In pursuance of Office Memo No. 572/LD/Reg/Sectt. Dated 17.12.2012, the Vice-Chancellor has approved the Revised Guidelines for processing of purchase requisitions, pertaining to most commonly used items (viz. Desktop-PCs, Laptops, Servers, Peripherals, Projectors, Copier Machines, UPS and Air-Conditioners), with immediate effect, as per following:

1. All planned purchases, for the items listed below will now be handled by Central Purchase Office of the University, as per its Purchase Rules. Central Purchase Office will co-opt minimum of two technical experts for each item, as per details specified in following Table:

<table>
<thead>
<tr>
<th>Item</th>
<th>Technical Expert-1</th>
<th>Technical Expert-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop-PCs, Laptop-PCs, Peripherals, Servers, Projectors, Copier Machines</td>
<td>Chairman, Dept. of Computer Engineering/Computer Science or their nominee</td>
<td>Director, Computer Centre or his nominee</td>
</tr>
<tr>
<td>UPSs</td>
<td>Chairman, Dept. of Electrical/Electronics Engineering, or their nominee</td>
<td>MIC – Electricity or his nominee</td>
</tr>
<tr>
<td>Air-conditioners</td>
<td>Chairman, Dept. of Mechanical Engineering or his nominee</td>
<td>MIC – Electricity or his nominee</td>
</tr>
<tr>
<td>Specialized (Proprietary) Application Software(s) : Software Licenses</td>
<td>Chairman/Head of Concerned Department/Office or his nominee</td>
<td>Director, Computer Centre or his nominee</td>
</tr>
<tr>
<td>Server Operating System Software : Software Licenses</td>
<td>Chairman/Head of Concerned Department/Office or his nominee</td>
<td>Director, Computer Centre or his nominee</td>
</tr>
<tr>
<td>Desktop Operating System Software: Software Licenses</td>
<td>Chairman/Head of Concerned Department/Office or his nominee</td>
<td>Director, Computer Centre or his nominee</td>
</tr>
</tbody>
</table>

2. For purchases below Rs 15,000/- (for any of the aforesaid items as well), department(s) concerned can process purchase requisitions locally at their end, as per General Financial Rules of Govt. Of India, by selecting and using the pre-approved rates, pre-approved configurations from the concerned pre-approved suppliers.

3. For items listed in Table-1 (other than Air-Conditioners, because specific approval of competent authority, for purchase of ACs is mandatory, irrespective of head of account of purchase), purchase requisitions (if any) should be forwarded with reference to minutes of CPCC/CPC to Bill Section, (other than those pertaining to Department Grant which are dealt with in the Grants Section) by selecting most suitable item from the pre-recommended list of items, along-with requisite funds, clearly specifying head of account from which the procurement should be made.

4. If the specific item required to be procured for Department/Office is not available in pre-approved list, the specifications proposed by the Department/Office/Project will be subjected to review by two Technical Experts (as detailed in Table-1), prior to approval of specifications by CPC. All purchase order(s) for recommended specifications, will be placed by Bill Section, (other than those pertaining to Development Grant which are dealt with in the Grants Section), unless a waiver (after review of justification requiring local purchases) is obtained from Competent Authority, for local purchase of the same.

5. CPCC (Central Purchase Committee for Computers) stands revised a technical sub-committee of CPC (Central Purchase Committee) with Finance Officer, as the Convener. This technical sub-committee of CPC(Central Purchase Committee) of the University, will assist with following:
   a. Annual Standardization of Technical Specifications by item-wise Technical Experts (as per Table-1) for most commonly used items listed in Table-1, for Centralized and/or Departmental procurements of these items, in the University.
   b. Review of Technical Specifications document (prior to tender notifications) and assessment of technical bids (as a part of 2-bid tender process) by item-wise Technical Experts (as per Table-1) for most commonly used items as listed in Table-1, for Centralized and/or Departmental procurements of these items, in the University.

Contd...2.
c. Review of Technical Proposals/Specifications by item-wise Technical Experts as per Table-1, pertaining to specific items as listed in Table-1, if there is any specific functional need of a particular research project/department/office that can’t be fulfilled with the pre-approved list of these items, and provide their observations/comments, as a part of workflow pertaining to request for approval of waiver (deviation from pre-approved list) from competent authority.

(6) **Role of Computer Centre:**

a. To liaise with OEMs (Original Equipment Manufacturers) for organizing back-end support from OEM, to resolve warranty support issues, as per entitlement of AMU, as and when escalations are received from various departments/offices pertaining to Desktop Computers, Peripherals, Projectors, Copier Machines, UPS, and Networking Equipments

b. Promotion of Open Source Softwares across the University, for minimising recurring costs of proprietary software licenses.

c. Educating user(s) for proper verification of ICT-assets w.r.t. specifications of supply order(s), registration of ICT-assets with OEM to enable effective warranty support, optimum and effective utilization of ICT-resources provided by the University.

(7) **Role of End-User(Ultimate Consignee) Department/Office/College:**

a. Storage under safe-custody (during the period between delivery and installation), for the items listed in Table-1 and supplied to the department/office/college/centre against a supply order (irrespective of whether the supply order was placed locally or centrally).

b. Seek guidance/support/training from relevant technical expert(s), if required for ensuring proper documentation of installation, physical-verification, stock register(s) updates and labelling of assets, prior to issuing a certificate that item supplied is strictly according to the specifications as given in the supply order.

c. Ensure that on installation, the supplier registers the asset with OEM (for proper and effective warranty support as per entitlement of AMU) and a copy of confirmation/evidence of registration (along-with date of registration) should also be enclosed with bills, as a part of payment processing.

d. Proper usage of assets procured (as per the recommendations of OEM and guidelines issued by computer centre from time to time), to ensure that warranty/AMC support is valid and available, as per entitlement of AMU.

(8) **Role of Oversight Committee/Internal Audit:**

From time to time, oversight committee having member(s) representing item-wise Technical Experts (as per Table-1), Internal Audit, and nominee of Finance Officer, will be constituted to conduct flash audit of procured assets, installed at consignee’s location, and submit its report to Chairman/Head/Dean concerned, with a copy to Finance Officer, articulating their observations/findings of sample/random checks for quality control purposes. Departmental Inquiry may also be conducted on a case to case basis, as and when need arises for the same.

Signed
(Aata Husain)
Deputy Registrar
(General)

**Distribution:**

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03. All Principals of Colleges/Polytechnics/Schools,
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