



Government of West Bengal
Department of Higher Education
Technical Branch
Bikash Bhaban, 6th Floor, Salt Lake, Kolkata-700091

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Sandeep Moitra/
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26/12/24

No.529-Edn(T)-HED-20011(18)/18/2023-TECH SEC-Dept. of HE

Date: 20.12.2024

NOTIFICATION

WHEREAS, several cases of non-compliance of financial rules and norms have been noticed this year in connection with matter involving various procurements made by different Government Engineering Colleges;

NOW THEREFORE, it has been felt necessary to strictly adhere to the extant guidelines as stipulated in WBFR as amended time to time, following modifications have been hereby introduced in the extant Standard Operating Procedure:-

1. Different engineering colleges will submit proposal for procurement of various items with budgeted estimate.
2. Admin Department will issue "In -Principle Approval" for such items which are approved for procurement by competent authority and the institution will be asked to come for formal Administrative Approval and Financial Sanction after completion of e-Tender in strict observance of all financial rules and norms as per 2320-F(Y) dt 7.6.2022 read with 5400 F(Y) dt 25.6.2012 and any order issued from time to time in this regard. But institution will not issue Work Order/ Purchase Order before receiving Administrative Approval and Financial Sanction.
3. The institution, after completion of e-Tender, will submit formal proposal for Administrative Approval and Financial Sanction with Tender document, newspaper advertisement and System Generated Comparative Statement.
4. After scrutiny, admin Department will issue Administrative Approval and Financial Sanction for such items where financial rules/ norms have been properly followed.
5. Institution will issue Work Order/ Purchase Order.
6. After receiving the ordered items, institution will submit the release proposal with Work Order and Tax Invoice.
7. Department will release fund provided all financial rules have been followed.

All the engineering college authorities is hereby requested to follow the above procedure in its letter and spirit.

Yours faithfully,

Deputy Secretary

Copy forwarded for information to:-

- ✓1. The Director of Technical Education, West Bengal- **with a request to intimate all the HEIs under her jurisdiction by circulating this notification;**
2. The Senior P.S. to the Senior Special Secretary, Technical Branch, Higher Education Department;
3. The Financial Advisor, Higher Education Department, Bikash Bhavan, 8th Floor, Salt Lake, Kolkata-700091;
4. The Senior P.S. to the Principal Secretary, Technical Branch, Higher Education Department;
5. Office Copy, Higher Education Department, Technical Branch.


Deputy Secretary