



राष्ट्रीयप्रौद्योगिकीसंस्थान, राउरकेला  
National Institute of Technology  
Rourkela

Prof. Sunil Kr Sarangi  
Director

No. NITR/DR/2016/M/123

Date: 03<sup>rd</sup> April, 2016

**Some Purchase related decisions:**

The following directions are given to streamline procurement of goods & services.

1. Purchase committee will positively meet on every Wednesday\_mornings to clear all pending purchase proposals or any other matter.

It will be the responsibility of chairman DPC to call the meetings, prepare agenda and minutes, post them on website (to be made) or inform all departmental faculty by email.

The HOD will satisfy himself that the above steps have been taken. If any faculty member is aggrieved, he should speak to DPC Chairman, HOD and Director, in that order wit copies of papers submitted by him to chairman DPC.

2. DPC will consider all proposals, whether from departmental grants, a SRICCE project or from any other source.

The responsibility of DPC is to ensure a timely and economical purchase. Rejecting a purchase proposal without suggesting viable alternatives usually does not address to this responsibility. Hence committees are requested to be affirmative and proactive.

3. DPC as well as PIs must create their purchase plans at the beginning of every financial year and pursue it during the year. All efforts should be made to minimise direct purchase by planning list of stores in time and processing formal purchase proposals.

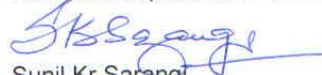
4. The F&A office shall accept direct purchase claims twice a month from each department as SRICCE will accept once a month from each project.

5. Multiple receipts from same vendor or receipts from multiple vendors on the same or similar items will be considered as a single purchase. Conscious attempt to split large purchases to smaller ones is seen a serious violation of good conduct.

6. It is the DPCs job to issue circulars within the department, or even across departments, to collect requirements of all faculty members an laboratories, and to process purchase requisition. All departments are requested to prepare their respective purchase plans and start processing purchase repulsions.

7. All PIs of projects are also requested to make their own purchase plans and process purchase requisitions. Please rest assured that there shall be no delay in the departmental purchase committee beyond the following Wednesday.

All HODs and chairman of DPCs are requested to appreciate the spirit behind these directions and do the needful. Faculty colleagues and officers are requested to cooperate with their respective DPCs and HODs.

  
Sunil Kr Sarangi

To,  
Dean (SR), Dean (FW), Prof. S. K. Patra, DR (F&A), AR (P&W), AR (SR)  
All HODs (2 copies each)  
All faculty and officers by email

AR(CN) for  
posting on  
website.

circled  
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