

SOP for purchasing of Equipment/ Instrument & Accessories

Responsible Personnel/Department:

1. Principal Investigator of SVRGFC project
2. Purchase Office
3. Accounts Section
4. Research Cell

Procedure:

1. Submission and Selection of Quotation

- 1.1.** After receiving RC approval and SVIEC approval for Research Project, Principal Investigator submits an application letter with maximum number (at least three) of quotation of equipment / instrument & accessories to Research Cell in name of Research Director.
- 1.2.** Research Cell sends all quotations to purchase office
- 1.3.** After receiving all quotation, purchase officer selects one quotation as per the requirements and finalizes the order of the particular equipment / instrument & accessories in consultation with Research Director.

2. Submission of Purchase Order / Bill Receipt

- 2.1.** Purchase officer sends purchase order (PO) or bill receipt to Research Cell.
- 2.2.** Research Cell sends original purchase order or bill receipt to accounts and keeps one duplicate copy of PO or bill receipt for documentation purpose.

3. Fund Transfer to Vender.

- 3.1.** Account section transfers amount of purchased equipment from project specific SVRGFC account to vender in form of cheque and also update entry of purchased equipment / instrument & accessories in project specific SVRGFC account.
- 3.2.** Account section informs research cell about fund release to vender.