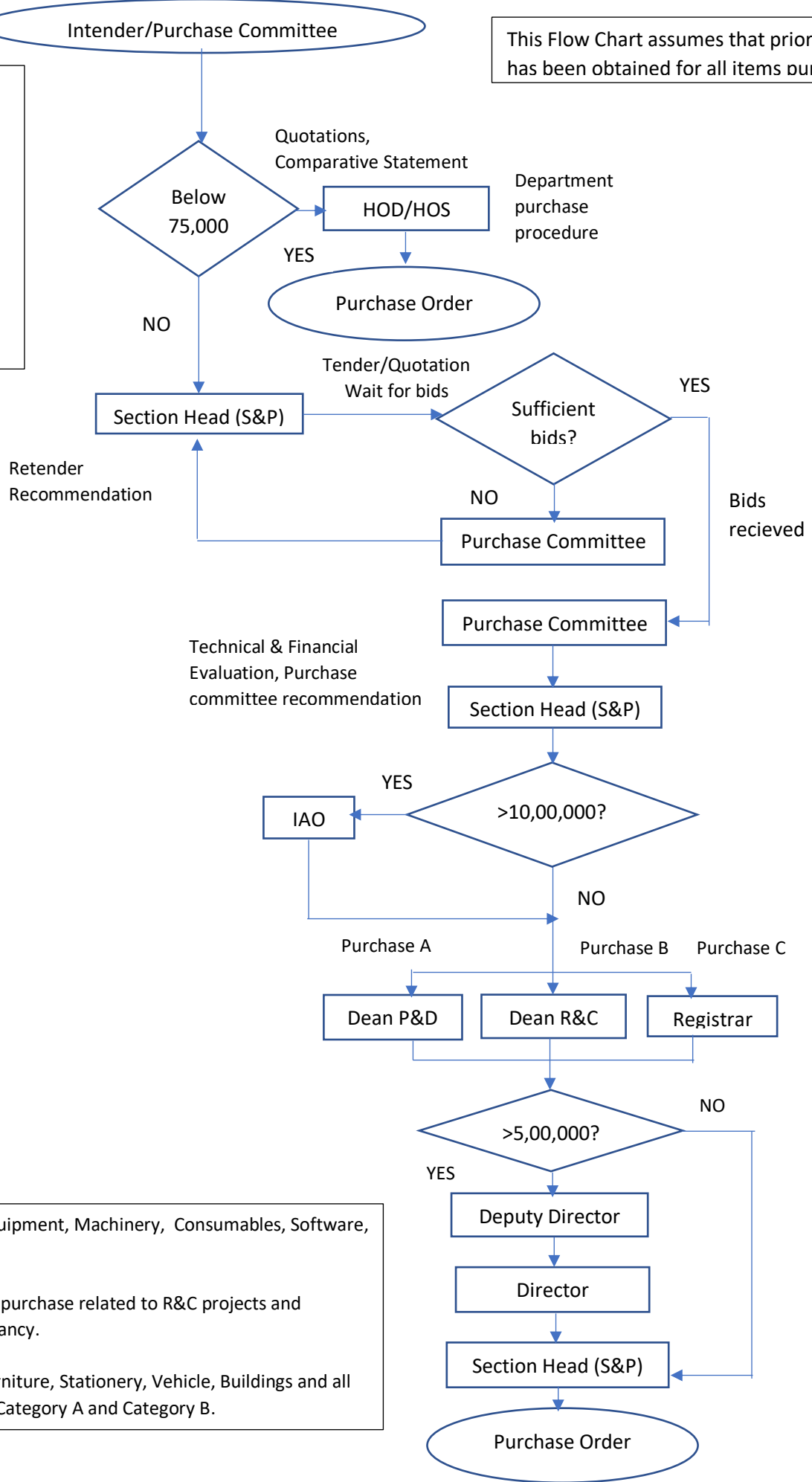
**Purchase Category C :** Furniture, Stationery, Vehicle, Buildings and all items not covered under Category A and Category B.

\*GEM BID may be generated for all purchase above RS. 5,00,000/- OR when sufficient purchase options are unavailable in GEM for products of value below Rs. 5,00,000.

