



# Lahore College for Women University, Lahore

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Treasurer's Office

No. TR-25/6343

Dated: 28-08-2019

To

*The Deputy Director Purchase,*  
LCWU, Lahore.

**Subject: ALLOCATION OF BUDGET (RECURRING) FOR THE FINANCIAL YEAR 2019-20**

Please refer to the subject noted above.

The Syndicate in its 71<sup>st</sup> meeting held on 6-08-2019 has approved budget estimates for the financial year 2019-20. Accordingly, the Vice Chancellor is pleased to allocate object wise budget (Recurring) as per enclosed budget Proforma relating to your department.

### **INSTRUCTIONS FOR UTILIZATION OF BUDGET**

1. Procurement of different articles / items / services shall be made as per provision of PPRA Rules 2014, Govt. of the Punjab as adopted by the University.
2. Each Head of Office / Head of Department shall act as Drawing and Disbursing Officer (DDO) in respect of his/her office / department for utilization of budget placed at his / her disposal.
3. The Syndicate has approved delegation of administrative powers for procurement of different items, to the functionaries, acting as Drawing and Disbursing Officer in respect of his / her department / office as under:

<b>Nomenclature of functionaries</b>	<b>Extent of administrative power for procurement of different items</b>
Registrar, Treasurer, Controller of Examinations	Rs.50,000/- per month in respect of each budget code(non-salary budget allocated)
Dean of Faculties	Rs.50,000/- per month in respect of each budget code(non-salary budget allocated)
Director of administrative /academic units, Principal (Intermediate college)	Rs.25,000/- per month in respect of each budget code(non-salary budget allocated)
Head of all teaching department(s)	Rs.10,000/- per month in respect of each budget code(non-salary budget allocated)

**Note: Administrative approval over and above prescribed limit in respect of each hierarchical functionary shall be accorded by the Vice Chancellor.**

4. Each Head of Department shall maintain a budget control register indicating budget heads / object codes and make entry of each bill under his / her signature before submitting it to the Treasurer's Office through authorized representative.
5. The bill duly filled in all respect along with supporting vouchers / invoices shall be signed by the Head of Department / Head of Office as DDO.
6. The purchases shall be made in the most economical manner and on need basis. Simply the availability of budget should not be a reason to incur expenditure.
7. Purchases / Procurement should be made from the firms registered with the Sales Tax Department only and also having a valid NTN number. In case of procurement of

services, the vendor/supplier should also be registered with Punjab Revenue Authority.

The following documents must be attached (where applicable) with each bill before submitting to the Treasurer Office.

- i. Administrative approval for purchase / procurement of article / item / hiring of service.
  - ii. Copy of budget letter allocated to the department (if required).
  - iii. Quotation call letter to the firms registered with Sales Tax Department / Income Tax Department and Punjab Revenue Authority.
  - iv. Lowest rate certificate on the bill / invoice by the DDO / HOD Concerned, if the claim is upto quotation limit.
  - v. Copy of advertisement published in the press / PPRA website.(if applicable)
  - vi. Complete tender document (in case the purchase / procurement of article(s) exceeds quotation limit)
  - vii. Comparative statement of rates indicating the acceptance of the lowest rate duly signed by the Departmental Purchase / Procurement Committee. All quotations included in the comparative statement must also be signed by the Departmental Purchase / Procurement Committee.
  - viii. Technical Inspection Report by the Departmental Technical Committee (if required).
  - ix. Agreement on e-stamp paper equal to 0.25% of the supply order.
  - x. Supply / Work Order.
  - xi. Physical Inspection Report by the Departmental Inspection Committee.
  - xii. The invoice of the supplier must contain Sales Tax Number and Income Tax Number.
  - xiii. Stock entry of the item/article on the bill / invoice duly signed by the Head of Department / Office / DDO.
  - xiv. Attested photocopy of the Stock Register duly verified by DDO/ Head of Office indicating the stock entry of the item / article procured.
9. Sales Tax / Income Tax / PRA Tax (where applicable), should be deducted from the supplier irrespective of the bill amount.
  10. The claim should not be split up to avoid sanction of higher authority.
  11. The financial sanction shall be issued by the Vice Chancellor / Treasurer as the case may be.
  12. The HOD / DDO shall deliver the cheque to the concerned payee after proper acknowledgement and may also keep the photocopy of the cheque issued.
  13. Additional requirement of budget under respective head / object code may be made to the Vice Chancellor with full justification.
  14. Allocation of budget to the teaching departments under Research Grant shall be made separately.

  
TREASURER

CC:

Secretary to Vice Chancellor.