



# झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

(A Central University established under Central Universities Act, 2009)

No.:CUJ/GA/26/2016/375

Date: 10th Sept 2020

## OFFICE ORDER

Hon'ble Vice Chancellor is pleased to reconstitute the Departmental Academic Purchase Committee of the University with immediate effect till further orders for purchase of items below Rs. 2.50 Lakh, subject to the availability of fund, by following the due procedure under GFR 2017. Members of the Committee shall be as follows:

1. Head of Department concerned : Chairman  
(in case of Coordinator, Dean of School)
2. All Professors and Associate Professors of the Department : Member
3. Two Assistant Professors of the Department : Member  
(To be nominated by the Head of Department)
4. Finance Officer's Nominee : Member

All purchases will be made through GEM Portal, if the item to be procured is available at GEM. Purchase Order will be issued by the Head of Department according to the standard format obtained from the Purchase Section and Head of Department will also be the Consignee for such purchases. These purchases must be entered in Central Stock Register as well as Department Stock Register for bill processing.

For purchase of Rs. 2.50 Lakh and above, Departmental Academic Purchase Committee may send its recommendation to the Central Academic Purchase Committee.

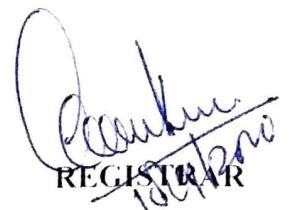
This supersedes all previous orders in this regard.

This issues with the approval of Hon'ble Vice Chancellor.

Sd/-  
**REGISTRAR**

Copy for information and necessary action to:

1. All Deans of Schools
2. Controller of Examinations & Librarian
3. All Heads/Coordinators of Departments
4. Prof. I/c Academics & I/c R&D
5. All DRs / EE / I/c Health Centre / ARs / PRO
6. Technical Cell I/c for Univ. Website
7. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
8. All the members concerned
9. Notice Board, Concerned File & Guard File

  
**REGISTRAR**