To

- All the Statutory Officers, CSKHPKV, Palampur.
- All the Heads of the Departments/Offices/Units in CSKHPKV
- All the Associate Directors, HAREC/SAREC/MAREC/Scientists-Incharge/Programme Coordinator of all RSS/KVKs.
- Joint Controller (RAS), CSKHPKV, Palampur (HP).

Sub: Setting up of Central Purchase & Disposal Unit - issuance of detailed procedure and guidelines - amendments thereof.

Sir,

In order to minimize the delay and to expedite the purchases to meet urgent requirements of research/teaching/adhoc projects etc., the Vice-Chancellor, CSKHPKV, Palampur has been pleased to approve the following amendments in the procedure and guidelines of CPDU as circulated vide this Office letter No.QSD/Store/CPDU/CSKHPKV/14/17383-482 dated 31.03.2014 with immediate effect in the interest of University work:

<table>
<thead>
<tr>
<th>Existing procedure</th>
<th>Amended procedure</th>
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| 3. Procurement and supply of material: -  
The Central Purchase & Disposal Unit (CPDU) will be responsible to make all the material available to all the indenting departments/officers within 30 days so that the work is not suffered at any level. | 3. Procurement and supply of material: -  
i) All purchases for departments/offices of the University upto Rs. 1.00 lac per annum for each item as detailed in Financial Powers are taken out from purview of the Central Purchase & Disposal Unit (CPDU) and henceforth shall be purchased by the authority competent within limits laid in Notification No. QSD.Bud.1.38/ CSKHPKV/10-2975-3096 dated 10th January, 2011 issued by the University subject to completion of all codal formalities as per the existing schedule of financial powers and procedures/provisions contained in CSK HPKV, Accounts Manual/ HPFR-2009/ other rules/instructions.  
ii) However, (i) above is not applicable on the items covered under Rate Contract approved by the University. The items covered under Rate Contract approved by the University will be purchased by the Departments/offices concerned after observing all codal formalities as per schedule of delegation of Financial Powers and procedures/provisions contained in CSK HPKV, Accounts Manual/ HPFR-2009/ other rules/instructions.  
iii) Where keeping in view the requirement, the purchase of any item beyond the limit of Rs. 1.00 lakh (as mentioned in the delegation of financial powers) in the same financial year is necessary, the permission of the Vice-Chancellor with full... |
4. Procedure of purchase in Central Purchase & Disposal Unit (CPDU)

The Central Purchase & Disposal Unit (CPDU) will receive annual as well as quarterly requirements of all the items to be purchased. The CPDU will follow the procedure/provision contained in CSKHPKV Accounts Manual and H.P.F.R.-2009 /Govt. rules and instructions in the procurement of all the material including the rate contracts.

5. Mode of Purchase:

All the purchase cases exceeding Rs. 1.00 lakh and upto 10.00 lakh will be made by inviting limited tender and above Rs.10.00 lakh as per Advertisement Tender System/e-Tendering System.

The Limited Tender/Quotations and Advertisement Tender so received/collected will be opened by the Three Members Tender Opening Committee to be constituted/approved by the competent authority.

All the purchase cases above Rs.1.00 lakh will be placed before the Central Purchase Committee duly opened by the Tender/Quotation Opening Committee and recommended by the Tender Scrutiny and Recommendations Committee. The Tender Opening Committee shall affix transparent cello tape on the rates quoted in the tenders/quotations.

- Advances wherever required shall be drawn by the CPDU.
- Advances drawn advice slip shall be forwarded to the concerned department for booking the expenditure in the respective schemes.
- Persuasion with company/firm shall be taken care of by the Technical Committee.

For outstations the equipments/instruments to be supplied will be procured on FOR that particular station basis. During winter shifting the stations’ requirement will be considered as for University Head Quarter or the station of shifting, whichever will be applicable.

justification shall be required.

iv) While effecting purchase(s), the provision avoiding splitting up of the order as contained in the Accounts Manual shall be adhered to scrupulously.

v) As a sequel to (i), (ii) and (iii) above wherever sanction/permission of the competent authority is required the cases shall be dealt with in the Budget Branch.

