OFFICE MEMO
Dated: 27.06.2015
Office of the Registrar
(Academic Section)
Aligarh Muslim University
Aligarh

In pursuance of Office Memo No. 571/12/Reg/Sect. Dated 17.12.2012, the Vice-Chancellor has approved the Revised Guidelines for processing of purchase requisitions pertaining to most commonly used Items, viz., Desktops 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 accept minimum of two Technical Experts for each Item, as per details specified in following table:

<table>
<thead>
<tr>
<th>Item</th>
<th>Technical Experts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktops PCs, Laptops, Servers, Peripherals, Projectors, Copier Machines</td>
<td>Chairman, Dept. of Computer Engineering/Computer Science or his nominee</td>
</tr>
<tr>
<td>UPS</td>
<td>Director, Computer Centre or his nominee</td>
</tr>
<tr>
<td>Air-conditioners</td>
<td>MIS – Electricity or his nominee</td>
</tr>
<tr>
<td>Specialized [Preparation Application Software](Software License)</td>
<td>Chairman/Head of Concerned Department/OFFICE or his nominee</td>
</tr>
<tr>
<td>Server Operating System Software License</td>
<td>Chairman/Head of Concerned Department/OFFICE or his nominee</td>
</tr>
<tr>
<td>Development Operating System Software License</td>
<td>Chairman/Head of Concerned Department/OFFICE or his nominee</td>
</tr>
</tbody>
</table>

(2) For purchases below Rs. 15,000/- (for any of the above mentioned items). Department 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 AC is mandatory, irrespective of Head of account purchase), purchase requisitions (if any) should be forwarded to Central Purchase Office, by writing most suitable item from the pre-approved list of items, along with requisition forms, clearly specifying head of account from which the procurement should be made.

(4) If the item specified is not available in pre-approved list, the specifications prepared by the Department/OFFICE/Project will be reviewed by two Technical Experts (as detailed in Table-1), prior to approval of specifications by CPC. All purchase orders, for approved specifications, will be placed by Central Purchase Office, unless a waiver (after review of justification requiring local purchase) is obtained from Competent Authority, for local purchase of the same.

(5) CPC (Central Purchase Committee for Computers) stands revised a technical sub-committee of CPC (Central Purchase Committee) with financial authority, as follows:
   a. 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 can refer it to the pre-approved list, and provide the observations/comments, as a part of workflow pertaining to request for approval of waiver (deviation from pre-approved list) from competent authority.
   b. Role of Competent Center:
      a. To liaise with ODMs (Original Equipment Manufacturers) for obtaining back-end support from ODMs, to resolve warranty support issues, as per entitlement of AMU, and 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 Software across the University, for minimizing recurring costs of proprietary software licences.
      c. Educating users for proper verification of ICT assets w.r.t. specifications of supply order(s), registration of ICT assets with ODM to enable effective warranty support, optimum and effective utilization of ICT resources provided by the University.
   c. Role of End Users/Higher Educational 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/school against a supply order (irrespective of whether the supply order was placed locally or otherwise).
      b. Seek guidance/support/visiting from relevant technical experts, if required for ensuring proper documentation of installation, physical-verification, stock register(s) updating and labelling of assets, prior to issuing a certificate that form supplied is strictly according to the specifications as given in the supply order.
      c. Ensure that on installment, the supplier registers the asset with ODM (for proper and effective warranty support as per entitlement of AMU) and a copy of confirmation/proof 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 ODM 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.
   d. Role of Oversight Committee/Internal Audit:
      From time to time, oversight committee having member(s) representing from Item-wise Technical Experts (as per Table-1), Internal Audit, and nominee of Finance Office, will be constituted to conduct checks of acquired assets, installed at signage’s location, and submit its report to Chairman/Head/Dean concerned, with a copy to Finance Office, articulating its observations/findings of sample/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.

Distribution:
01. All Heads of the faculties/DEW
02. All Heads of the Department of Studies,
03. All Principals of College/Pre-Medical/Schools,
04. All Heads of Office/Offices/Units,
05. All members of the CPC,
06. Audit. Register to Vice-Chancellor’s/Pro Vice-Chancellor’s/Secretary’s
07. P.F. H.O. to Registrar/Finance Office,
08. S.R. P.A. to Controller of Examinations
09. Office Record File

[Signature]
Deputy Registrar
[Signature]
Deputy Registrar