BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
LUCKNOW
प्रज्ञा शील करुणा
ESTABLISHED 1996

बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

विद्या विहार, रायबरेली रोड, लखनऊ–226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow-226025

Letter No 209/RDC/DDA/26 Date 24/9/2026

Notification

To ensure smooth processing of purchases related to Research and Consultancy Projects, the details related to below mentioned points must be included in the minutes of the Departmental Standing Purchase Committee:-

1. **Equipment/Consumable/Contingency/Other Charges:** Tentative/Estimated price and quantity of each equipment/Consumable items/Contingency items etc. to be procured through GeM (Government e Marketplace) portal.
2. **Field Visit or Work/Hiring of Vehicle:** To be done only after approval of the tour plan along with fund availability in the respective budget head.
3. **Mode of Hiring:** Vehicle hiring, as required, to be done through GeM(Government e Marketplace) portal as per GFR/University norms. Authorisation letter to project staff for field visit/work (if any) shall be provided.
4. **Non-Availability Certificate of GeM (N.A.C.), if any:** Search string for N.A.C. shall be same as in the product description mentioned on quotation/bill for payment.
5. **Specific Approval:** Approval to be taken against specific item/expenditure of the respective budget head and purpose. Blanket approvals to be avoided to prevent delays in procurement/hiring of services/audit.

It is being notified upon approval of Competent Authority.

24/9/26

Registrar

Copy to:

(i) All faculty members/Head(s)/Dean(s), BBAU, Lucknow.
(ii) SO to VCS, BBAU, Lucknow.
(iii) P.S. to Registrar, BBAU, Lucknow with a request to place before BOM.
(iv) AR.to Finance Officer, BBAU, Lucknow with request to place before the Finance Committee.
(v) Internal Audit Officer, BBAU, Lucknow
(vi) O.S.D, Satellite Centre, Amethi
(vii) I/c University Website, BBAU, Lucknow

Director
(Research &Development Cell)