



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR

(Established by Andhra Pradesh Act. No. 30 of 2008)

Administrative Block, Anantapur – 515 002, Andhra Pradesh

University Order /RP /No. 137 /2012

Dt. 01.12.2012.

Sub: - Revised Administrative and Financial sanction powers and standardization procedures for taking up civil works and procurement of Goods, Material, Equipment, Furniture, Books etc.- Order- Issued-Reg.

Read: - 1. Proposals submitted by Director of ICS, JNTUA for delegation n of powers.

2. G.O. Ms. No. 36 I & CAD Department Dt. 7.3.2003.

3. G. O. Ms. No. 489 Finance (TFR.I) Department Dt. 8.12.2008.

4. Minutes of the XXII meeting of M&DC held on 31.10.2012 under Agenda Item No. 2.01.

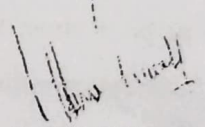
ORDER:

Keeping in view the price escalations of material, equipment, apparatus, civil works etc it is proposed to enhance ceiling of financial sanctioning powers of various university officers. Also it is proposed to review the procedures for civil works and procurement of goods, material, equipment etc in accordance with the Government orders cited in read (2) and (3).

Accordingly the above proposals were included as agenda item No. 2.01 in the XXII meeting of the Monitoring and Development Committee held on 31.10.2012.

The Monitoring and Development Committee has considered the above proposal and resolved to approve the revised administrative and financial sanction powers of various officers/bodies of the University and purchase procedures as detailed in the **Annexure**.

The new guidelines, on financial powers and purchase procedures shall come in to force with immediate effect.


REGISTRAR

Copy to All Directors of the University

Copy to OSD to VC, JNTUA

Copy to The Principal, JNTUA CEA, Principal, JNTUA CEP

Copy to Director OTRI, JNTUA

Copy to University Engineer through DICS

Copy DR (E) DR (A)

Copy to PA to VC, PA to Rector, PA to Registrar

Copy to file

ANNEXURE

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR

REVISED ADMINISTRATIVE AND FINANCIAL SANCTION POWERS & PURCHASE PROCEDURES

DELEGATION OF POWERS

FINANCIAL POWERS OF M&DC/ EXECUTIVE COUNCIL :

- (1) M&DC/ Executive Council is empowered to accord Administrative approval and Financial approval for all works above Rs.10.00 lakhs
- (2) Tenders – M&DC/ Executive Council authorizes the Building Committee to accept the tenders, for works above 10.00 lakhs.
- (3) Revised Estimates – M&DC/ Executive Council authorizes to accord approval for the revised Estimates, Work-slips of original works above 15% excess over the Administrative Sanction above 25.00 lakhs.

Building Committee is authorized to approve the revised estimate / Work-slip of original works up to 15% excess over the administrative approval or an amount Rs 25.00 lakhs whichever is less.

- (4) Sanction, Remission and the writing off of irrecoverable losses and damages of stores, equipment and other property of the University - on recommendation of the University Committee appointed by the Vice-Chancellor above Rs.3.00 lakhs. The process of remission, writing off of irrecoverable losses and damages of stores, equipment and other payments shall be followed as per the standard procedure of the University.
- (5) Sanction, purchase of machinery, equipment, apparatus, furniture and other stores of non-recurring nature, the cost of which at any one time exceeds above Rs.10.00 lakhs for article or more articles of the same kind of the clause – the procurement of machinery, equipment and other stores shall be followed as per standard procedure of the University.

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- (6) Sanction, purchase of stores, apparatus raw materials of a recurring nature the cost of each individual article or more than one article of the same class or kind at any one time exceeds Rs.5.00 lakhs. The procurement shall be followed as per the standard procedure of the University.
- 7) Write off irrecoverable revenue to the extent above Rs.50, 000/- in each individual case.
- 8) The purchase of stationery, books, periodicals and journals and printing works – above Rs.10.00 lakhs.

FINANCIAL POWERS OF VICE-CHANCELLOR :

- (1) The Vice-chancellor is empowered to accord administrative approval and financial approval for all works up to Rs.10.00 lakhs.
- (2) Tenders - The Vice-Chancellor is empowered to accept the tenders for all the works up to Rs.10.00 lakhs.
- (3) Revised Estimates – The Vice-Chancellor is empowered to approve the revised Estimates, Work-slips of all works upto 15% excess over the administrative sanction amount or the amount of Rs. 10.00 lakhs whichever is less.
- (4) Sanction, remission and the writing off of irrecoverable losses and damages of stores, equipment and other property of the University - on recommendation of the University Committee appointed by the Vice-Chancellor upto Rs.3.00 lakhs - to be placed in the Financial Committee for information. The process of remission, writing off of irrecoverable losses and damages of stores, equipment and other payments shall be followed as per the standard procedure of the University.

