

Appendix-IV

**DELEGATION OF FINANCIAL & ADMINISTRATIVE POWERS FOR
PROCUREMENT OF GOODS AND SERVICES**

Reference to Rule 11

S. No.	Functions	Authority to whom delegated	Extent	Remarks
1.	Procurement of goods and services			
	a. Without quotations	i. Principal Officer	Below Rs.50,000/-	
		ii. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Below Rs.30,000/-	
		iii. Principal Officer	Full powers	a. Purchase of
		iv. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Below Rs.100,000/ -	Livestock, etc., through special purchase committee with the approval of Vice Chancellor; b. Purchase from the manufacturer or from authorized agent / distributor / dealer on manufacturer's rates with the approval the Treasurer;

		v. Principal Officer	Full powers	Repair of goods from the respective manufacturer / dealer/agent.
		vi. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Below Rs. 50,000/-	
1.	a. Without quotations	vii. Principal Officer	Below Rs. 500,000/-	Procurement of goods from Metro, Makro, etc.
		viii. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Below Rs. 200,000/-	
		ix. Principal Officer	Below Rs. 500,000/-	Procurement of goods from Public Sector
		x. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Below Rs. 200,000/-	Manufacturing Unit
	b. With quotation i. through UAF Campus News	Principal Officer	Above Rs. 50,000/- below Rs.100,000/	Calling quotations from pre-qualified firms with

	OR ii. through Purchase Committee		-	minimum time of three days by the DDO through PRP. Collecting quotations by the committee from pre- qualified / non- prequalified firms on spot.
	c. with Tenders on PPRA(Punjab)/ University website	Principal Officer	Above Rs.100,000/ - upto Rs.2.00 million.	In accordance with serial # 6
1.	d. with Tenders on PPRA (Punjab) website, University website and Newspapers	Principal Officer	Above Rs.2.00 million	In accordance with serial # 6
2.	Prequalification of firms	Treasurer		On the recommendations of committee
3.	De-registration of firms	Treasurer		-
4.	Blacklisting of firms	Vice Chancellor		On the recommendation of the Committee / DDO through Treasurer
5.	Constitution of Prequalification Committee	Treasurer		

6.	Calling quotations / Tenders through			
	i. University Campus News	Drawing & Disbursing Officer (DDO)		Through PRP
	ii. University website	Director / Deputy Director (DPIC) on behalf of the committee		Through PRP
	iii. PPRA website	Director / Deputy Director (DPIC) on behalf of the committee		Through DPIC
	iv. Newspaper	Director / Deputy Director (DPIC) on behalf of the committee		Through PRP (DGPR, Lahore)
7.	Preparation of Bidding Documents	Deputy Director (DPIC) ** Accounts Officer (DPIC) / Stores Officer		In coordination with the end user / purchaser (following the Standard Bidding Documents viz. PPRA, Pakistan till the notification by PPRA Punjab.
8.	Constitution of Purchase / Standardization / Specifications / Evaluation Committee	Treasurer		The purchase / standardization / specifications / pre-qualification committee shall comprise of odd numbers viz. a. Member(s) from respective Department b. Member(s) from some other department of UAF c. Treasurer/DPIC's representative(s). Treasurer's representative will not be included in

				the Specification Committee if it is constituted separately from Purchase / Repair Committee.
9.	Opening / processing of quotations / bids / tenders and signing of evaluation / comparative statement / acceptance of bid	i. Drawing & Disbursing Officer (DDO) ii. Committee		i. Quotations invited through University Campus News ii. Others
10.	Proprietary item a. Declaration of Proprietary	Treasurer	Full powers	
	b. Procurement of Proprietary item(s)	i. Principal Officer ii. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Full powers Below Rs. 100,000/-	Upon declaration by the Treasurer
11.	Supply Order a. General Administration b. Others	Treasurer or his nominee DDO		
12.	Formal Contract	Treasurer		With the approval of Vice Chancellor
13.	Imports a. Through Letter	Treasurer	Full Power	Opening of LC

	of Credit b. Through Foreign Telegraphic Transfer(FTT), Credit / Debit Card, etc by the University Employee / Others	Vice Chancellor	Full Power	--
14.	Tax Exemption Certificate	Registrar		Case to be submitted by the DP&IC
15.	Release of earnest/bid money and performance security	Deputy Director (DPIC) ** Account Officer (DPIC) / Stores Officer	Full powers	
16.	Forfeiture of earnest/bid money, performance security	Treasurer * Director (DPIC)	Full powers	By conditions of the tender documents
17.	Maintenance of Stores / Stocks / Inventory a. General Administration b. Others	Sectional Head / Secretary to the Vice Chancellor / Personnel Assistant of the Principal Officer for respective offices Principal Officer / DDO as the case may be.		
18.	Prequalification of firms	Treasurer		On the recommendations of

				committee
19.	Deregistration of firms	Treasurer		On the recommendations of committee / DP&IC
20.	Blacklisting of firms	Vice Chancellor		On the recommendation of the Committee/ DP&IC/DDO through Treasurer
21.	Inspection	Respective DDO or otherwise specifically mentioned in the contract/supply order		
22.	Drawl of Advance	Vice Chancellor	Full Powers	
23.	Approval for Urgency	Vice Chancellor		Following Sub-Rule iii, iv of 59(d)
24.	Fixing of Rates	Vice Chancellor	Full Powers	
25.	Advance payment	Treasurer	Full Powers	An advance payment may be made under sub-clause vii, ix & x of rule 59 (c) without bank guarantee.
26.	Issuance of goods General Administration / Others	Deputy Director (DPIC) ** / Stores Officer		With approval of Treasurer for General Administration
27.	Claim on account of goods issued	Deputy Director (DPIC) ** / Stores Officer		

* If the Director (DPIC) or Deputy Director is not posted as the case may be.

