



GSFC
UNIVERSITY

EDUCATION RE-ENVISIONED

Aug 05, 2021

GSFC-U/HR/2021-22/2049

Office Circular

Sub: Purchase Requisition guidelines

It has been observed that purchase requisitions are submitted by indenter with only name and quantity of product/item and does not include all essential specifications which delays the procurement process and can result in wrong procurement.

In view of above, to ensure correct and speedy procurement, following steps are mandatory to follow at the time of submitting purchase requisition to Procurement Division:

1. Name of the indenter with position should be invariably mentioned.
2. Full specification required in purchase requisition, i.e. Ratings, capacity, size, material of construction, make, accuracy level etc.
3. List of suppliers having the same product range and technically at par. (If available.)
4. Product/Item self-life, storage requirements, consumption pattern to be taken care of while submitting requisition.
5. Requirement of AMC, if applicable, shall be intimated in advance along with requisition.
6. In case of requirement of consumables, requisition to be raised in advance in previous semester with consideration of minimum stock to be maintained based on consumption.
7. Adequate time should be given to the Procurement division for the procurement process.

It is the responsibility of the IRO and the Associate Dean / Dean to ensure that duly complete and comprehensive Purchase Requisitions are raised in time.

Director (Administration)
GSFC University

To,

1. All Teaching Staff, GSFC University
2. All Teaching Staff, GSFC University

Cc through e-mail to –

1. President Office, GSFC University For kind information please
2. Provost Office, GSFC University



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3. Director (Admin), CLO & Registrar Office, GSFC University
4. Director Campus & Dy Director (Admin) Office, GSFC University
5. Deans / Associate Deans, GSFC University
6. Finance Division, GSFC University
7. Examination Division, GSFC University
8. HR Division, GSFC University
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