

# UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR

## NOTIFICATION

No. 227 /4(1)/Estt-V/Vol-III

Dated 3/5/2021

In continuation of Notification No.161/4(1)/Estt-V/Vol-III dated 08.06.2020, the Vice-Chancellor is pleased to grant extension in the existing University Purchase Committee consisting of the following for a further period of one year with effect from 03.05.2021 to 02.05.2022:-

- |   |   |
|---|---|
| 1. Prof. Dr. Muddasar Habib,<br>Chairman,<br>Department of Chemical Engineering               | Convener  |
| 2. Dr. Gulzar Ahmad,<br>Associate Professor,<br>Department of Electrical Engineering          | Member  |
| 3. Engr. Mahmood Alam Khan,<br>Assistant Professor,<br>Department of Agricultural Engineering | Member  |
| 4. Dr. Khan Muhammad,<br>Assistant Professor,<br>Department of Mining Engineering             | Member  |
| 5. One member ex-officio from the<br>Department concerned                                     | Chairman/Head of the department/<br>section for which the items are being<br>purchased shall be the Ex-officio<br>member. He may, however,<br>nominate any other senior<br>teacher/officer of his department. |
| 6. One ex-officio Member/Secretary  | The Treasurer shall be the ex-officio<br>Member/Secretary. He may require<br>any officer of his Directorate to<br>assist the Committee during any of<br>its deliberations                                     |

### TORs

- 12.2.1 Spot purchase should not be adopted as a normal or routine practice in purchases beyond the value of Rs.50,000/- in the University; which may be allowed only in unavoidable circumstances.
- 12.2.2 In unavoidable situation the Vice-Chancellor may authorize the Purchase Committee to visit the market and effect spot purchase of stores for the University to the extent of the amount allowed by the Vice-Chancellor. Similarly, the Director Finance may authorize the Purchase Committee to purchase items from the local market valuing upto Rs.50,000/- provided that proper sanction from the competent authority has been obtained.
- 12.2.2 The Quorum for spot purchases shall be three members including the Convener. If the purchase is meant for a particular department/campus one of the two members must be the Chairman of the Department/Campus concerned or his nominee. The Purchase Officer shall invariably accompany the Committee in all purchases as assistant to the Purchase Committee.
- 12.2.3 If due to any reason, the Convener is not in a position to accompany the Committee, he may nominate any of the members to act as Convener for any spot purchases.
- 12.2.4 The Committee may, when allowed by the Vice-Chancellor, visit the market and search for the required items in the market. The term Market means markets/shopping centers and stores situated anywhere in Pakistan.
- 12.2.5 The Purchase Committee shall carry out a survey of available products in the market, study the supply position, prepare statement of comparative rates prevailing in the market, determine the quality of products and their brand and specifications. The Committee, after satisfying itself as to rates, quality and specifications of the product, may place orders with any supplier.

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- 12.2.6 If the Committee has been sanctioned an "Advance" for such purchases, it shall have the authority to make full payment after deduction of taxes etc., on the spot to the suppliers against delivery of goods or services after obtaining proper bills and cash memos covering the amount paid.
- 12.2.7 When goods are received in the University, normal procedure for stock taking and issuance shall be adopted as prescribed under these Statutes.
- 12.2.8 After completing the process of delivery to store, the Convener Purchase Committee shall render-full account of expenditure showing the details of items purchase, their rates, total cost, and unspent balance. The unspent amount shall be immediately refunded, and the refund-slip shall be attached and submitted with the vouchers for adjustment of advance.
- 12.2.9 The advance will be adjusted only after it is approved by the Vice-Chancellor or any other competent authority. The adjustments upto Rs.50,000/- may be approved by the Director Finance. Advances above Rs.50,000/- due for adjustment shall be submitted to the Vice-Chancellor for approval.
- 12.2.10 When the adjustment is approved by the competent authority an "Adjustment Voucher" for booking the actual expenditure shall be prepared and submitted to the Resident Auditor. Following approval by the resident Auditor, an entry to this effect shall be recorded and the expenditure will be posted to the relevant heads of account(s).
- 12.2.11 The rules for calling quotations and adoption of open tender system shall not be applied to spot purchases made by the Purchase Committee of the University in local and national markets, if prior waiver from the competent authority has been obtained.
- 12.2.12 In order to avail themselves of the economics of bulk purchases, the heads of department/Campuses, sections and hostels etc., shall submit their requirements of stores or fixed assets, consumable at least three months in advance to the Director Finance.

In addition to the above, any purchase related to the Jalozai project and such like other projects the Coordinator as well as Project Director concerned will be a member of the Purchase Committee also.



Estt: Officer-II

No. 4574-82/4(1)/Estt-V/Vol-III

Copy to:

- 1. All Heads of Teaching Deptts/Sections
- 2. The Treasurer
- 3. The Manager, IT Centre
- 4. The Deputy Director, Budget & Funds
- 5. The Deputy Director, Internal Audit
- 6. The Supdt: Pay Bills
- 7. P.S to Vice Chancellor
- 8. Members concerned
- 9. Estt-I



Estt: Officer-II

University of Engineering & Technology, Peshawar