

OFFICE OF THE DEAN (STUDENT WELFARE)
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

No.DSW/IIT(ISM) 97/2019

Dated: - 26.11.2019

NOTICE

Subject: Guidelines regarding purchases for club/Gymkhana activities and fund utilization by the clubs/Gymkhana

For smooth and proper function of different clubs, the following guidelines are prescribed related to purchases and also to manage day to day financial activities/aspects.

1. A tentative annual budget of the club activities will be prepared by the concerned club Coordinator and submitted to the Faculty Advisor for scrutiny and approval. This approved budget will then be sent to Finance Convener who, after discussion with executive body, will forward the complete distribution of total (club activity) amount among all the clubs to Dean SW (through ADSA) for approval. All expenditures will be incurred in accordance with approved budget only.
2. Requirement of clubs will be submitted by the club Coordinator to the Faculty Advisor. Required items may be purchased from online sources or from local market depending upon the rate reasonability, requisite quality/ quantity, exigency etc.
3. One of the club Coordinators may draw an advance upto Rs. 10000/- for small cash payments of contingent nature. Indent form for sanctioning of advance is placed at **Annexure – 2**. The coordinator can prepare the indent citing valid reason and get it approved from Faculty Advisor. A soft copy of the approved indent should be mailed to Finance Convener and concerned General Secretary.
4. Indent for purchase of goods may be prepared by the club coordinator and approved by the Faculty Advisor. Indent form is placed at **Annexure – 1**. For purchases upto Rs. 10,000/- no prior approval of Dean (SW) will be needed. Faculty Advisor may approve the indent if the same is part of approved budget subject to availability of the fund. A soft copy of the approved indent should be mailed to Finance Convener and concerned General Secretary.
5. If for some reason, Faculty Advisor is not available in the institute or otherwise engaged, joint approval of the indent form from General Secretary and Finance Convener will suffice provided a soft copy is mailed to Faculty Advisor.
6. For online purchases of amount less than Rs. 25000/-, Indent form at **Annexure – 2** should be submitted to Dean (SW) after approval from Faculty Advisor. Considering the situation, the money will either be released as advance to the Coordinator's account or Faculty Advisor's account.
7. For purchase from local market, payment may be released directly to the vendor as done for Institute purchases or if required cash payment (below Rs. 5000/-) may be made from the advance sanctioned to the club Coordinator.

8. After procurement, bills to be submitted to Dean (SW) for expenditure sanction and releasing/reimbursement of payment. Piece meal purchase (splitting of requirement) should be avoided. Indent above Rs. 10,000/- shall require prior approval of the Dean (SW).
9. In accordance with Institute Purchase Manual, goods up to a value of Rs.25,000/- (Rupees twenty five thousand only) on each occasion may be made without inviting quotations/bid. Purchase of goods having value ranges between Rs.25,000/- to 2,50,000/- on each occasion may be made by inviting minimum three quotations/bid by a local purchase committee (LPC). LPC will comprise of three faculty members including Faculty Advisor of the concerned club to be approved by the Dean (SW).
10. Purchase of goods having value above Rs. 2,50,000/- on each occasion may be made through Limited Tender Enquiry/ Open Tender Enquiry. Purchases to be executed by a duly approved committee as per the norms mentioned in Institute Purchase Manual.
11. For miscellaneous items, for which it is generally difficult to obtain GST Bills, up-to Rs.5000/- in a month, for specific club activities, non-GST bills may be accepted with proper justification of non-submission of GST bills.
12. Faculty advisors will ensure the release of payment to the students/supplier/party within a month of the date of the invoice.
13. Every club is required to maintain stock register for consumable and non-consumable items separately as laid down in Institute Purchase Manual.
14. Faculty Advisors of the clubs are required to provide self-certification and stock entry details on bill/invoice recorded by him/her as laid down in Institute Purchase Manual.
15. To the extent possible, all the payments will be made by account payee cheque. Payment of Rs. 5000/- and above are mandatorily to be released by account payee cheque.
16. An advance of Rs.2000/- taken by club coordinators will be treated as “No dues” untill account are settled.

All concerned are requested to please adhere to the guidelines and co-operate.

Sd
Dean Students Welfare

Mode of purchase and Amount	Remarks
Local purchase Upto Rs. 5000/-	Non- GST bills may be accepted for reimbursement only with proper justification. For anything more than Rs 5000/-, GST bill is mandatory.
Local/online purchase upto Rs. 10000/-	<ol style="list-style-type: none"> 1. Club Coordinator can take advance limited to Rs 2000/ at a time by sending application and indent to DSW with proper reason. Bills should be submitted within 15 days. 2. Prior approval for reimbursement before purchase from DSW is not necessary.
Local/online purchase of Rs. 10000/- to Rs. 25000/-	<ol style="list-style-type: none"> 1. Faculty Advisor can take advance by sending application and indent to DSW with proper reason. Bills should be submitted within 15 days. 2. Prior approval from DSW before organising event/ making purchase is mandatory.
Local/online purchase of Rs. 25,000/- to Rs. 2,50,000/-	<ol style="list-style-type: none"> 1. Formation of Local Purchase Committee consisting of faculty advisor and two other faculty members is necessary. Quotations from at least three sources should be procured via mail, a copy of the mail should be attached with final application. Indent at Annexure -1 is to be used. ADSA will be the chairman of the committee. 2. Local purchases are preferred with the provision of institute making direct payment to retailer after delivery of goods. However, if online purchase is to be made, Faculty Advisor can make payment using credit which will be settled by institute within a month. In the indent, the name and bank details of faculty advisor in place of retailer will be provided.

