



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लौंगोवाल, जिला संगरूर, पंजाब - 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Education, Government of India)
Longowal, District Sangrur, Punjab - 148106

संदर्भ सं/ Ref. No. SLIET/ REG/3549

दिनांक / Date: 04/9/24

OFFICE ORDER

During the meeting held by the Director, SLIET with Deans/Chief Wardens and other officers on 07.08.2024, it has been decided to develop a procedure for requirement and the release of payment after procurement/execution (within the prescribed limit of Annual Maintenance Contract (AMC)/Rate Contract (RC) of firms/works from the firms/contractor etc. who are having AMC/RC with the Institute. Accordingly, following procedure has been decided by the committee in meeting dated 07.08.2024:-

- Requirement for Approval (Estate):**
Indenter (Estate) → Associate Dean (Civil)/Electrical → Dean (P&D) → Director → Supply Order/Contract/AMC/RC etc. by Estate
- Payment Process (Estate):**
Estate Office → Associate Dean (Civil)/Electrical → Dean (P&D) → Internal Audit Cell → Director → Account Section for release of payment
- Requirement for Approval (HOD/Section In-charge & others):**
Indenter/HOD/Section In-charge (S&P Section) → Dean (P&D) → Director → Supply Order by S&P Section
- Payment Process (Others):**
HOD/Section In-charge (S&P Section) → Pre-Audit → Director → Accounts Section for release of payment

All concerned are requested to follow the above specified channels for approval of requirement and the release of payment of the procurement/execution of work. This procedure has been decided for timely procurement of items and release of payment for smooth functioning of the institute.

Deviation, if any, related to procurement over and above the approved limit accorded by the competent authority for the year for various AMC/RC revised approval needs to be taken from the competent authority.

For all other purchases the file shall be sent to Accounts Section and Internal Audit Cell both before sending it to the Director for approval.

This bears the approval of Competent Authority dated 04.09.2024.


Registrar

Copy to following for information and further necessary action please :-

- 01 Director for information please.
- 02 All Deans/HoDs/Section In-charges/ with a request to adhere the above guidelines while processing the case of procure/release of payment.
- 03 Associate Dean (ERP/SAMARTH & ACSS) – with the request to upload on the Institute website.

"Proud to be Part of Team SLIET"