



**Sant Longowal Institute of Engineering and Technology**  
**Longowal, Dist. Sangrur, Punjab – 148106**  
[Established by Govt. of India]  
(Deemed to be University)

**Department of Mechanical and Civil Engineering**

Ref.No.SLIET/ME/ 1342

Date: 21/11/2024

**CIRCULAR**

The following procedure shall be adopted for placing of requirement(s) and purchase thereof for Lab equipment, consumables, etc., for timely action and proper utilization of funds:

S. No.	Mode of Purchase	Purchase Procedure
01	Item available on GeM (Government e-Marketplace) portal	• Indent form duly signed by indenters
		• Availability Report printout with photos, etc.
		• Complete specifications (Extra sheets, if required, may be attached) along with the proposal of committee
		• DPC (ME) recommendation & Availability of funds
		• HOD (ME)
		• PI (S&P)
02	Item not available on GeM (Government e-Marketplace) portal	• Indent form duly signed by indenters.
		• Non-availability Report.
		• Complete specifications (Extra sheets, if required, may be attached) along with the proposal of committee
		• DPC (ME) recommendation & Availability of funds.
		• HOD (ME).
		• Dean (P&D).
03	Repair & Maintenance of Lab Equipments / Instruments	• Request for repair duly signed by Lab. I/c & Technician
		• Specify the repair with approx. cost of repair
		• DPC (ME) recommendation & Availability of funds
		• HOD (ME)
		• Approval is required from competent authority through Dean (P&D) / PI (S&P), and Dean (P&D) from Competent authority.
04	Furniture items for Labs.	• Indent form duly signed by Lab. I/c & Technician
		• GeM Availability report printout with photos, etc.
		• Complete Specification (Extra sheets if required, may be attached)
		• DPC (ME) recommendation Availability of funds at Institute level
		• HOD (ME)
		• PI (S&P)

In this regard, please refer to the Amendments in General Financial Rules (GFR) 2017 (Rule-149, Rule-154, Rule-155, Rule-162) (copy posted in WhatsApp group).

Copy to :

1. Director Cell : for information of Director, SLIET
2. Dean (P&D)
3. PI (S&P)
4. All Lab. Incharges & Technical Staff of ME & Civil Engg. Department
5. File copy

*[Signature]*  
21/11/2024  
HOD (ME & Civil)  
*[Signature]*  
21/11/24  
CDR. Parkash (CDR)  
MS-DPC (ME)