4. Procedure of purchase in Central Purchase & Disposal Unit (CPDU)

The Central Purchase & Disposal Unit (CPDU) will entertain the requirements of all the items to be purchased exceeding Rs. 1.00 lakh. The CPDU will follow the procedure/provision contained in CSKHPKV Accounts Manual and H.P.F.R.-2009 /Govt. rules and instructions in the procurement of all the material including the rate contracts.

5. Mode of Purchase:

i) The purchase cases upto Rs. 50,000.00 (Rupees Fifty thousand) shall be recommended by the following committee.

1. Concerned Scientist/Principal Investigator
2. Scientist Incharge/ Programme Coordinator/ Associate Director (in case of Outstations)/ Head of the Department OR his representative
3. Dean/Director OR his representative

In case of committee for purchase between Rs. 50,001/- to Rs. 1,00,000/- (Rupees Fifty thousand one to Rupees One lakh), a representative of Comptroller as 4th member to the above committee will be included.

ii) The purchase cases wherever necessary, shall be recommended by the Technical Committee constituted vide this office order No. 3-95/CSKHPKV/CPDU/14/29577-80 dated 13.6.2017 for approval of the competent authority. This committee will also scrutinize the purchase cases of technical nature and will ensure that the specifications submitted by the HODs/ CPDU are of broader nature and do not suit to any specific firm/make/model.

iii) The purchase case of each item of Rs. 5.00 lakh and above shall be placed before the Central Purchase Committee for recommendations and further approval by the competent authority.

iv) All the purchase cases exceeding Rs.1.00 lakh and upto to 10.00 lakh will be made by inviting limited tender and above Rs.10.00 lakh as per Advertisement Tender System/e-Tendering System, as per provision of HPFR, 2009.

v) Purchase on single tender shall be made sparingly when three attempts of NITs stand exhausted and there is no alternate remedy and purchases become necessary in timely implementation of the project/ work in the public interest. So far as purchase of proprietary nature item(s) is concerned, provision
laid in HPFR, 2009 shall be applicable.

vi) The competent authority shall ensure to open bid on
the scheduled date and time in presence of a
committee constituted by the competent authority by
whom NIT floated. A clause to this regard must be
incorporated in the NIT.

vii) Advances wherever required shall be drawn by the
procuring department.
viii) Pursuasion with company/firm shall be taken care of
by the Technical Committee.
ix) For outstations the equipments/instruments to be
supplied will be procured on FOR that particular
station basis.

It is, therefore, requested to take further action in the matter, accordingly.

Yours faithfully,

Comptroller
CSKHPKV, Palampur.

Copy to:
1 Dr. H.K. Chaudhary, Professor and Head-cum-Convener Technical
   Committee, Dept. of Crop Improvement, CSK HPKV, Palampur
2 P.S. to Hon’ble Vice-Chancellor, CSKHPKV, Palampur for kind
   information of the latter.
3 P.A. to Comptroller, CSKHPKV, Palampur.
4 Guard file.
From

The Comptroller

To

- All the Statutory Officers, CSK HPKV, Palampur
- All the Head of the Departments/Offices/Units in CSK HPKV
- All the Associate Directors, HAREC/SAREC/MAREC/Scientist Incharge of all RSSs/KVKs

Sub: Setting-up of Central Purchase and Disposal Unit – issuance of detailed procedure/guidelines thereof.

Sir,

In continuation of this office letter No. QSD. CPDU/4-6/CSKHPKV/-26623-723 dated 26.05.2014 on the subject cited above. In this connection, it is intimated that the Competent Authority has been pleased to approve that the material required in connection with sowing of rabi crops/trials during current rabi season may be purchased as per previous practice by all units/departments of CSK HPKV by observing all codal formalities. This is for your information and further necessary action, please.

Yours faithfully,

[Signature]
Superintendent
CDPU

Copy to:
1. All Deputy Registrars/Assistant Registrars/Section Officers/Supdts. (HQ)
2. Assistant Registrar (CPDU), CSK HPKV, Palampur
3. PA to Vice-Chancellor, CSK HPKV, Palampur for the kind information of the Hon’ble Vice-Chancellor.
4. Incharge, UNS, CSK HPKV, Palampur for uploading in the University Web Site
5. Guard File

[Signature]
Librarian 5/12/15
To

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Heads of the Departments/Offices/Units/All DDOs in CSKHPKV.
3. All the Associate Directors (R&E), HAREC/ SAREC/ MAREC/ Scientist-Incharges of RSS/KVks.
4. The Joint Controller (Audit), CSKHPKV, Palampur.
5. The Jt. Director (I&PR), CSKHPKV, Palampur.

