



**Guru Gobind Singh Indraprastha University**  
(“A State University established by Govt. of NCT of Delhi”)  
**Sector 16-C Dwarka, New Delhi-110 078**  
(Purchase Branch)



No. F.13.6 (1)/IPU/PUR/SOP/DPC/2025/ 863

Dated: 25.03.2025

**OFFICE ORDER**

**Subject:- Constitution of Departmental Purchase cum Condemnation Committee of the University Schools of Studies /Centers.**

The Competent Authority is pleased to constitute following Departmental Purchase cum Condemnation Committee.

| <b>Departmental Purchase cum Condemnation Committees</b> |   |             |
|--|---|-------------|
| <b>1. USEM</b>   | 1. Prof. Varun Joshi, Dean              | Chairperson |
|  | 2. Prof. N. C. Gupta, Previous Dean     | Member      |
|  | 3. Prof. Kamal K. Agarwal, VC Nominee   | Member      |
|  | 4. Indenter                             | Member      |
|  | 5. COF or Nominee                       | Member      |
|  | 6. DR (Purchase) or Nominee             | Convener    |
| <b>2. USBT</b>   | 1. Prof. Promila Gupta, Dean            | Chairperson |
|  | 2. Prof. Meenu Kapoor, Previous Dean    | Member      |
|  | 3. Prof. Anu Venugopalan, VC Nominee    | Member      |
|  | 4. Indenter                             | Member      |
|  | 5. COF or Nominee                       | Member      |
|  | 6. DR (Purchase) or Nominee             | Convener    |
| <b>3. USBAS</b>  | 1. Prof. Anindya Datta, Dean            | Chairperson |
|  | 2. Prof. Anu Venugopalan, Previous Dean | Member      |
|  | 3. Prof. Bisvajit Sarkar, VC Nominee    | Member      |
|  | 4. Indenter                             | Member      |
|  | 5. COF or Nominee                       | Member      |
|  | 6. DR (Purchase) or Nominee             | Convener    |



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| 4. USCT  | 1. Prof. Tapan Sarkar, Dean                | Chairperson |
|          | 2. Prof. Arinjay Kumar, Previous Dean      | Member      |
|          | 3. Prof. Ajnshu Gupta, VC Nominee          | Member      |
|          | 4. Indenter                                | Member      |
|          | 5. COF or Nominee                          | Member      |
|          | 6. DR (Purchase) or Nominee                | Convener    |
| 5. USLLS | 1. Prof. Queeny Pradhan, Dean              | Chairperson |
|          | 2. Prof. Kanwal D.P.Singh, Previous Dean   | Member      |
|          | 3. Prof. R. Ramakishore, VC Nominee        | Member      |
|          | 4. Indenter                                | Member      |
|          | 5. COF or Nominee                          | Member      |
|          | 6. DR (Purchase) or Nomine                 | Convener    |
| 6. USE   | 1. Prof. Saroj Sharma, Dean                | Chairperson |
|          | 2. Prof. Deepshikha Agarwal, Previous Dean | Member      |
|          | 3. Prof. Shuchi Sharma, VC Nominee         | Member      |
|          | 4. Indenter                                | Member      |
|          | 5. COF or Nominee                          | Member      |
|          | 6. DR (Purchase) or Nominee                | Convener    |
| 7. USHSS | 1. Prof. Vivek Sachdeva, Dean              | Chairperson |
|          | 2. Prof. Manpreet Kaur Kang, Previous Dean | Member      |
|          | 3. Prof. Anuradha Jha, VC Nominee          | Member      |
|          | 4. Indenter                                | Member      |
|          | 5. COF or Nominee                          | Member      |
|          | 6. DR (Purchase) or Nominee                | Convener    |
| 8. USMS  | 1. Prof. Udit Taneja, Dean                 | Chairperson |
|          | 2. Prof. A.K.Saini, Previous Dean          | Member      |
|          | 3. Prof. N.C.Gupta, VC Nominee             | Member      |
|          | 4. Indenter                                | Member      |
|          | 5. COF or Nominee                          | Member      |
|          | 6. DR (Purchase) or Nominee                | Convener    |



