



# ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION

(DEEMED UNIVERSITY)

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Date: 12<sup>th</sup> September 2019

## CIRCULAR

All purchase for ICAR-CIFE, Mumbai, is exclusively the job of purchase section. They are responsible to see how it is to be done and material reaches at our place. The delay from their end does not empower any one to do concerned section's works. The concerned indenter can help them to process request as correct drafting, giving OEMs number/ contact persons number, other details etc. if needed. The other staffs need not to submit the quotation etc. directly. The Purchase Section has to process requests/ indents and put up for approval for purchase without undue delay.

Purchases upto Rs. 25,000/- with a single quote is permitted in case of emergency with the prior approval of the Competent Authority. Split of the bills for the purchase of the same material is not acceptable.

The claims and appropriateness of the bills is to be verified by the HODs and forwarded to concerned section for administrative and financial concurrence.

All staff members ICAR-CIFE are requested to observe the guidelines.

These issues with the approval of the Director.

Senior Administrative Officer

### **Distributions:**

1. Director Cell
2. All HODs, OICs HQ & Regional Centre (Kolkata, Powerkheda, Kakinada, Rohtak, Motipur)
3. CF&AO/FAO/ALL AAOs/AFAO
4. Secretary, IJSC
5. Staff.hq@cife.edu.in