

UNIVERSITY OF JAMMU

CIRCULAR

In furtherance to Circular No. 7850-949 dated 27.06.2023 and with a view to ensure financial prudence, the following additional set of instructions is hereby circulated for information and appropriate action by all concerned:

1. Besides ensuring that none of the goods and services should be procured outside Gem, without obtaining NON-availability on Gem using the functionality of Gem Availability report and past transactions Summary (GeMAR & PTS), the procurement of Goods and services should also take into consideration other guidelines pertaining to procurement of Goods and Services as enumerated in chapter 6 of GFR,2017.
2. After making procurements on GeM, it must be made sure that payments made are updated on the GeM portal, as per directions issued vide circular No. FD-code/129/2021-03 dated 09-11-2021 issued by Finance Department, Govt of J&K (Annexure 'A').
3. While booking expenditure out of Revenue Heads, detailed head classification must be ensured as per the standardization of Detailed Heads of Account, as per Government order No. 52 of 2015 dated 06-04-2015 issued by Finance Department, Government of Jammu and Kashmir (Annexure 'B').
4. It is further informed that the Release Order/ Sanctions issued by the Government Departments/ Central Funding Agencies/University Authorities/any other source of funding contain a set of instructions/terms and conditions usually taking the form of expression "the release is subject to following terms and conditions." These terms and conditions attaching to a release are of utmost importance and must be attended to meticulously. These terms and conditions are usually the ones, deviations whereof become the first and foremost (as also the most serious ones) observations which any Audit Party or any other Agency points toward, and these terms and conditions of any release/sanction order must therefore be adhered to in letter and spirit so as to ascertain that otherwise avoidable Audit Half-Margins, and subsequent Paras, are not framed in respect of violations of terms and conditions of releases/sanctions.
5. The Conditions on which purchase order/work order/ supply order/allotment is made (as also the condition of Tender Bid) should not be deviated under any circumstances, whether with regard to terms of payments to be made to the vendor/firm/supplier or in respect of the conditions /specifications/scope of work as also the timeliness specified in the supply order.
6. Purchase order/Letter of acceptance/contract Documents should be executed depending upon the type of contract being entered into (General Principles for contract –Rule 225, GFR 2017 Chapter 7- Contract Management).
7. Lastly, it is advised that the observations raised by the Audit Party are attended to on priority basis and replies to the same are framed in clear, precise and unambiguous terms so that the probability of Half-Margins turning into Paras is reduced, to the extent possible. It becomes all the more important, given that the Audit Reports can be placed before the Public Accounts Committee (PAC) and the PAC takes exception to inadequate or inconclusive replies. Following the provisions contained in GFR-2017, University Act and statues made there as under, UGC regulations, CSR etc., as

the case may be, can go a long way in ensuring that Audit observations highlighting any procedural violations are not raised in the first place.

Directors/Teachers/ Officers and each and every employee, related directly or indirectly with the official affairs and business transactions of the University, are requested to take into consideration these instructions for appropriate action.

Nasrothia
REGISTRAR
A. S. Raju

No: Estab/23/ 8231-8330

Dated: 04-07-2023

Copy to :-

1. Special Secretary to the Vice Chancellor, University of Jammu for the kind information of the worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, DDE/CDC/DLI/DIQA//Physical Education/HRDC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/ SHTM/ ICCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/ Centre for IT Enabled services & Management
5. Dean Student Welfare/Provost (Boy's/Girl's Hostel)/Dean Student Placement
6. All Rectors/Directors, Offsite Campuses
7. All Heads of the Teaching Departments of the University
8. Chief/Deputy Proctor, University of Jammu
9. I/C Librarian, Dhanvantri Library
10. I/c General Zorawar Singh Auditorium
11. I/c Director, Computer Centre
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Executive Engineer, UWD
17. Manager Guest House
18. Security Officer
19. All Sections
20. Guard file