

UNIVERSITY OF KERALA
(FINANCE INSPECTION WING)

No. FIW/Misc/Sp/1/2014

Thiruvananthapuram
22-03-2014

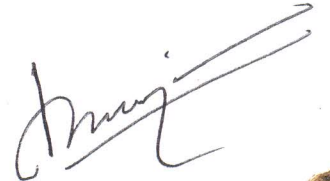
C I R C U L A R

Sub:- Modification of stores purchase Manual – Procurement of stores – and services in the University – guidelines issued – reg.

Reg:- Go.(P) No.3/2013/SPD dt. 21-06-2013

As per GO. cited Government have issued revised guidelines for the procurement of stores. In line with the Government Order and subject to the other conditions and procedures laid down in the Kerala Financial Code, the following guidelines are issued for the purchase of stores etc. in the University.

- 1 The purchase of stores up to a value of Rs.15,000/- (Rupees fifteen thousand only) on each occasion may be made without inviting quotations/bids by the Head of Departments/Offices/Statutory Officers/Purchase Officers of the University. They shall draw the amount on the basis of a certificate to the effect that “I.....
.....(Name and Designation) am personally satisfied that the stores purchased are of the requisite quality and specification and have been purchased from a reliable supplier at reasonable price”.
- 2 The stores mean and include all the articles and materials (other than cash and documents) which come into the possession of a University servant for use in the Public Service. This will also include Annual Maintenance Services/Contract for maintenance of machinery/equipments/computers etc.
- 3 The revised position shall be applicable for all the purchases made on and after 21-06-2013.



PK.RAJU
FINANCE OFFICER

To

1. All Heads of Departments/Offices
2. All Audit branches and sections
3. PSs and PAs to all statutory Officers
4. All centres/Sub offices under University
5. Government Auditor.