



G.K. Gujar Memorial Charitable Trust's
Dr. Ashok Gujar Technical Institute's,
Dr. Daulatrao Aher College of Engineering, Karad.
Vidyanagar Ext. Banawadi, Tal. Karad 415124, Dist. Satara, Maharashtra INDIA

Purchase Policy

- i. Institute level Purchase Committee involves heads of all department and section incharge
- ii. The department shall get the quotations (minimum three) and prepare the comparative statement. It is recommended that the department should identify a reasonably good number of vendors who could supply such items.
- iii. The comparative statements shall then be put up in a purchase committee meeting for approval
- iv. Purchase orders shall be put up for the approved items by the store
- v. Follow up of supply of items shall be done by the concern department
- vi. On the supply of equipments /items the test report shall be prepared by the department expert and a copy of which be forwarded to the store
- vii. Entries in the dead stock register must be made in time in the central as well as departmental dead stock register
- viii. Once the equipment/machine/item is issued on the department name, its maintenance and utilization shall be the responsibility of the department
- ix. For maintenance the requirement to store shall be made by concern department





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Purchase Policy

- x. Consumable items shall be purchased through the store only. However, the requirement shall be put up by the department in front of the purchase committee for approval.
- xi. No cash advance shall be provided to institute employees for immediate purchase. All purchase shall be routed through the store and office

Payment procedures

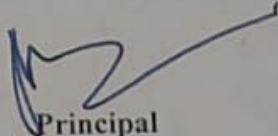
After the supply of goods, the payment shall be processed by the account office after verifying the test report and entry in the dead stock register. Subsequently DD/Cheque shall be issued to the suppliers as per terms and conditions.

Dead Stock verification

The dead stock is physically verified by the members appointed by the Principal.

The dead stock verification shall be done once in a year by a committee appointed by the Principal.




Principal
Dr. A.M. Mulla