

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./00/2021/001/ *A-588*

Date: **15 DEC 2021**

OFFICE ORDER

As per the approval of the Competent Authority, the following administrative forms related to CPDA and Procurement process is created/ amended:

Sr.No.	Particulars	Created/amended Form	Remarks
1.	CPDA	Form-A	Application for National/International Academic/Research Activities under CPDA
		Form-B	Procurement of items under CPDA upto ₹25,000/-
		Form-C	Procurement of items under CPDA above ₹25,000/-
2.	Payment against procurement	Contingent Bill	For procurement of Goods through Store Section.
		Contingent Bill (Library)	For Library related procurement.
		Contingent Bill (Independent Charge)	For payment like Mobile bill, CRA, Fuel etc.
		Inspection Report	For inspection of items.

All concerned are hereby instructed to follow the process as per forms. Related rules (CPDA and GFR) will be strictly followed while recommending/sanctioning of said purchase/permission.

This is issued with the approval of the Competent Authority.


Registrar

Encl: All above forms.

Copy to:

1. All employees of the Institute – through email
2. All Dean's/Associate Dean's/ HoD's/Section Heads
3. Assistant Registrar (Estt.)
4. Coordinator (Website) – *for upload on the Institute website*
5. Office of the Director
6. Office of the Registrar
7. Guard file – for record only.