Subject: Setting-up of Central Purchase & Disposal Unit-issuance of detailed procedure/guidelines thereof.

Sir/Madam,

Please find enclosed herewith detailed procedure/guidelines of CP&DU duly approved by the Competent Authority with reference to Registrar, CSKHPKV, Palampur’ office order No.QSD /1-24/2011-CSKHPKV (GA)Vol. IV/10454-10568 dated 21-02-2014 regarding establishment of Central Purchase and Disposal Unit in the office of the undersigned for favour of information and further action.

Yours faithfully,

[Signature]

Encls: As above.

Copy to:-

1. All Dy. Registrars / Asstt. Registrars/Section Officers/Supdts. (HQ).
3. PA to Vice-Chancellor, CSKHPKV, Palampur for kind information of the Hon’ble Vice-Chancellor.
CHAUDHARY SARWAN KUMAR H.P. KRISHI VISHVAVI DYALAYA
CENTRAL PURCHASE AND DISPOSAL UNIT (CPDU)

RATIONALE

Everyone in the University is well aware of the facts that there is a complete ban on fresh recruitments in all cadres, every year more than one hundred employees are retiring on superannuation and the work pressure at all levels is increasing day-by-day. The activities in this University are widely spread and have huge involvement of manpower, money and material. The financial health of the University is also deteriorating day-by-day. To meet out the financial crunch it is very important to make the best use of manpower, money and material. At present there are approximately 70-75 Departments/Drawing & Disbursing Officers. In all the Departments almost 70-80% material of same nature is being purchased by obtaining thousands of bills in a year which further causes huge involvement of stationery, manpower to purchase the material, making stock entries, inspections, passing of bills in audit and finally issuance of cheques by the Comptroller Branch. By making purchases in piece meals the University also deprived off the benefits of most competitive market rates. The HODs/P.I.s and all the Scientists are also overburdened in teaching, research, extension and other activities, such as students examinations, seminars, kisan melas, field days, demonstrations etc. The procurement of material is also a complex job which require adequate knowledge of rules and procedure. Therefore, to meet out the problem of shortage of staff, to avail the benefit of most competitive market rates and to bring uniformity and transparency in purchases the “Central Purchase & Disposal Unit” (CPDU) has been established vide Office Order No. QSD/1-24/2011-CSKHPKV(GA)Vol.IV/10454-10568 dated 21-02-2014 in accordance with the provision of University Accounts Manual.

1. Allocation of funds & Requirement of consumables material:

While approving the projects, schemes or any other programmes the funds are generally sanctioned under the major heads such as salary, recurring contingency (RC) Non-recurring contingency(NRC), T.A. and renovation etc. by the funding agencies and after the receipt of sanctions the funds are further allocated as such by the Comptroller office to the concerned HODs/PIs.

It has been observed that at the HOD/PI level the sub head wise annual planning of expenditure under major heads of expenditure are not made. Therefore, on the receipt of allocation the concerned Scientist/PI may prepare the sub-heads-wise expenditure annual plan and during the year expenditure be made accordingly.

Under the recurring contingency (RC) head in view of availability of funds, the tentative expenditure of sub-heads such as labour, stationery, cartridges, electricity, telephone, internet charges, POL & repairs and maintenance charges of vehicles, tractors, farm/lab machinery, generator sets, computers, pesticides and chemicals etc. may be classified. After making proper classification under the sub-heads of all the major heads of budget allocation the position of all the material which will be required during the year will automatically be clear. There may be numbers of projects/schemes in the Department, hence this exercise may be done by the concerned Incharge, PI or the Scientists and they will submit the annual as well as quarterly material requirement to the Head of the Department. The HOD will ensure this exercise in respect of all the schemes, projects or programmes in his Department and will obtain the statement of material to be purchased under each scheme. Then the HOD will work out the total as well as quarterly requirement in the following manner:
<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Name of Scientist/P.I</th>
<th>Name of scheme/project</th>
<th>Project/scheme code No.</th>
<th>Item No.-1</th>
<th>Item No.-2</th>
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<td>Total</td>
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Grand total: -

