

DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY WING)
2021-22 ANNUAL PLAN – PURCHASE – PURCHASE SANCTION –CHECK LIST

Name of School with Code No:

Library / Furniture / Lab articles

Administrative Sanction Amount: Rs.

Total Amount for which Purchase Sanction required: Rs.

Sl No	Mode of Purchase	Documents to be submitted	Whether submitted (Yes/No)	Remarks (Acceptable / Rectification immediately required / Re-submission on later date / To be rejected)		
				JS	AO	RDD
1	Purchase without Tender: Direct Purchase / Local Purchase: (where estimate value not exceeding Rs.15,000/-).	1. Covering letter of Principal which includes: a. Administrative Sanction Number and Amount. b. Total Amount for which Purchase Sanction required. c. Procedures followed. d. List of enclosures.				
		2. Proforma Invoice / Estimate obtained from Agency / Firm / Supplier.				
		3. Certificate of Purchasing Officer in the prescribed format .				
		4. Certified copy of Minutes of Purchase Committee Meeting				
		5. Certificate of Principal to the effect that the total value of Purchase Sanction requested does not exceed the Administrative Sanction Amount.				
		6. Copy of Administrative Sanction order				
		7. Stock Register concerned in Original with duly recorded Certificate of Annual Physical Verification for verification and return.				

2	Purchases from Agencies / Firms directly without Tender based on Relaxation Order issued by Stores Purchase Department. (Estimate amount – no ceiling):	1. Covering letter of Principal which includes: a. Administrative Sanction Number and Amount. b. Total Amount for which Purchase Sanction required. c. Procedures followed. d. List of enclosures.				
		2. Proforma Invoice / Estimate obtained from the Agencies .				
		3. Certified copy of Minutes of Purchase Committee Meeting.				
		4. Certificate signed by members in Purchase Committee in the prescribed form.				
		5. Copy of Government Order showing list of articles with specification and price.				
		6. Copy of Government Order showing validity of extension period of relaxation.				
		7. Certificate of Principal to the effect that all conditions stipulated in GO are satisfied and necessary certificate obtained from the Agency.				
		8. Certificate obtained from Agency to the effect that the conditions stipulated in GO are complied.				
		9. Certificate of Principal to the effect that the total value of Purchase Sanction requested does not exceed the Administrative Sanction Amount.				
		10. Copy of Administrative Sanction.				
		11. Stock Register concerned in Original with duly recorded Certificate of Annual Physical Verification for verification and return.				

3	Purchase by Tender:	1. Covering letter of Principal which includes: a. Administrative Sanction Number and Amount. b. Total Amount for which Purchase Sanction required. c. Procedures followed. d. List of enclosures.				
		2. Copy of Tender Notice.				
		3. Local Delivery Register in original (to be returned after verification) to verify the issue of Tender Notice to near by office to ensure wide publicity.				
		4. News Paper in full –in which the Tender Notice published. Ensure that sufficient time were allowed to submit Tender.				
		5. Tender Form Account with copies of Chalan remitting cost of Tender Forms.(Statement prepared and signed by Principal showing Total Tender Forms prepared, No of Forms sold, Balance of Tender Forms, if any., Amount remitted with certified copy of Chalan).				
		6. Tender in Original with cover (without EMD).				
		7. Tabular Statement duly signed by Principal and Teachers concered				
		8. Firm war Statement duly signed by Principal and Teachers concerned.				
		9. Copy of Minutes of all meetings of Purchase Committee.				
		10. Certificate signed by members in Purchase Committee in the prescribed form.				

	Purchase by Tender	11. Certificate from the Principal to the effect that lowest quoted items only are considered while preparing Firm war statement. In case, low rate items are not considered, a certificate to that effect should be prepared and signed by Principal with reference to the Purchase Committee Meeting .				
		12. Certificate of Principal to the effect that the total value of Purchase Sanction requested does not exceed the Administrative Sanction Amount.				
		13. Copy of Administrative Sanction.				
		14. Stock Register concerned in Original with duly recorded Certificate of Annual Physical Verification for verification and return.				

(Prepared by Mohan Kumar N., Senior Finance Officer, Directorate of General Education (Higher Secondary), Thiruvananthapuram.)