



# बिहार पशु विज्ञान विश्वविद्यालय

बिहार पशु चिकित्सा महाविद्यालय प्रॉगण, पटना - 800014

**BIHAR ANIMAL SCIENCES UNIVERSITY**

BIHAR VETERINARY COLLEGE CAMPUS, PATNA - 800014

OFFICE OF THE COMPTROLLER

नियंत्रक कार्यालय

O.O.No.Comp/BASU,Patna/857.

Dated: 26/07/2019

## OFFICE ORDER

Bihar Animal Sciences University, Patna has a number of old structures. Many of them are in very bad shape. Such structures require frequent repair and maintenance. The Estate unit of the University has limited staff. Hence, such repair and maintenance take time.

Under the above background and relevant rules, it is decided to adopt following norms and procedures for executing simple repair and maintenances works.

1. Upto 1.5 lakh, Administrative approval and Expenditure sanction will be accorded by concerned Dean, Director, Registrar and Comptroller.
2. Such work will be simple repair works like plaster, paint, white wash, Plumbing repair of doors & windows and floor tiles, simple earthings, electric wiring, etc. While approving and executing such repair works standard of financial propriety elaborated under GFR 21 in general and 21(i) in particular will strictly be observed.
3. Such repair work will be executed by a committee duly constituted for finalisation of related purchase and for complete execution of the repair works. It will not be essential to nominate member from Estate Officer in such committee. The committee constituted under BFR 131 D will suggest purchase for material and labour separately.
4. Such repair/ maintenances work will not require detailed formal estimate. Simple cost estimate of material viz cement, sand, paint, electric wire etc. and a separate estimate for labour cost involved by the indenter will be enough.
5. If required, advance may be permitted for execution of such repair works.
6. Financial concurrence will be essential for such works.

This order is based on rules enclosed in Annexure-I. It is requested to follow these rules in words and spirit while executing such repair and maintenance works.

This issues with the approval of Hon'ble Vice Chancellor is available at note sheet page No.-04/N, dated-26/07/2019 in the concerned file title "Delegation of Power" having file No. FC/BASU/39/2019-20.

Sd/-

Comptroller

Bihar Animal Sciences University,  
Patna

## **Annexure-I**

### **PROVISION UNDER RULES**

“Manual for Procurement of Goods 2017, Ministry of Finance Department of Expenditure” Under 4.10.1 and under 4.10.2 has following provisions that:

#### **Rules 4.10.1**

This mode of procurement is used for procurement valued above Rs. 25,000 (Rupees Twenty-Five Thousand) and upto Rs. 2,50,000 (Rupees Two lakh fifty thousand) only on each occasion. It is made by a local purchase committee constituted by HOD. This mode of procurement is described in parlance of procurement of goods; however, in principle, it is equally applicable to contingency expenditure on small works/services also. This procedure is slightly more complex and is likely to provide better VfM than direct procurement without quotation and hence is suitable for marginally higher threshold (Rule 155 of GFR 2017).

#### **Rule 4.10.2- Terms and Conditions**

- i. The controlling Ministry may lay down an annual ceiling value per office/unit for such procurements.
- ii. In case emergency procurement, facility of withdrawing requisite advance cash amount and its subsequent accountability may also be considered.
- iii. This is intended to be fast track, simple mode of procurement. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier;
- iv. Selection of suitable product and supplier by actual market survey (not by calling of tenders like a mini LTE) is of essence of this mode;
- v. Before recommending placement of the purchase order, member of the committee will jointly record the certificate prescribed (Annexure 8); and
- vi. In large cities, the presence of reputed shopping Malls may also be included in the market survey. Reputed internet shopping portals may also be explored.

Annexure (8) has same certificate as indicated under BFR 131-D.

#### **GFR Rule 130**

Defines repair work as “Repair works mean works undertaken to maintain building and fixtures. Works will also include services or goods incidental or consequential to the original or repair works”.

#### **GFR Rule 21 – Standard of financial propriety**

States that, every officer incurring or authorizing expenditure from public moneys should be guided by high standards of financial propriety. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulations are

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observed, by his own office and by subordinate disbursing officers. Among the principles on which emphasis is generally laid are the following:-

- i. Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- ii. The expenditure should not be prima facie more than the occasion demands.
- iii. No authority should exercise its power of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- iv. Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people, unless-
  - a. A claim for the amount could be enforced in a Court of Law, or
  - b. The expenditure is in pursuance of a recognized policy or custom.

  
Comptroller  
Bihar Animal Sciences University  
Patna