

DYAL SINGH COLLEGE, KARNATAK



Established in 1949
NAAC Re-Accredited Grade 'A'
and ISO 140001 & 9001 Certified

Website : dsckarnal.ac.in
e-mail: dsckarnal@gmail.com
Ph.: 0184-2252030/2251087

PURCHASE POLICY

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The college follows a robust purchase policy under the supervision of the Governing Body and Dyal Singh College Trust Society. The Bursar as well as the Assistant Bursar of the college keeps a strict vigilance on the purchase and disposal of any item in the college. For purchasing any equipment, the institution adopts a well-defined procedure. However, the college has framed its own rules keeping in mind the rules and regulations laid down by the Kurukshetra University, Kurukshetra and Director, Higher Education Haryana, Panchkula. The college also observes the regulations framed by University Grants Commission, New Delhi from time to time. It is pertinent to mention here that the above rules are approved by the Governing Body of the college. Further, the college has different purchase committees headed by senior faculty members, such as :

- General Purchase & Disbursal Committee
- Departmental Purchase Committee
- Sports Purchase Committee
- Civil Works Committee
- Water Works Committee
- Electricity Committee
- Electronics, Internet and Website Committee
- And any other purchase committee constituted by the Principal of the college as and when required

Guidelines for submission of bills to Accounts Branch of the college:

1. Prior list of requirements either in requisition form or through application with tentative cost.
2. Consolidated expenditure mentioning the GST, wherever applicable.

3. In case of expenditure on individual item exceeding Rs. 5000/-, minimum three quotations are to be invited and proper procedure regarding inviting and opening of quotations, preparing comparative statement, placing of order etc. is to be followed.
4. The page number of the master stock contingency register on which the item purchased has been entered is to be mentioned.
5. The bill is to be verified by the Convener and members of the respective Committees.
6. TA/DA as per Haryana Govt. is permissible.
7. Prior permission from the President/General Secretary, Governing Body is required if the amount is more than Rs. 25,000/-.
8. The amount of bill is to be paid by cheque or transferred online in the account of the concerned firm. There is no cash transaction.
9. A regular audit is done by the CA of Dyal Singh College Trust Society and the officials of Kurukshetra University and Director, Higher Education, Haryana, Panchkula.



(Dr Ashima Gakhar)
Principal



(Sushil Kumar)
Convener
IQAC



(Dr Kushal Pal)
Incharge
Quality Policies