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Nauni (Solan)–173230, Himachal Pradesh
Office of the Comptroller, Planning and Budget Branch
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No.UHF/Bud/1-58/Vol-II/2012/- 5141-82 Dated: Nauni, the 11-09-2026

OFFICE ORDER

In order to ensure financial discipline, optimum utilization of available resources, avoidance of wasteful expenditure, and enhancement of the University's internal revenue generation with a view to achieving long-term financial sustainability, the competent authority has reviewed the existing procurement and expenditure procedures of the University. At present, the procurement system of the University provides as under:

1. The Central Purchase Committee, under the Chairmanship of the Director of Research, recommends procurement proposals involving purchases exceeding ₹2.00 lakh.
2. The Campus Purchase Committee, under the Chairmanship of the respective Deans of Colleges, recommends procurement proposals involving purchases exceeding ₹1.00 lakh and up to ₹2.00 lakh.
3. Purchases up to ₹1.00 lakh are finalized by the concerned Heads of Departments/Offices in accordance with the delegated financial powers.

Considering the prevailing financial constraints and the necessity to ensure judicious, transparent, economical and need-based procurement, the matter was deliberated in a meeting held under the Chairmanship of the Hon'ble Vice-Chancellor. Accordingly, in supersession of all previous instructions to the extent of inconsistency, the following directions are hereby issued for immediate implementation by all Departments, Directorates, Colleges, Outstations, Projects and other Units of the University:

1. Restriction on Procurement

No purchase exceeding ₹5,000/- (Rupees Five Thousand only) shall be made by any Department, Office, Outstation, Project or any other University Functionary except in accordance with the procedure prescribed under this Office Order. The following categories of expenditure shall, however, remain exempt from the above restriction:

Electricity charges;
POL (Petrol, Oil and Lubricants);
Telephone and Internet charges;
Service postage stamps;

Contingent and petty expenditure permissible out of the sanctioned Permanent Advance in accordance with the prescribed financial rules; and

Any other expenditure specifically exempted by the competent authority from time to time.

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2. Prior Administrative Approval

For every procurement proposal exceeding ₹5,000/-, the concerned Department/Office shall invariably obtain prior administrative approval of the competent authority through the Director of Research before initiating any procurement process.No procurement proposal shall be processed, tendered, invited, recommended or finalized unless such prior administrative approval has been obtained.

3. Centralized Procurement System

All procurement proposals requiring administrative approval shall be routed through the Director of Research, who shall scrutinize the proposals and place the same before the competent authority, wherever required, in accordance with the approved procurement procedure.

4. Standard Operating Procedure (SOP)

The Director of Research shall prepare and issue a comprehensive Standard Operating Procedure (SOP) and detailed Procurement Guidelines for implementation of the revised procurement system. The SOP shall, inter alia, prescribe:

1. Procurement process and workflow;
2. Formats for submission of procurement proposals;
3. Timelines for processing cases;
4. Constitution and functioning of the Central Purchase Committee;
5. Procedures for quotations, tendering and procurement through GeM/e-procurement wherever applicable;
6. Inspection, receipt and verification of stores;
7. Maintenance of procurement records and stock registers;
8. financial and administrative responsibilities of the concerned officers;
9. Any other instructions necessary for ensuring transparency, accountability, economy and efficiency in procurement.

The SOP and Guidelines shall be submitted to the competent authority for approval within 15 days from the date of issuance of this Office Order and, after approval, shall be circulated to all concerned for strict compliance.

5. Responsibility of Departments

All Heads of Departments, Directors, Deans, Principal Officers, Drawing and Disbursing Officers and other concerned functionaries shall ensure strict compliance with these instructions. Any procurement made in violation of this Office Order or the approved SOP shall be treated as unauthorized, and the responsibility shall rest with the officer(s) concerned.

6. Interpretation

In case of any doubt regarding interpretation or implementation of these instructions, the matter shall be referred to the Director of Research, who shall submit the case to the competent authority for appropriate orders.

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These instructions shall come into force with immediate effect and shall remain operative until further orders.

Comptroller

Endst. No. Even. **Dated: Nauni, the:** 11-09-2026

Copy is forwarded for information and necessary action to: -

1. All the Statutory Officers, UHF, Nauni, Solan (HP).
2. The Dean, COH&F, Neri, Distt Hamirpur (HP).
3. The Dean, COH&F at Gohar (Gudehari), District Mandi (HP).
4. All the Head of the Departments/Offices UHF, Nauni, Solan (HP).
5. All the Associate Directors (R&E)/Incharges Outstations including KVKs (HP).
6. The Professor Incharge, CIC, UHF, Nauni-Solan with the request to upload the same on official website of the University for wide publicity.
7. The Joint Controller (Audit), UHF, Nauni (Solan).
8. The Secretary to the Vice-Chancellor, UHF, Nauni, Solan (HP).
9. The Section Officer, Pay Cell/Accounts/IIW, UHF, Nauni, Solan (HP).
10. Guard File.

Comptroller