

Kanoria PG Mahila Mahavidyalaya
JLN Marg, Jaipur

Standard operating procedure- Purchases and maintenance contracts

The College is following the Provisions of General Financial and Accounting Rules (GF&AR) -Finance Department-Government of Rajasthan. With in the provisions of GF&AR the procedure for Purchase and Maintenance of the College is as follows :-

- The college has a standard operating procedure for all purchases and maintenance contracts.
- A committee of the senior/ experienced teachers is framed to ensure that budget allocations are utilized for the purpose for which they were made without compromising on quality and rules.
- For the purpose of maintenance and utilization of Physical, Academic and Support Facilities, college provides budget provision for every financial year.
- Budget provisions are based on previous year's expenses and current year's requirements from various departments.
- College Management Committee approves these budget provisions on the basis of recommendations made by the Finance Committee.
- After approval, budget allotments are made to the departments (Laboratories, Library, Sports and other departments).
- Head of Department can utilize these budget provisions under the provisions of General Financial and Accounting Rules. Competitive quotations are called for the expenses. Other than departments' requirements, college store can purchase or utilize the budget provisions as per requirement.
- After verification and stock entries, all Head of the Department, Library and Store etc. submit the bills for payment to the college accounts department.
- The Accounts department again examine these bills and put up before the college authorities for approval of payment.

Sheena
PRINCIPAL
Kanoria P.G. Mahila Mahavidyalaya
J.L.N. Marg, JAIPUR-04