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PERFORMA NOTES FOR THE FINANCIAL SANCTION IN CASES OF ANY TYPE OF PURCHASE / SERVICES ETC

NAME OF THE DEPARTMENT / SECTION	
DATE	
FINANCIAL YEAR	
TYPE OF EXPENDITURE (ITEM NAME AND DETAIL) 1. Item Name : 1.1 Item Details/Specification 1.2 Quantity Price / Item :	
DETAILS OF LAST PURCHASE Y/N Item Name : Item details / Specification : Quantity Purchase : Date Of Purchase : Total Amount & Cumulative stock	
APPROXIMATE TOTAL AMOUNT OF EXPENDITURE TO BE INCURRED	
BUDGET HEAD	
TOTAL BUDGET ALLOTMENT	
AVAILABEL BALANCE	
JUSTIFICATION OF THE EXPENDITURE (REQUIREMENT)	
SIGNATURE OF THE REQUISITE (Department/Section)	

PURCHASE SHOULD BE STRICTLY AS PER ORDINANCE 43

(the monetary limit fixed in the below mentioned financial powers will be applicable to each case at time but requirements at a time should not be split up so as to cover the expenditure not involved within the power.)

PATTERN	SANCTIONING AUTHORITY ORDINANCE 43	FINANCIAL POWER LIMIT ORDINANCE 43	TYPE OF REQUIREMENT
BY ADVERTISEMENT (minimum 3 tenders are required. But when the no. of tenders are less than 3, vice chancellor is authorized to decide the matter on the basis tenders received.)	FINANCE COMMITTEE/SYNDICATE	FOR EXPENDITURE MORE THAN Rs. 1,00,000/	
AFTER INVITING QUOTATIONS / TENDERS (minimum 3 quotations/tenders are required. But when the no. of quotations/tenders are less than 3, vice chancellor is authorized to decide the matter on the basis of quotations/tenders received)	VC REGISTRAR HEAD OF THE DEPARTMENT	UP TO RS. 10,00,00 / PER ITEM UP TO RS. 25,000 / PER ITEM UP TO RS. 10,000 / PER ITEM	
WITHOUT INVITING QUOTATIONS	VC REGISTRAR REGISTRAR HEAD OF THE DEPARTMENT	UP TO RS. 50,000 / PER ITEM UP TO RS. 10,000 / PER ITEM EVERY STATIONERY ITEM IN CASE OF IMMEDIATE REQUIREMENT UP TO RS. 5,000 / PER ITEM UP TO RS. 5,000 / PER ITEM	
ITEMS HAVING RATE CONTRACT (once approved by the VC. or the Finance committee or the Syndicate)	HEAD OF THE DEPARTMENT	UP TO RS. 25,000 PER ORDER	
PURCHASES FROM GOVERNMENT (when purchases are to be made from State government of Govt. of India or their undertaking or institutions recognized by such Governments for direct purchases), (DGSD rate contracts)	PRIOR SANCTION OF VC / FINANCE COMMITTEE	UP TO ANY AMOUNT(as per the purchase police laid down by the govt.)	
STANDARD ITEM	VC FINANCE COMMITTEE	STANDARD ITEM TO BE DECIDED BY THE VC NO QUOTATIONS REQUIRED TO BE INVITED PURCHASE CAN BE MADE DIRECT FROM THE MANUFACTURER OR FROM THE AUTHORISED DEALER EXPENDITURE MORE THAN 10,00,00/	

SPECIAL CASE

(as per ordinance 43, in special circumstances and other special urgent requirement, vice chancellor may wave the requirement of issuing tender notice in the news papers)

REASON FOR SPECIAL CASE (TO BE WRITTEN BY DEPARTMENT/SECTION)

SIGNATURE OF THE REQUISITTEE (Department / Section)

REMARKS OF STORES / DEPARTMENT

AUTHORISED SIGNATURE STORES / HOD

TECHNICAL REMARKS WHERE EVER NECESSARY

AUTHORISED SIGNATORY

TECHNICAL COMMITTEE

FOR AUTHORITY USE:

REMARKS IF ANY

SIGNATURE OF THE COMPETENT AUTHORITY

REGISTRAR	PRO-VICE-CHANCELLOR	VICE-CHANCELLOR