** If the Stores Officer/Accounts Officer (DPIC) is not posted as the case may be.

*** If the Director (DPIC) is not posted.

Note:

1. Principal Officers include Dean of Faculties, Treasurer, Registrar, Controller of Examinations, Director Generals, Directors, Principals of College (s) and sub Campus (es), Project Manager/Principal Investigator/Project Incharge, and excludes Director Student Affairs & Director Sports.
2. Purchase of stationery and general stores articles shall normally be made through Directorate of Procurement & Inventory Control. However, the department may make direct purchase from open market following the requisite procedures and rules after obtaining Non-availability Certificate from the Directorate of Procurement & Inventory Control.

Appendix-V

**DELEGATION OF FINANCIAL & ADMINISTRATIVE POWERS RELATING
TO WORKS & SERVICES**

Reference to Rule 11

Sr. #.	Function	Authority to whom delegated	Extent	Remarks
1.	Administrative approval	a. Vice Chancellor b. Principal Officer / Project Director	Full Power Rs.500,000/-	Administrative approval of projects from external sources is awarded by the funding agency.
2.	Preparation of estimate			Executive Engineer in consultation with the concerned department
3.	Procurement of works and services			
a.	Without Quotation	Executive Engineer	Below Rs. 50,000/-	With the administrative approval of the Principal Officer / Project Director
b.	With Quotation i. through UAF Campus News OR ii. through Committee	Executive Engineer	Above Rs. 50,000/- & below Rs.100,000/	Calling quotations from pre-qualified firms with minimum time of three days by the XEN. Collecting quotations by the committee from

				pre-qualified / non-qualified firms. Note. The power shall be exercised with the administrative approval of the Principal Officer / Project Director.
c.	with Tenders on PPRA (Punjab) / University website	Principal Officer / Project Director	Above Rs.100,000/- upto Rs.2.00 million.	The power shall be exercised with the administrative approval of the Vice Chancellor (where required).
d.	with Tenders on PPRA (Punjab), University website and newspapers	Principal Officer / Project Director	Above Rs.2.00 million.	The power shall be exercised with the administrative approval of the Vice Chancellor (where required).
4.	Appointment of Consultant (s)	Campus Committee		
5.	Criteria for Selection of Consultants			As per P & D Department, Govt. of Punjab notified criteria& guidelines.
6.	Constitution of Consultant Selection Committee	Vice Chancellor		1. Project Director / Principal Officer. 2. Director (P&D)

				3. Treasurer 4. Two Co-opt Members (Technical Expert)
7.	Registration & Renewal Fee			As per government notified rates
8.	Prequalification of Contractor(s)	Campus Committee	Full powers	
		Principal Officer / Project Director	Upto Rs. 5.0 million	
9.	Technical Sanction of Estimates (New Construction)	Principal Officer / Project Director	Full Powers	Since the administrative approval is based on rough cost estimate, the competent authority can sanction technically the estimate up to 10 per cent over the administrative approval.
		Executive Engineer	Upto Rs.7.5 million	
10.	Technical Sanction (alteration / modification of existing non residential buildings, hostels, offices, academic blocks, farms buildings, water supply, tube wells and disposals and electricity substation /	Principal Officer / Project Director	Full powers	
		Executive Engineer	Upto Rs.2.5 Million	

	transmissions, etc.			
11.	Technical Sanction (Residential Buildings)	Principal Officer / Project Director	Full Power	
		Executive Engineer	Upto Rs.2.50 Million	
12.	Approval of non- schedule rates	Standing Rates Committee	Full Power	Standing Rates Committee approved by the Syndicate
13.	Tender Notice	Executive Engineer		
14.	Bidding Documents			Standard Bidding Documents viz. Communication & Works Department, Punjab.
15.	Acceptance of tenders / award of work	Campus Committee	Full powers	The tenders can be accepted and work may be awarded up to 4.5 per cent above Technical sanction.
		Principal Officer / Project Director	Upto Rs. 5.0 million	
16.	Signing of contract	Executive Engineer	Full powers	
17.	Record / verification of measurements	Sub-Engineer	Recording in the Measurement Book 100% Verification	If the Assistant Executive Engineer is not posted, the Executive Engineer shall carryout the

		Assistant Executive Engineer Executive Engineer	of measurements Minimum 10% verification of measurements	100% verification of measurements.
18.	Additional items not covered in schedule of rates	Principal Officer / Project Director	Full Power	
19.	Employment of work charge establishment	Principal Officer / Project Director	Full power	
20.	Extension in time limit	Same as tender Accepting Authority, however it shall be made as per contract agreement.		
21.	Enhancement	As per contract agreement, authority accepting the tender shall have the power to enhance the work.		
22.	Deposit works	Campus Committee	Full Power	The work of special nature under special circumstance can be got executed through any government executing agency subject to approval of the Campus Committee.

23.	Issues not covered above			Delegation power as per Govt. of Punjab.
-----	--------------------------	--	--	--