



UNIVERSITY OF CALCUTTA

Audit & Accounts Department


Notification

Amendments in the Calcutta University Purchase and Work Manual Approved by the Syndicate dated 03.05.18 (Item No. 02)

It is notified to all concerned that the members of Finance Committee accepted and approved the under mentioned “**Format of Purchase**” vide their meeting dt. 23.04.2018 against Item No. 10.

FORMAT OF PURCHASE

1	2	3	4	5	6	7
Details of the item intended to be purchased with value	Whether the identical article lying with the Department, if so, the nos. of articles existing with Stock Register entries need be furnished.	Whether any such articles were placed with the Department from Rusa allocation.	Justification of current purchase, compared to stock position of the article (Copy of Stock Register is required to be provided)	Whether the stock became unserviceable / scrap during the period, if so, the latest disposal records may be provided	Whether the article meant for service of AMC and the frequency of AMC with satisfactory performances may be mentioned.	Details of NIT website, e – tender as the case may be, is required to be furnished.


31/5/18
Accounts Officer
University of Calcutta