



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Kakryal, Katra -182320, J&K

Ph: 01991-285524, 096228-85588, Fax: 01991- 285687

Email: purchase@smvdu.ac.in

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Date: 21 - 11, 2023

ORDER

Sub:- Signing of Sanction Orders for procurement through GeM – regarding.

In the interest of administration and in order to streamline and expedite the procurement process, it is hereby ordered that henceforth all Sanction Orders to be uploaded on GeM shall be prepared as per the revised formats enclosed. Further these sanction orders shall be signed as under;

Sr.No.	Description	Signing Authority
1.	For all procurements done through GeM where the value of the purchase is more than Rs.1,00,000/-	Registrar
2.	For all procurements done through GeM where the value of the purchase is less than equal to Rs.1,00,000/-	Deputy Registrar [S&P]

The Sanction Orders shall be submitted for signatures after seeking approval of the Competent Authority, vetting by the indenter and pre-auditing by the finance wing. All Sanction Orders shall be duly initialed by the indenter as well as the concerned School/Section Head.

This issues with the approval of the Competent Authority.

Registrar

Deputy Registrar
SMVD University

Copy to:

- Finance Officer Drawing & Disbursing Officer / Paying Authority
- All Deans/HoDs/Section Heads for information and strict compliance.
- AR to VC for kind information of the Vice Chancellor.
- I/c. Website for uploading on the University Website.
- Concerned File.