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- (5) Sanction, purchase of machinery, equipment, apparatus, furniture and other stores of non-recurring nature, the cost of which at any one time up to Rs.10.00 lakhs for article or more articles of the same kind of the clause – the procurement of machinery, equipment on other sources shall be followed as per standard procedure of the University – To be placed in the M&DC/ Executive Council for information.
- (6) Sanction, purchase of stores, apparatus raw materials of a recurring nature the cost of each individual article or more than one article of the same class or kind at any one time up to Rs.5.00 lakhs – the procurement of stores, apparatus, raw materials of a recurring nature shall be followed as per the standard procedure of the University – To be placed in the M&DC/ Executive council for information.
- (7) Right off irrecoverable revenue up to of Rs.50, 000/- in each individual case – To be placed before M&DC/Executive Council for information.
- (8) The purchase of stationery, books, periodicals and journal and printing works – up to Rs.10.00 lakhs.

FINANCIAL POWERS OF REGISTRAR/PRINCIPALS/DIRECTORS

1. They are empowered to accord Administrative approval and Financial approval for all works up to Rs.50,000/-.
2. Tenders – They are empowered to accept the tenders for the works up to Rs.50,000/-.

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Revised Estimates – they are empowered to approve the revised Estimates. Work-slips of original works up to 10% excess or Rs.5,000/- whichever is less over the Administrative Sanction amount.

- 3) Sanction, Remission and the writing off of irrecoverable losses and damages of stores, equipment and other property of the University - on recommendation of the University Committee appointed by the Vice-Chancellor up to Rs.25, 000/- (Previously not mentioned). The process of remission, writing off of irrecoverable losses and damages of stores, equipment shall be followed as per the University standard procedure. – To be placed before the Vice – Chancellor for information.
- 4) Sanction, purchase of machinery, equipment, apparatus, furniture and other stores of non-recurring nature, the cost of which at any one time up to Rs.1.00 lakhs (Previously Rs 1.00 lakhs/for all machinery and equipment, Rs.25,000/- for raw materials and furniture) for article or more articles of the same kind of the clause – the procurement of machinery, equipment on other sources shall be followed as per standard procedure of the University.
- 5) Sanction, purchase of stores, apparatus raw materials of a recurring nature the cost of each individuals article or more than on article of the same class or kind at any one time up to Rs.50,000/-.
- 6) Write off irrecoverable revenue up to of Rs.10, 000/- in each individual case.
- 7) The purchase of stationery, books, periodicals and journals and printing works – up to Rs.1.00 lakh.

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TECHNICAL SANCTION OF ESTIMATES

BUILDING COMMITTEE:

The Building Committee is authorized to accord technical approval for all the works above Rs.10.00 lakhs. The Building Committee authorizes the technical sanction powers to the following officers:

- 1) Director ICS - works above Rs.50.00 lakhs
- 2) University Engineer in the rank of S.E. - upto Rs.50.00 lakhs.
- 3) University Engineer in the rank of E.E. - upto Rs.10.00 lakhs.
- 4) Project Engineer / Deputy Executive Engineer - upto Rs.50,000/-

BID INVITATION OF WORKS & SERVICES :

- (1) In case of emergency, the Vice-Chancellor is empowered to allot the works upto Rs.1.00 lakh on nomination.
- (2) The Registrar, Principals / Directors are empowered to allot the works up to Rs.20,000/- on nominations basis.
- (3) For the works up to Rs.5.00 lakhs, Chit Tender Notice shall be displayed in the notice boards of concerned college and University and also to be given publicity in local Govt. Engineering Departments concerned.
- (4) For the works costing between Rs.5.00 to Rs.10.00 lakhs, wide publicity may be given by publishing in any one reputed news papers in District edition.
- (5) For the works costing more than Rs.10.00 lakhs, e-procurement procedure as laid down in the G.O.Ms.No. 36 I&CAD dated 7.3.2003 and subsequent amendments issued by Government from time to time to be followed vide clause 12.
- (6) The tender schedules should contain not only the quantities but also the rates worked out by the Department and the amount for each item and the total value of

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the contract. The tenderer will not be required to quote item wise rates. Tender should indicate his willingness to do the work, either at the estimated value of the work or at a percentage in excess of the estimated value of the work or at a percentage less than the estimated value of the work, in the Performa appended in the tender document.

- (7) The R&B department procedure shall be followed for preparation of tender schedules.

BID INVITATION POWERS :

- 1) Director ICS- works above Rs.50.00 lakhs
- 1) University Engineer in the rank of S.E. - Up to Rs.50.00 lakhs.
- 2) University Engineer in the rank of E.E. - Up to Rs.10.00 lakhs.
- 3) Project Engineer / Deputy Executive Engineer - up to Rs.50,000/-

PROCUREMENT OF MATERIALS & EQUIPMENT, FURNITURE, SOFTWARE, BOOKS ETC.