The HOD will submit the tentative annual requirement of all the materials, split over different quarters to the incharge of Central Purchase & Disposal Unit (CPDU) through their Controlling Officers by 15th February of every year. Here it is very important to mention that every efforts will be made to convey the allocation in the first week of April, but in case the allocations for current year is not received and the scheme/project are continued then the requirement may be worked out on the basis of last year’s allocation and which may be adjusted later on the receipt of proper allocation from the Comptroller office. The resultant changes, if any, to be incorporated in the demand of 2nd, 3rd and 4th quarter.

2. Requirement of Non-consumable store items Farm Machinery, Lab. equipments etc.

Like consumable store items the concerned Scientist/PI will also prepare the statement of items to be purchased along with the provisions of available/sanctioned / received funds from the funding agencies. Initially HOD at department level and later on Deans at College level will consolidate the requirements of the departments and will forward it to the Central Purchase & Disposal Unit (CPDU) ensuring that specifications of the equipment / instrument to be purchased have been broadened by giving an effective range of various parameters allowing participation of various manufacturers.

3. Procurement and supply of material:

The Central Purchase & Disposal Unit (CPDU) will be responsible to make all the material available to all the indenting departments / officers within 30 days so that the work is not suffered at any level.

4. Procedure of purchase in Central Purchase & Disposal Unit (CPDU)

The Central Purchase & Disposal Unit (CPDU) will receive annual as well as quarterly requirements of all the items to be purchased. The CPDU will follow the procedure/provision contained in CSKHPKV Accounts Manual and H.P.F.R.-2009 /Govt. rules and instructions in the procurement of all the material including the rate contracts.
5. **Mode of Purchase:**

All the purchase cases exceeding Rs.1.00 lakh and upto 10.00 lakh will be made by inviting limited tender and above Rs.10.00 lakh as per Advertisement Tender System/e-Tendering System.

The Limited Tender/Quotations and Advertisement Tender so received/collected will be opened by the Three Members Tender Opening Committee to be constituted/approved by the competent authority.

All the purchase cases above Rs.1.00 lakh will be placed before the Central Purchase Committee duly opened by the Tender/Quotation Opening Committee and recommended by the Tender Scrutiny and Recommendations Committee. The Tender Opening Committee shall affix transparent cello tape on the rates quoted in the tenders/quotations.

(i) Advances wherever required shall be drawn by the CPDU.

(ii) Advances drawn advice slip shall be forwarded to the concerned department for booking the expenditure in the respective schemes.

(iii) Pursuasion with company/firm shall be taken care of by the Technical Committee.

For outstations the equipments/instruments to be supplied will be procured on FOR that particular station basis. During winter shifting the stations' requirement will be considered as for University Head Quarter or the station of shifting, whichever will be applicable.

6. **Facilitation by the Audit:**

To facilitate purchases, Jt. Controller (Local Audit) shall be a member of the Central Purchase Committee. Wherever it will be considered necessary, Incharge CPDU can seek facilitation from the Jt. Controller (Local Audit) in sample cases, which specifically be checked/vetted by Local Audit.

7. **Inspection of material in CPDU**

In CPDU for the inspection of material of different nature the different committees will be constituted by the competent authority which will be notified separately from time to time.

8. **Issuance of material from CPDU to the Departments**

The Central Purchase & Disposal Unit (CPDU) will prepare a delivery challan in triplicate(Annexure-I). In the delivery challan the full details of the material issued along with cost will be given and material supplied will be got received on the office copy of the challan. The CPDU will make the entry of the material issued in its stock registers as well as in the demand and supply ledger prepared for the Department.

9. **Bill of material**

The Central Purchase & Disposal Unit (CPDU) after obtaining and working out the total demand will place the supply order with the supplier after processing. After the material is received, the CPDU will attach the Scheme-wise classification sheet(s) with the bill and get the bill passed in audit (Annexure-II). After passing the bill in audit the vouchers will be given for issuing the cheques along with classification sheets where the expenditure is to be booked in different departmental schemes.
10. Booking of expenditure in the Department

The material supplied by the Central Purchase & Disposal Unit (CPDU) through delivery challan will be inspected in the department and after making the stock entry in the relevant registers of the scheme where from the demands were given. The expenditure will also be entered in the expenditure register of the concerned schemes.