# Purchase Initiation to purchase orders generation for NON - GEM Purchase

- ENTITIES**
- Intender
  - Purchase Committee
  - HOD/HOS
  - Section Head (S&P)
  - Dean P&D
  - Dean R&C
  - Registrar
  - Internal Audit Officer IAO
  - Deputy Director
  - Director

This Flow Chart assumes that prior AS & FS has been obtained for all items purchased

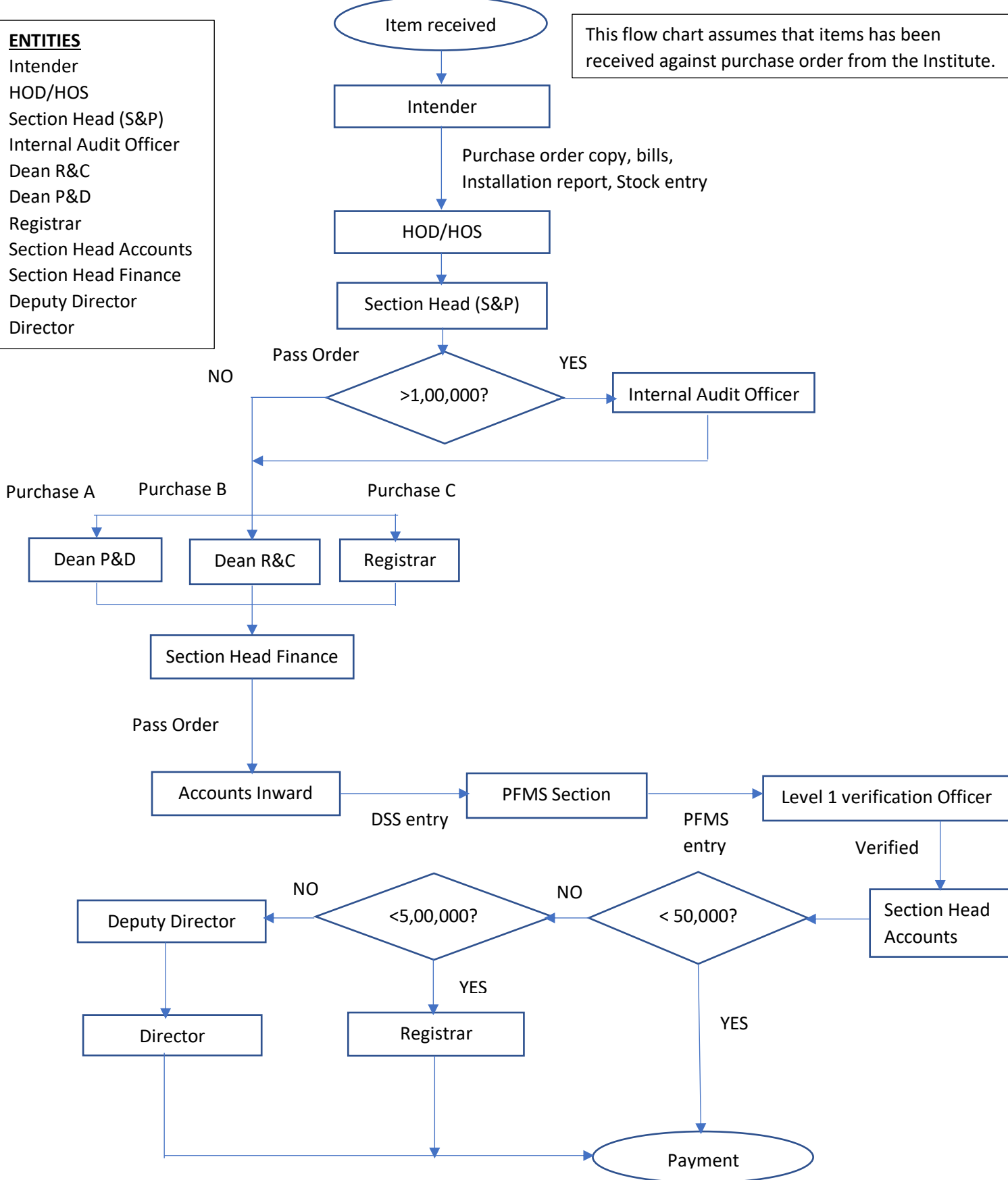


- Purchase Category A :** Equipment, Machinery, Consumables, Software, Instruments, Chemicals.
- Purchase Category B :** All purchase related to R&C projects and externally funded consultancy.
- Purchase Category C :** Furniture, Stationery, Vehicle, Buildings and all items not covered under Category A and Category B.

## Receipt of goods to release of payment

- ENTITIES**
- Intender
  - HOD/HOS
  - Section Head (S&P)
  - Internal Audit Officer
  - Dean R&C
  - Dean P&D
  - Registrar
  - Section Head Accounts
  - Section Head Finance
  - Deputy Director
  - Director

This flow chart assumes that items has been received against purchase order from the Institute.



**Purchase Category A :** Equipment, Machinery, Consumables, Software, Instruments, Chemicals.

**Purchase Category B :** All purchase related to R&C projects and externally funded consultancy.

**Purchase Category C :** Furniture, Stationery, Vehicle, Buildings and all items not covered under Category A and Category B.