Annexure - 1

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

OFFICE OF DEAN (STUDENTS WELFARE)

NAME OF THE CLUB/ACTIVITY

Indent form for Student Club/Gymkhana related purchase

Sr. No.	Particulars	Details
1.	Name of Club Coordinator with Admission no.	
2.	Budget Head and Serial No.	
3.	Budget Allocated	
4.	Actual exp.+ advance drawn	
5.	Funds available	
6.	Estimated Cost of goods to be procured	
7.	Description of goods to be purchased	
8.	Consumable/ Non-consumable	
9.	Mode of procurement (online/ local market)	
10.	Retailer's Name, Account no. and IFSC code	
<p>I do hereby undertake that I will spend the money for the purpose it has been drawn and submit the bills for adjustment positively within one month from the date of purchase.</p> <p>(Signature of club coordinator)</p>		
<p>Approved/ Not approved (UptoRs. 10,000/- only) OR Recommended/ Non-recommended (Above Rs. 10,000/-)</p> <p>(Faculty Advisor)</p>		
<p>Approved/ Not approved (UptoRs. 10,000/- only) OR Recommended/ Non-recommended (Above Rs. 10,000/-) (Only in case, faculty advisor is not present in the institute or otherwise engaged.)</p> <p>(General Secretary) (Finance Convenor)</p>		
<p>Approved/ Non-Approved</p> <p>Dean (SW)</p>		

Annexure - 2

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
OFFICE OF DEAN (STUDENTS WELFARE)

NAME OF THE CLUB/ACTIVITY

Form for seeking advance into Club Coordinator's/Faculty Advisor's account

Sr. No.	Particulars	Details
1.	Name of Club Coordinator with Admission No.	
2.	Budget Head and Serial No.	
3.	Budget Allocated	
4.	Actual exp.+ advance drawn	
5.	Funds available	
6.	Purpose of Advance/Description of items to be purchased with Amount required	
7.	Mode of procurement (online/ local market)	
<p>I do hereby undertake that I will spend the money for the purpose it has been drawn and submit the bills for adjustment positively within 15 days from the date of purchase and unspent balance, if any, will be refunded back immediately after purchase of items. Default in adjustment of advance will be entered in my no dues.</p> <p style="text-align: right;">(Signature of Club Coordinator)</p>		
<p>Approved/ Not approved (UptoRs. 10,000/- only) OR Recommended/ Non-recommended (Above Rs. 10,000/-)</p> <p style="text-align: right;">(Faculty Advisor)</p>		
<p>Approved/ Not approved (UptoRs. 10,000/- only) OR Recommended/ Non-recommended (Above Rs. 10,000/-) (Only in case, faculty advisor is not present in the institute or otherwise engaged.)</p> <p>(General Secretary) (Finance Convenor)</p>		
<p>Approved/ Non-Approved</p> <p style="text-align: right;">Dean (SW)</p>		

Office of the Dean Students Welfare
Indian Institute of Technology (ISM), Dhanbad

Dean (SW)

Through: AD (SA)

Request for Adjustment of Advance

1. Name of the Club: _____

2. Name of Faculty Advisor & Mobil No. _____

3. Name of Student Coordinator & Mobil No. _____

4. Amount of Advance Drawn: _____

Vide - Cheque No. _____ Dated: _____

5. Value of the bill being submitted for adjustment: _____

6. Difference (Claimed/ Refunded) please tick: _____

Bank details, if payment is to be done.

Name of the Beneficiary:

Bank Account No.

Name of the Bank

IFSC Code.....

Sig. of student Coordinator_____

Sig faculty Advisor _____

We submit herewith total No. _____ Bills duly signed and stock entry and other certificates
provided on the body of the bill for Adjustment /Payment

For Official Use

Annexure - 3

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

OFFICE OF DEAN (STUDENTS WELFARE)

NAME OF THE CLUB/ACTIVITY

Form for Infrastructural Repairs and Purchases

Sr. No.	Particulars	Details
1.	Name of Club Coordinator with Admission No.	
2.	Budget Head and Serial No.	
3.	Description of infrastructure to be created/repared	
4.	Amount of Expenditure(Estimated)	
<div>(Signature of club coordinator)</div>		
Approved/ Not approved (If approved, advance entered in advance register in the name of concerned student with his signature) <div>(Faculty Advisor)</div>		
Approved/ Non-Approved <div>Dean (SW)</div>		
Remarks <div>(Campus Engineer)</div>		