

## Workload of H.H.Chauhan, Head Clerk & Vipul Rathwa, Junior Clerk

### Purchase of Sci. Equipments, Computers & its peripherals, Xerox Machine Rate Contract for Chemicals, Glassware & Lab. Apparatus, Foreign Purchase & Registration of the firms, AMC of the Equipment/Xerox Machine, Procedures for Write Off of the Equipments of the Department/University. To call Scientific Equipment Committee:-

1. To prepare the list of brands of Chemicals / Glassware / Lab. Apparatus from the Head & invite tenders by advertisement. After proper procedures to complete the list of Rate Contract & distribute to the department. (FE/Syndicate)
2. To invite the application for Registration of firm. An advertisement displays in the News Paper and prepares the list of firms after proper procedures and distributes the list to the Departments. (FE/Syndicate)
3. To make AMC of Scientific Equipment / Xerox Machine (FSMA)(25 Nos.) after completion proper procedures.
4. After sanctioning the proposals to place the orders for the purchase of Chemicals/Lab Apparatus/Glassware for Basic Science Department. It would be Rs.250.00 lac budget (L.E.) every years for the purchase under R/C.
5. To invite the tenders through advertise for the purchase of equipment, which are costing above of Rs.5.00 lacs. After inviting tenders, to prepare complete procedure, to put the purchase order, open the L.C., make the payment to the bank, & then adjustment the total entire amount of instrument. It would be 20 to 25 Nos. of equipments during the year.
6. If the purchase is above Rs.1.00 lac, the same is to be placed before the Scientific Equipment Committee. To call the committee, prepare Agenda & minutes for F.E./Syndicate. After then to put the orders to the firms & pass the bill for payment.
7. Refund of EMD/Security Deposit of each purchased instruments.
8. After opening LC, to send the documents (at about 8-10) to the Clearing Agent in the time bound period.
9. If the cost of equipment above Rs.5.00 lacs, we may advertise for the purchase and invite quotations and complete the procedure for the purchase.
10. Purchase of computers & peripherals under Central purchase Systems :-  
We invite quotations from Registered firms, open the tenders, to make comparative statement and to pass the rates after completion the

procedures. This rates are approved for 3 months and then to put the orders for computers on the proposals.

11. Prepare the answers of audit Para for the purchase if any.
12. To maintain the files of each Scientific Equipments separately, if the cost of equipment is above Rs.5.00 lacs and purchase from abroad.
13. Procedure for Customs Duty Exemption Certificate: - To invite information in prescribed Proforma from the Science Department and send to DSIR, New Delhi.
14. To invite quotation for Internet facility if necessary.
15. All type of computerized work in English as well as Gujarati i.e. Office Notes, Permission letters, Purchase orders, all kind of work of L.C. & Agenda-Minutes of Scientific Equipment Purchase Committee, Item of Syndicate and F.E. Meeting, Rate Contract, Registration of Parties etc.
16. Total process for Write Off the equipments and Computers & Peripherals of the Department/University Office which are very much old and not in working condition.