11. Reconciliation

At the end of every month the entire expenditure of all those vouchers which will be processed by the Department such as salary of project staff, labour, T.A., medical, electricity and telephone bills etc. and the material received through Central Purchase & Disposal Unit (CPDU) the expenditure of which will be debited to the concerned scheme directly through classification sheet attached with the bills of supply and in the department through material delivery challan will be reconciled as per existing practice.

12. Jurisdiction of CPDU.

The role of Central Purchase & Disposal Unit (CPDU) will be limited to the procurement of all kinds of material for all the departments. The following activities will continue to be done at the level of departments as per existing practice:

a. Engagement of project staff and labour
b. Processing of TA/Medical /Telephone /Elect. /Water Charges Bills.
c. Insurance/passing of Vehicles/renewal of licenses of all Univ. vehicles /License Fee /Permit Fee/ Legal Fee / Service/Postage Stamps etc.
d. P.O.L and Repair of Vehicles etc.
e. All Perishable items
f. All works and supply bills of Estate Organization shall be excluded from the jurisdiction of CPDU, initially.

To meet out the emergent requirements in the department the imprest will be given to all the HODs the amount of which will be decided separately in view of the activities of the departments. The imprest will be recouped from time to time so that working at all level is not suffered. The matter regarding maximum annual expenditure limit through imprest will be decided separately.

13. Grant Utilization Certificates (GUC) / Audit Utilization Certificates (AUC)

The existing procedure of allocation of funds will continue as such and there will be no change in the procedure of preparation and issuance of grant utilization certificates (GUC), because the complete information of expenditure will be available with the concerned Scientists/PIs and HODs.

14. Quality Control

All the Departments will submit their requirements with full broad specifications. The Central Purchase & Disposal Unit (CPDU) will procure the material strictly as per the requirement. In case of commonly used items such as paper, envelops, registers etc. where the purchases are to be made through approved rate contracts, the standard of these items may be decided before calling the rates for rate contract. After the receipt of material supplied by the Central Purchase & Disposal Unit (CPDU) all the Departments may ensure the proper inspection and accord certificate on the delivery challan that the material has been
received as per given specifications, otherwise in case of sub-standard supply the matter may be reported to the Comptroller – the Officer-in-Charge of the Central Purchase & Disposal Unit (CPDU) and next competent higher authority. There will be no compromise in the quality of material and any lapse noticed will be viewed very seriously.

15. **Quantity Control**

The expenditure of all the material will be debited to the concerned project/scheme which will be reconciled every month, therefore it is understood that the purchases will be made by the Central Purchase & Disposal Unit (CPDU) on the basis of the requirement of the Departments, because there will be no scope for advance purchases because if advance purchases without the requirements are made then it will be very difficult to book that expenditure. Therefore all the Departments may prepare the demands very meticulously to avoid excess or less purchases. However, after generating some income in the Central Purchase & Disposal Unit (CPDU) and making provisions from SFS or some other schemes a limited stock of commonly used items will be maintained in the CPDU. The stocking limit of such items will be decided separately keeping in view the availability of funds. But in the beginning, the purchases will be made on the basis of the demands received from the Departments.

16. **Audit of Central Purchase & Disposal Unit (CPDU)**

All the bills of procurement of material will be processed and got pre-audited by the CPDU while submitting the bills for pre-audit, the CPDU will provide the record of requirement/demand of material by the various Departments and will also attach the classification sheet along with full details of schemes where the expenditure is to be booked.

Similarly after passing the bill in audit the CPDU will submit the voucher for issuing the cheque to the Compilation Branch along with audited classification sheet. The 10% handling charges of CPDU will be credited to the revolving fund of the CPDU. The stock registers of receipt of material in the CPDU will be checked in audit at the time of passing the bills in audit and post audit of issuance of material will also be conducted monthly by Local Audit Department.

17. **Disposal of Stores:**

Disposal of stores will be done as per procedure laid down in the CSKH PKV Accounts Manual and HPFR-2009.

