

# Baba Farid University of Health Sciences, Faridkot

(Established by the Govt. of Punjab vide Punjab Act No. 18 of 1998)

Letter No;- BFUHS/ UPFD/2016/ 20508

Dated:- 15/9/16

## Office Order

Subject:- **Regarding various requirements by different Branches /Departments.**

It has been observed by the Competent Authority that various petty demands for the same type of items are coming from various departments, separately, on frequent basis. Due to such practice, the process for purchase of same type of items are followed on a number of times, for different departments, which leads to wastage of time and the work gets delayed. This practice is also not in the financial interest of the University as if a cumulative demand , at one time is received then more competitive rates can be obtained by inviting tenders/ quotations etc., for bulk quantity of items. Moreover, the chances for duplicacy are also reduced.

Hence, in the financial interest of the University, the Hon'ble Vice Chancellor has approved the following:-

1. That all the Heads of the Departments are hereby advised to send their detailed demands for items required to their respective Principal/ Medical Superintendent/ Director/ Joint Director/ Senior Medical Officer. **The said demands must contain the complete specifications of the items required along with its estimated cost and other relevant details** (if any).
2. That the Principal/ Medical Superintendent/ Director/ Joint Director/ Senior Medical Officer may consolidate the demands from its different departments/ offices/ branches and two cumulative demands may be prepared from the said demands i.e.:-
  - a) *Demand for Consumable items.*
  - b) *Demand for Non-consumable items.*
3. That the said two monthly cumulative demands, containing the requirements of **only such items that are of vital necessity**, will be sent by the concerned Principal/ Medical Superintendent/ Director/ Joint Director/ Senior Medical Officer to the **Central Store Section** of the University on **10<sup>th</sup> Day of each month**, so that the items can be immediately issued, out of the available stock, if available at the Central Store Section.
4. That the Store Section will issue the required items to the dealing office of the office of the concerned Principal/ Medical Superintendent/ Director/ Joint Director/ Senior Medical Officer. The office of the Principal/ Medical Superintendent/ Director/ Joint Director/ Senior Medical Officer will further issue the required items to the concerned department/ branch/ office, after its entry in the College/ Hospital/ Institution's Stock registers.

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5. That the Store Keeper will send the Demands of the remaining items, that are not available in his store, to able the University Procurement & Facility Department so that the said department may initiate its proceedings for the purchase of the required items.
6. That the said rule may have exception only in the case of Most Emergent situations.

These orders will be applicable with immediate effect.

Endst. No:- 20509 - 25

Dated:- 15/9/18

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Registrar

Copy of the above to:-

- 1 SVC for kind information of the Hon'ble Vice Chancellor.
- 2 Registrar Office.
- 3 Finance Officer
- 4 Principal, Guru Gobind Singh Medical College, Faridkot.
- 5 Medical Superintendent, Guru Gobind Singh Medical Hospital, Faridkot.
- 6 Principal, University College of Nursing, Faridkot
- 7 Principal, University Institute of Pharmaceutical Sciences & Research, Bathinda.
- 8 Principal, University College of Physiotherapy, Faridkot.
- 9 Principal, University College of Para Medical Sciences, Faridkot.
- 10 Principal, State Institute of Nursing and Para Medical Sciences, Badal
- 11 Senior Medical Officer, Civil Hospital, Badal.
- 13 Director, Advanced Cancer Institute, Bathinda.
- 14 Principal, Institute of Nursing, Shri Goindwal Sahib.
- 15 Principal, Institute of Nursing, Jalalabad.
- 16 Incharge (General Branch), BFUHS, Faridkot.
- 17 Store Keeper, BFUHS, Faridkot
- 18 Incharge (IT Cell)
  
- 19 University Notice Board
- 20 Master File

*With a request that the said orders may be conveyed to all the Branch / Department Heads of your respective Institutions for information and strict compliance.*

With a request to display the office order on the website of the University for information to all concerned.

S.P. Singh  
Registrar