

2. **“Amendment”** in the point no.2 of the existing approved purchase procedure notified vide Office Order Ref. No. NITD/07/Misc/53/2016-17 dated 30.01.2023:-

Earlier:-

“For any purchase requests of value higher than Rupees Twenty Five Thousand, Departmental Purchase Committee meeting may be held at the department level. Purchase Indent may be raised by the departments duly supported by such DPC Minutes of Meeting document (duly approved by Competent Authority)”.

Amendment:-

“For the purchase requests of value upto Rupees Two Lakh Fifty Thousand, proper justification/recommendations of the procurement from the respective Department/ Section Head are required and enclosed along with the indent form.

Further, for any purchase requests of value higher than Rupees Two Lakh Fifty Thousand, Purchase Indent may be raised by the departments duly supported by DPC Minutes of Meeting document (duly approved by Competent Authority). The composition of Departmental Purchase Committee has already notified in the earlier Office Order.

3. In addition to the above, following points also needs to be comply by the concern Department/ Section before raising the indents:-

- i. Identifying the item to be purchased and its approx cost
- ii. Check the availability of the space, if required
- iii. Obtain administrative cum budgetary approval from the Competent Authority
- iv. Draft the specifications
- v. Raise the indent after vetting the specifications by the DPC duly approved by the Competent Authority.

The other points mentioned in the earlier issued Office Order (**vide Office Order Ref. No.NITD/07/Misc/53/2016-17 dated 30.01.2023**) will remain the same.

This is issued with the approval of the competent authority.

Copy to:-

1. All the employees of the Institute
2. PA to Director (for information)
3. Assistant Registrar
4. Registrar Office
5. Store & Purchase Section
6. Account Section


कुलसचिव / Registrar
राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली
National Institute of Technology Delhi
प्लॉट नं० एफ.ए.7, ज़ोन पी1, जी.टी. कर्नाल रोड, दिल्ली - 36
Plot No. FA7, Zone P1, GT Karnal Road, Delhi-36