



Dr. Yashwant Singh Parmar University of Horticulture & Forestry,
Nauni (Solan)-173230, Himachal Pradesh
Office of the Comptroller, Planning and Budget Branch
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NOTIFICATION

In order to establish a uniform procedure for the scrutiny and monitoring of procurement cases and to streamline the procurement process through the Government e-Marketplace (GeM) Portal, the Hon'ble Vice-Chancellor has approved to constitute the following Committee at the University level for online and offline monitoring, scrutiny, supervision, and oversight of procurement/purchase cases.

The composition of the Committee is constituted as under:

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| 1. | Dr. Anil Handa, Professor & Head, Plant Pathology, | -Chairman |
| 2. | Dr. Bhupesh Gupta, Senior Scientist, Plant Pathology | -Member |
| 3. | Dr. Pankaj Kumar, Assistant Professor, Biotechnology | -Member |
| 4. | Dr. Deepak Agnihotri, Assistant Professor, CIC | -Member |
| | | Secretary |
| 5. | Er. Rakesh Sharma, Assistant Engineer, EO | -Member |
| 6. | Mr. Kailash Sharma, TA, Gr-I, CIC | -Member |
| 7. | Mr. Om Parkash, Field Assistant, Vegetable Science | - Member |

The Committee shall be responsible for the following functions:

1. The Committee shall monitor and oversee all procurement activities undertaken by the University through the Government e-Marketplace (GeM) at the Buyer level.
2. The Committee shall examine compliance of GeM procurement cases with the prescribed rules, procedures, guidelines, and instructions issued by the Competent Authority/Government from time to time.
3. The Committee shall scrutinize the requirements, technical specifications, and procurement methodology adopted by the concerned Buyer.
4. The Committee shall monitor the tendering/bidding process, placement of orders, and delivery of goods/services, and shall ensure transparency, fairness, and adherence to the prescribed procurement procedures.
5. The Committee shall examine cases relating to bid/contract amendments, extension of delivery periods, cancellation of orders, refunds, performance security, vendor performance, and other matters related to procurement.
6. The Committee shall periodically review the status of ongoing as well as completed procurement cases processed through the GeM Portal.
7. The Committee may make recommendations to the Competent Authority for improving the efficiency, transparency, accountability, and compliance of GeM procurement at the University.
8. The Committee may seek clarification, wherever required, from the concerned Buyer/Division/College/Office in respect of any procurement case under scrutiny.

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Designation of Primary and Secondary Buyers

Further, the following officers/officials are hereby designated as **Primary Buyer** and **Secondary Buyer** for handling GeM procurement cases pertaining to their respective Divisions/Colleges/Offices:

Sl. No.	Office/College/Outstations/KVKs	Role	Name & Designation
1.	Administrator GeM Portal	Primary Buyer	Sh. Prem Sagar Kaushal, Comptroller
2.	Director of Extension Education & all KVKs	Secondary Buyer	Dr. Amit Vikram, Joint Director (Training)
3.	Director of Research & all RHR& TS	Secondary Buyer	Dr. Amit Sharma, Associate Professor, CoH&F, Neri
4.	College of Horticulture & Dean Students' Welfare	Secondary Buyer	Dr. Deepak Agnihotri, Assistant Professor
5.	Dean, COH&F, Neri	Secondary Buyer	Dr. Vijay Kumar Rana, Assistant Professor
6.	Dean, COH&F, Gohar (Gudhari)	Secondary Buyer	Dr. Neelam Thakur, Assistant Professor, CoH&F, Gohar
7.	Admin Block (Comptroller's Office, Registrar's Office & Estate Office)	Secondary Buyer	Er. Rakesh Sharma, Assistant Engineer
8.	College of Forestry, Library & CIC	Secondary Buyer	Sh. Kailash Sharma, TA, Gr.-I

The designated Primary and Secondary Buyers shall be responsible for processing procurement cases through the GeM Portal in accordance with the applicable rules, guidelines and instructions. The Primary Buyer shall ordinarily handle the procurement cases of the concerned Office/College/Outstations/KVKs, while the Secondary Buyer shall assist the Primary Buyer and act in their absence or as otherwise directed by the Competent Authority.

All concerned officers/officials shall ensure timely processing, proper documentation, transparency and strict compliance with the prescribed procurement procedures in all GeM transactions.

Prior Approval of the GeM Monitoring Committee

Henceforth, all procurement/purchase cases proposed to be processed through the Government e-Marketplace (GeM) Portal shall be entertained only after obtaining the due recommendation/approval of the GeM Monitoring Committee, as applicable, and in accordance with the prescribed rules, procedures, and guidelines.

No GeM procurement case shall be processed further without obtaining the requisite recommendation/approval of the Committee. Accordingly, the earlier Office Order/Notification issued in this regard stands superseded with immediate effect.

This notification supersedes Notification/Office/Orders issued in this regard earlier.


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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 (Gudhari), 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.


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