



**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA  
(STORES AND PURCHASE SECTION)**

*(An institute of national importance)*

KURUKSHETRA -136119

F.No. SO/17/269

Date: 13.01.2017

**NOTICE**

**Subject: Induction of novel procurement methodology w.e.f 16.01.2017.**

I am directed to intimate that the procurement methodology has been revamped by introducing novel forms related with the subject cited above to enhance the speed and accuracy in procurement. It is also mentioned here that there is no deviation with existing "Comprehensive Stores and Purchase Rules 2008".

The new format will be implemented with effect from 16.01.2017. The new formats duly vetted by the committee and approved by competent authority are enclosed. All the concerned staff are requested to use these formats (ONLY) for any mode of purchases. The existing method liable to be invalid from 16.01.2017. However, the indents already raised on/before 13.01.2016 will continue to complete the procurement with the present existing methodology of procurement.

Softcopy of Formats are uploaded on the institute website (nitkk.ac.in under Sections->Store Section-> Forms & Formats ) and the same may be downloaded by the concerned staff.

**Guideline to use the new formats for indents and approval:**

- 1) The indents has been classified in 12 Mode of Purchases (MoPs) in the institute, say MoP I, MoP II .... MoP XII based on the mode and estimation of the procurement.
- 2) The "Raise of Indent" and "Approvals over the Indent" for different MoPs are introduced as Part I & Part II respectively.
- 3) Part I is common for all MoPs. It should be ensured that Part II is selected and attached to Indent (Part I) with reference to Mode of Purchase as tabulated.
- 4) Part I & Part II together attached in the file and start the procedure of procurement
- 5) It is important to note that Part I of indent run on White Paper (A4) and Part II on Green paper (A4) for approvals.
- 6) The flow of the file processing will be as per Part II only.
- 7) It is to be ensured that the format of Part I or Part II do not change at any case.

  
(Pankaj Kumar Bayati)

Deputy Registrar ( I/c Stores)

**DA: As above**

**Copy to:**

- 1) All Deans
- 2) All Heads of Departments/ Sections/ Schools to circulate among all the concerned staff under their kind control.
- 3) All Prof. I/Cs of Clubs & Events.
- 4) Sr. Secretary to the Hon'ble Director for kind information please.
- 5) Sr. Secretary to the Registrar for kind information please.