18. **Maintenance and Service:**

The Central Purchase Unit will also keep the record of the nature of equipment available, including being purchased in the university as a whole and ensure its maintenance by timely making arrangement for its servicing from time to time and annual maintenance contract for the common items, like photocopier, Risograph, Computers, Refrigerators and other equipments of common nature being used in different laboratories of the different departments. It will be the responsibility of the department concerned to provide proper information to the CPDU indicating name of the equipment, model, year of purchase etc.
19. Revolving Fund of CPDU:

A Revolving Fund shall be maintained in the C.P.D.U. by opening separate Accounts for the purpose and the Cash Book/Accounts shall be maintained by the CPDU. In this fund, the amount shall be credited by taking advance from the Schemes/Projects in which funds exists for store purchase. To start with a sum of Rs.25.00 lakh as refundable seed money from SFS be credited to this Revolving Fund Account of CPDU. The payment of supplier's bill(s) after receipt of supply shall immediately be made from this Fund after completing all codal formalities. The material so purchased shall be distributed to the concerned Indenter/Department.

20. Purchase from other Revolving Funds of the University:-

The total amount of the voucher shall be transferred from the concerned Revolving Fund to Revolving Fund of CPDU and payments always will be made to the firms by the CPDU.

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Comptroller,
CSK HPKV, Palampur.
CSK Himachal Pradesh Krishi Vishvavidyalaya  
Central Purchase & Disposal Unit

Challan No.________________

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the item with full specifications</th>
<th>Name of Deptt.</th>
<th>Name of scheme with Code No.</th>
<th>Qty. issued</th>
<th>Rate</th>
<th>Amount</th>
<th>Handling charges @ 10%</th>
<th>Total Amount</th>
<th>Stock entry and page No. of CP&amp;DU</th>
<th>Remarks</th>
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Signature of the Storekeeper of CP&DU

SO/AR CP&DU

Signature of the official receiving the materials with Name and address

CSK HPKV CENTRAL PURCHASE AND DISPOSAL UNIT (CPDU)
CONTINGENT BILL

Bank Account No.               Month               Page No.

Major Head               Minor Head

Sub Head                SOE

<table>
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<tr>
<th>Sl. No.</th>
<th>Sub-Vr. No.</th>
<th>Description of charges</th>
<th>Amount</th>
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<th>Total Amount</th>
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Total

Passed for payment of Rs. _______ (Rupees _______ only)

Classification of Bill:
Sr. No. Name of Scheme Amount of materials Handling Total
with code issued charges @ 10%

Allotment _______ Amt. of Bill _______
Previous total _______ Total to date _______
Balance _______

DDO
CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur
“Central Purchase & Disposal Unit”

No.QSD.CPDU/4-6/CSKHPKV/-26623-723
Dated 26 MAY 2014

To

1. All the Statutory Officers, CSK HPKV, Palampur
2. All the Heads of the Deptts/Offices/Units/All DDOs in CSK HPKV, Palampur.
3. All the Associate Directors (R&E), HAREC/SAREC/MAREC/Scientist Incharges of RSS/KVKs.
4. The Joint Controller (Audit), CSK HPKV, Palampur.
5. The Jt. Director (I&PR), CSK HPKV, Palampur.

Sub: Setting-up of Central Purchase & Disposal Unit – issuance of detailed procedure/guidelines thereof.

Sir/Madam,

I am to refer to this office letter No.QSD.Store/(CPDU)/CSKHPKV/14/-17383-482 dated 31-03-2014 vide which detailed procedure/guidelines for setting up CPDU has been issued.

In this connection, it is intimated that the Competent Authority has been pleased to approve that seed and fertilizers may be purchased as per previous practice by all Units/Deptts. of CSK HPKV by observing all codal formalities, till further orders. This is for your information and further action, please.

Yours faithfully,

Comptroller, CSK-HPKV, Palampur.

Copy to:
1. All Dy. Registrars/Asstt. Registrar/Section Officers/Supdts. (HQ).
2. Asstt. Registrar (CPDU), CSK HPKV, Palampur.
3. PA to Vice-Chancellor, CSK HPKV, Palampur for kind information of the Hon’ble Vice-Chancellor.
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