The M&DC in its XX meeting (item No. XV) has accorded permission to implement G.O.Ms. No. 489 Dt.8.12.2008. Accordingly, the following purchase procedures are proposed for approval.

- a) When the value of single purchase does not exceed Rs. 10,000/- or if more than one kind of article is ordered one time, then if the total value does not exceed Rs. 20,000/- then purchases shall be made through direct contracting.
- b) If the value of the purchase is over and above the previous case and up to Rs. 5.00 Lakhs (Rupees Five Lakhs) such purchases shall be made by calling quotations. It shall, however, be ensured that the quotations are obtained by contacting as many suppliers as possible depending on the estimated value of the item subject to the

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condition that the quotation enquiry is issued to least **three firms** when the value of items purchased is up to Rs. 1.00 Lakhs and five firms when the value of items to be purchased is above Rs. 1.00 Lakhs and up to Rs. 5.00 Lakhs, unless the source of supply is less than these minimum specified numbers.

- c) A single tender may be invited in respect of the following cases:
- (i) When an item or items of stores covered by an indent is available from only a single source, e.g. where the stores are spare parts, attachments, accessories etc., required for an existing equipment or the items or stores are the monopoly products of a single manufacturers, etc.
 - (ii) When an item or items of stores covered by an indent is of a proprietary nature and is recommended to be purchased from a single source with sufficient technical reasons for choice of the proprietary make with the approval of the competent authority.
- d) For all items above Rs. 5.00 lakhs except the class of items which fall in the above category purchases will be made through open tenders by publishing tender notification in at least two national dailies.

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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Andhra Pradesh Financial Code Volume – I – Rules and instructions governing the Purchase of Stores – Rule III 7 under Article 125 of Andhra Pradesh Financial Code Volume – I - Further Clarificatory Orders – Issued.

FINANCE (TFR) DEPARTMENT

G.O.Ms.No. 40,

Date:14-02-2014.

Read the following:

1. G.O.Ms.No.489, Finance (TFR.I) Dept. dt:08.12.2008.
2. G.O.Ms.No.258, Finance (TFR) Dept. dt:20.09.2013.
3. U.O.No.364/F3(2)/2014-1, dt:03-02-2014 of Finance (W&P) Dept.,

ORDER:

In the reference 1st read above orders were issued amending the existing provisions under Article 125 of Andhra Pradesh Financial Code Volume – I.

2) In the reference 2nd read above, orders were issued that materials/stores costing more than Rs.1,00,000/- (Rupees One lakh only) shall be procured through e-procurement platform only.

3) In the reference 3rd read above, Finance (W&P) Department have sent proposal to issue clarificatory orders amplifying (materials/stores do not confine to works but also includes purchases both for works and office use) the meaning of stores as defined in A.P. Financial Code Volume – I, since, in certain instances materials/stores costing more than Rs.1.00 lakh are not procured through e-platform on misinterpreting “stores” and limiting the meaning of “stores” to materials pertaining to works only.

4) The matter has been reviewed by the Government and after examining in detail, hereby clarify that, stores means all articles and materials purchases (both for works and office use i.e., for all the purchases of Goods/Products/works/services etc.,) including live-stock [other than cash and documents] shall be procured through e-procurement platform only, which come into the possession of a Government servant for use in the public service, as defined under Article-6 of A.P. Financial Code Vol-I.

5) In this context, all the Government Departments are requested to follow the above procedure scrupulously.

6) This order comes into force with immediate effect.

7) The details of the e-procurement procedure is available at <http://www.eprocurement.gov.in/default.asp>

[P.T.O]

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8) These instructions are also available in Andhra Pradesh Government Website
<http://www.apfinance.gov.in.> / <http://goir.ap.gov.in/>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**L.PREMA CHANDRA REDDY
PRINCIPAL SECRETARY TO GOVERNMENT (IF) (I/e)**

To

All Departments of Secretariat.

All Heads of Departments.

All District Collectors.

The Director General, Anti Corruption Bureau, Hyderabad.

The Secretary, A.P. Public Service Commission, Hyderabad.

The Vigilance Commissioner, A.P. Vigilance Commission, A.P., Secretariat, Hyderabad.

The Registrar, A.P. Administrative Tribunal, Hyderabad.

The Commissioner, I & P.R. Hyderabad.

The Principal Accountant General (Audit.I), A.P., Hyderabad.

The Accountant General (Audit.II), Hyderabad.

The Accountant General, (A&E), A.P., Hyderabad.

The Law (E) Department.

Copy to: Finance (W&P) Department.

All Officers and Sections in Finance Department.

SF/SCs.

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