

(to letter No. CAUH/E4/2022/
Dated.....)

Check list to be followed while submitting the cases for approval of purchase of equipment and other items.

1. Budget is available & a copy of budget allocation in the relevant scheme has been attached.
2. The proforma for obtaining financial sanction of non-recurring items duly filled up with complete details in all respect and signed by Controlling Officer as referred in Rule-XXXV of Store Purchase Procedure has been attached.
3. A certificate in noting sheet as per sr. No. 4 (i) & (ii) that the equipments proposed is not available in the department and no arrangement can be made with coordination with other department to carry on the work be also recorded. In case if the same equipment is available then the justification for purchase of same equipment has been given in the noting sheet.
4. In case of the equipment is more than Rs. 1.5 lac, a copy of proceedings of Equipment Specification Committee as circulated vide memo No. SPO/2021/3541-3641 dated 31.12.2021 has been attached.
5. File Movement Chart with sign of all dealing officials/officers has been attached.
6. In case, the purchase is proposed other than State Scheme, then a copy of approval of funding agency for purchase of items as proposed by the department in the case has been attached.
7. Proposal submitted with recommendations of Controlling Officer on noting sheet.
8. Flagging, reference, extra noting sheet flapper, having flag for VC's approval and linked file, if any, has been attached.
9. Whether, the item is to be purchased through e-tendering/GeM/on quotation basis etc. has been proposed in noting sheet as per rules.
