



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Procedure to be followed regarding the purchase of IT equipments through the Centralised Procurement Rate Contract System (CPRCS) portal of the Government of Kerala - Approved - Orders issued.

ADMINISTRATION B 4 SECTION

No. 441/AD B 4/2020/MGU

Priyadarsini Hills, Dated: 27.01.2020

Read:- Circular No. IT Cell-1/26/2019/IT Dept dated 18.03.2019 issued by Electronics & IT Department, Govt of Kerala, duly endorsed vide Endt.No.11131/Ad.A3/4/2019/Admin dated 20/06/2019

ORDER

As per directions issued by the Electronics & IT Department, Govt of Kerala vide paper read above, the IT related items detailed below shall be purchased only through the Centralised Procurement Rate Contract System (CPRCS) portal of the State Government.

1. DESKTOP COMPUTER
2. LAPTOP COMPUTER
3. PHOTOCOPIER
4. PRINTER
5. SCANNER

Considering the above, sanction has been accorded by the Vice-Chancellor to initiate the purchase of IT equipments from the CPRCS portal as per the following procedures.

1. REQUIREMENT GENERATION
2. PROFORMA INVOICE GENERATION
3. DOWNLOAD PROFORMA INVOICE
4. WORK ORDER GENERATION

The procedure for effecting purchases through the CPRCS shall be as follows.

A. Request for Equipment

Request received for the purchase of IT related equipment shall be forwarded to the IT consultant by the Ad.B4 Section, along with the list and specifications of the equipments available in the CPRCS Portal, for recommendation. In the absence of IT consultant, the recommendation of the System Manager shall be obtained.

B. Administrative Sanction

Administrative Sanction for the Purchase - Administrative Sanction shall be obtained as per the procedure currently followed in the University. After Administrative Sanction is obtained, the designated user of CPRCS shall make a Requirement Generation which includes the amount as per the CPRCS, based on the recommendations by the IT consultant/ System Manager.

C. Requirement Generation

The Requirement Generation shall be included in the file and transferred to the Finance Wing for consideration. University Order shall be issued sanctioning the advance payment. Thereafter, Ad.D section shall prepare the Contingent Bill and submit the same to the Audit section concerned. After the Bill is passed by the Audit section, it shall finally be transferred to General Cash section to make payment for the requirement by transferring the amount to the State Treasury Savings Bank Account (STSB) held by the Kerala State IT Mission (KSITM).

D. Advance Payment

The General Cash Section shall transfer the amount to the State Treasury Savings Bank Account (STSB) held by the Kerala State IT Mission (KSITM) – SB 799011400003959 at the Vellayambalam Branch of the State Treasury.

E. Proforma Invoice and Work Order

After the payment of the amount as per the Requirement Generation is made, the file shall be transferred to Ad.B4 Section with details of the payment in order to Generate the Proforma Invoice and the Work Order.

F. Supply of Equipment

The CPRCS shall supply the items on receipt of the Work Order from the University.

G. Receiving the Consignment

The Store Keeper, General Store shall receive the consignment. Necessary records shall be maintained by the General Store on receipt of each consignment.

H. Stock Taking & Complaints' Redress

The Consignment shall be taken into Stock. Complaints regarding the consignment shall be addressed using the Complaints Management system in the CPRCS.

I. Completion of the Work order

The System Manager shall provide the "Work Order Satisfactory Completion" report to Ad.B4 Section for updating the same through the CPRCS Portal.

Orders are issued accordingly.

DILEEP KUMAR R

DEPUTY REGISTRAR (P & D)
For REGISTRAR

Copy To

1. PS to VC / PVC
2. PA to Registrar / FO

3. Finance 1 Section
4. Audit 1 Section
5. Ad.D Section
6. General Cash Section
7. IT Consultant/ System Manager
8. Store Keeper, General Store
9. Govt. Auditor
10. IQAC/ CMS/ Records

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