

Jr. Engineer, W/shop-CSS-Library-IJP-CC staff, Bhudebda raising Purchase Requisition through shared login

Engr, W-shop Supdt, instrument-incharge, ckdas, ssrp, ccscd, admin requisitionist checks the requisition using the approval login

Chairman (Engg & Wshop), CSS Head, headlibrary, headcc, headijp, headadmin approves it to the next level using approval login and not the P2P login

PURCHASE for Admin login

Deans (<=10L)/Director (>10L) (in principle approval) using approval login

A. (As given below)



Purchase procedure done manually by the department with the help of the Purchase Cell and the Audit Cell

The quotations, comparative statements, tender documents etc scanned and uploaded by the Dept and scanned versions made available in the system by the department

Purchase Process in the Department. PO Generated in the System (with Shared Dept login)

Accounts Section (commitment booking without P2P login)

Auditor/Audit Cell using approval login and not the P2P login

Approval/Reassign/Reject/ View access not using P2P login

Through the system using P2P login, one can add and modify a record

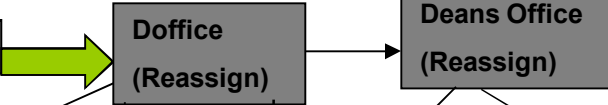
Manual, outside the system

FAO (FAO login) for PO approval

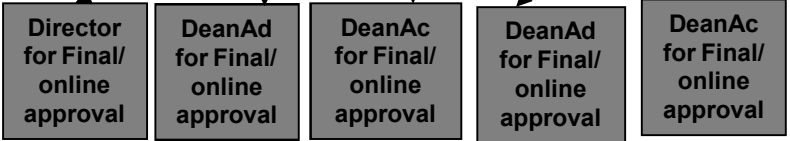
Registrar (Registrar login) for PO approval

Approval Authority [Deans (<=10L)/Director (>10L)] using approval login

A.



FAO takes printout of PO, signs; then Registrar signs



Department (only receives signed PO)

PI/Indentor (or Departmental Staff on their behalf) receives materials, verifies stores and does stock entry. Then forwards the bill to Accounts (For LC/Wire transfer this step does not come here; rather done later as the cases of advance adjustment)

Department takes care of installation, uploads scanned installation certificate etc

**PROCUREMENT**

Bill Section (Accounts login)

Contingency and other service bills physically submitted by Departmental Office to the Bill Section

PI/Indentor checks the computer generated invoice (for contingency bill also)/budget head, etc using the approval login

HOD approves it to the next level using approval login and not the P2P login

**PAYMENT**

FAO (Reassigns/Approves)

FAO will forward to IAO or Registrar depending on the type of transaction

Approval/Reassign/Reject/ View access not using P2P login

Auditor (Reassigns/Approves)

Registrar (Approves)

Through the system using P2P login, one can add and modify a record

Manual, outside the system

Approval [Deans (<=10L)/Director (>10L)]

Doffice (Reassign) → Deans Office (Reassign)

FAO takes printout of voucher, signs; then Registrar signs; then Dean/Director signs

Director for Final/online approval  
DeanAd for Final/online approval  
DeanAc for Final/online approval  
DeanAd for Final/online approval  
DeanAc for Final/online approval

Automatic entry in Ledger, Cash Book and reflection in the final accounts

# License users

(private login not to be shared)

- Physical Chemistry
- Biological Chemistry
- Inorganic Chemistry
- Organic Chemistry
- Polymer Science Unit
- Spectroscopy
- Solid State Physics
- Materials Science
- Theoretical Physics
- Director's Research Unit
- RCAMOS
- CAM and MLS
- ERU
- Engineering and Workshop
- CSS
- Library, IJP, Central Purchase
- Computer Centre and Academic Office
- FAO
- FAOPROJ
- Accgen
- Accproj
- Registrar