हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
Hemvati Nandan Bahuguna Garhwal University
श्रीनगर गढ़वाल (उत्तराखण्ड)—246174
Srinagar Garhwal (Uttarakhand) - 246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)

पत्रांक : ग.वि.वि./ R.O /2023/ 5205   दिनांक : 05 /10 / 2023

CIRCULAR

To achieve smooth and timely completion of procurement through GeM, the Principal Investigators are to be registered as secondary user in GeM with the following conditions.

1) Procurement of items up to the budget limit of Rs. 5,00,000/- (Rs. Five Lacs Only) can be done at the level of Principal Investigators (PI) of projects sponsored by various funding agencies. However, the PIs have to take proper financial and administrative approval before placing purchase order(s) on GeM. The final payment will be made by the Finance & Account Section.

2) In this context, the eligible PIs (of projects fully funded by external agencies) are requested to approach the System Manager of HNBGU (Mobile No. 9411110222) for creation of email id issued by NIC and submit the same by email to **drskhnbgu@gmail.com** with a cc to **registrar.hnbgu@gmail.com** along with the **mobile numbers linked with the Aadhaar** for the creation of secondary user id in GeM to streamline the time bound procurement process.

3) Rest the procurement for major equipments, regular items and capital purchases, will be done centrally by the University's Store and Purchase Section, upon receiving indent from needy through proper channel.

This is being issued with the approval of the Competent Authority.

05.10.23

Registrar

Copy to:
1. PS to VC, for kind information of the Hon'ble Vice Chancellor.
2. Pro Vice Chancellor for kind information.
3. All Deans/HoDs.
4. Campus Directors (Tehri/Pauri/Chauras).
5. Finance Officer.
6. Deputy Registrar (S & P).
7. Deputy Registrar (Finance).
8. In Charge, System Manager for providing required support to all eligible PIs).
9. Office Copy.

Registrar