



OFFICE OF THE COMPTROLLER
BIHAR ANIMAL SCIENCES UNIVERSITY
नियंत्रक कार्यालय, बिहार पशु विज्ञान विश्वविद्यालय
BVC Campus, Patna, Bihar 800 014

Letter No.- Comp./BASU, Patna/ 619

Date: 07/09/2026

NOTICE

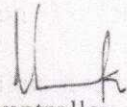
Subject: Guidelines for Purchase of Goods without Quotation under Rule 131-G – Regarding.

In order to ensure financial discipline, transparency, economy and strict compliance with procurement rules, the following instructions shall be strictly followed by all Officers, Staff, Deans and Directors of BASU, Patna while making purchases under Rule 131-G:

1. No splitting of purchase shall be permitted under any circumstances. A common or foreseeable requirement shall not be divided into separate requisitions, bills or occasions to keep the value within ₹50,000/-.
2. Repeated purchase of the same or similar items shall not be permitted under Rule 131-G where the requirement could reasonably have been assessed in advance.
3. Items of the same nature or forming part of one common requirement shall be consolidated and procured through the prescribed procurement procedure.
4. Rule 131-G shall be used only for essential and necessary requirements and shall not be used to avoid or circumvent quotation, bidding, GeM or any other prescribed procurement procedure.
5. Regular-use/recurring items shall be procured on the basis of consolidated requirements through the prescribed procedure/GeM, as applicable, and shall not be repeatedly purchased under Rule 131-G.
6. Purchases of goods/ services may be done other than GeM portal subject to following the guideline/ instruction mentioned as per rule 131G.
7. The certificate prescribed under Rule 131-G shall be recorded only after ensuring that the goods are of the requisite quality and specification, purchased from a reliable supplier and at a reasonable price.
8. The Head of the concerned Office/Institute/Department shall be responsible for ensuring strict compliance with these instructions.
9. Any artificial splitting, repetitive purchase, misuse of Rule 131-G or circumvention of the prescribed procurement procedure shall be viewed seriously and responsibility shall be fixed upon the concerned officer/official.
10. No deviation from these instructions shall be permitted without prior approval of the Competent Authority.
11. The Head of the Office/Institute/Department shall ensure that the provisions of Rule 131-G are not misused or applied mechanically and that there is no artificial splitting, repetitive procurement or avoidance of the prescribed procurement process.
12. Any purchase made in violation of these guidelines, particularly by splitting a common requirement, repeatedly purchasing the same/similar items, or circumventing the prescribed procurement procedure, may be treated as irregular.

All concerned are hereby directed to strictly comply with the above instructions.

By order of the Hon'ble Vice-Chancellor


Comptroller
BASU, Patna