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|-------------------|--|-------------|
| <b>9. USICT</b>   | 1. Prof. Anjana Gosain, Dean           | Chairperson |
|                   | 2. Prof. Pravin Chandra, Previous Dean | Member      |
|                   | 3. Prof. Neena Sinha, VC Nominee       | Member      |
|                   | 4. Indenter                            | Member      |
|                   | 5. COF or Nominee                      | Member      |
|                   | 6. DR (Purchase) or Nominee            | Convener    |
| <b>10. USMAHS</b> | 1. Prof. (Dr.) Vandana Talwar, Dean    | Chairperson |
|                   | 2. Prof. Meenu Kapoor, Previous Dean   | Member      |
|                   | 3. Prof. N. Rahugram, VC Nominee       | Member      |
|                   | 4. Indenter                            | Member      |
|                   | 5. COF or Nominee                      | Member      |
|                   | 6. DR (Purchase) or Nominee            | Convener    |
| <b>11. USAR</b>   | 1. Prof. Arvinder Kaur, Dean           | Chairperson |
|                   | 2. Prof. Shweta Manchanda, VC Nominee  | Member      |
|                   | 3. Indenter                            | Member      |
|                   | 4. COF or Nominee                      | Member      |
|                   | 5. DR (Purchase) or Nominee            | Convener    |
| <b>12. USDI</b>   | 1. Prof. Arvinder Kaur, Dean           | Chairperson |
|                   | 2. Prof. Tanu Dang, VC Nominee         | Member      |
|                   | 3. Indenter                            | Member      |
|                   | 4. COF or Nominee                      | Member      |
|                   | 5. DR (Purchase) or Nominee            | Convener    |
| <b>13. USMC</b>   | 1. Prof. Durgesh Tripathi, Dean        | Chairperson |
|                   | 2. Prof. A.K.Saini, Previous Dean      | Member      |
|                   | 3. Prof. Ajay K. Singholi, VC Nominee  | Member      |
|                   | 4. Indenter                            | Member      |
|                   | 5. COF or Nomine                       | Member      |
|                   | 6. DR (Purchase) or Nominee            | Convener    |



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| 14. USAP  | 1. Prof. Neerja Lugani Sethi, Dean        | Chairperson |
|           | 2. Prof. Abha Agarwal, VC Nominee         | Member      |
|           | 3. Indenter                               | Member      |
|           | 4. COF or Nominee                         | Member      |
|           | 5. DR (Purchase) or Nominee               | Convener    |
| 15. USLA  | 1. Prof. Queeny Pradhan, I/C, USLA        | Chairperson |
|           | 2. Prof. Divya Verma, VC Nominee          | Member      |
|           | 3. Indenter                               | Member      |
|           | 4. COF or Nominee                         | Member      |
|           | 5. DR (Purchase) or Nominee               | Convener    |
| 16. CEPS  | 1. Prof. A. K. Nurala, Director           | Chairperson |
|           | 2. Prof. Prodyut Bhattacharya, VC Nominee | Member      |
|           | 3. Indenter                               | Member      |
|           | 4. COF or Nominee                         | Member      |
|           | 5. DR (Purchase) or Nominee               | Convener    |
| 17. UCDMS | 1. Prof. Amarjeet Kaur, Director          | Chairperson |
|           | 2. Prof. Anju Saha, VC Nominee            | Member      |
|           | 3. Indenter                               | Member      |
|           | 4. COF or Nominee                         | Member      |
|           | 5. DR (Purchase) or Nominee               | Convener    |
| 18. CHV&F | 1. Prof. Vaishali Singh, Director         | Chairperson |
|           | 2. Prof. Neelu Mehra, VC Nominee          | Member      |
|           | 3. Indenter                               | Member      |
|           | 4. COF or Nominee                         | Member      |
|           | 5. DR (Purchase) or Nominee               | Convener    |
| 19. USFIS | 1. Prof. Gagan Deep Sharma, Dean          | Chairperson |
|           | 2. Prof. Sanjay K. Malik, VC Nominee      | Member      |
|           | 3. Indenter                               | Member      |
|           | 4. COF or Nominee                         | Member      |
|           | 5. DR (Purchase) or Nominee               | Convener    |



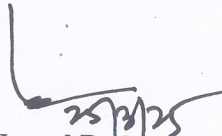
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|-----------------|------------------------------------|-------------|
| 20. USA (Ayush) | 1. Prof. Meenu Kapoor, Dean        | Chairperson |
|                 | 2. Prof. Arinjay Kumar, VC Nominee | Member      |
|                 | 3. Indenter                        | Member      |
|                 | 4. COF or Nominee                  | Member      |
|                 | 5. DR (Purchase) or Nominee        | Convener    |

**A. Scope of the Departmental Purchase cum Condemnation Committees is as under: -**

- The Departmental Purchase Committee shall examine & process the proposals for an estimated budget of above Rs. 25,000.00 upto Rs.25Lacs.
- The proposals above the budget of Rs.25lacs shall be referred to the Central Purchase Committee after preparation/finalization of the tender document / technical specifications on the GEM portal, as the case may be.
- The Domain wise Sub-Committee shall finalize the technical specifications after the Administrative Approval of Competent Authority. Dean, Previous Dean & Indenter shall be the sub Committee to finalize the technical specification. In case, where there is no previous Dean of any University School of Studies/ Centre then in such cases VC Nominee shall be the Member of the said Sub-Committee.
- Exclusion:-Purchase of consumable for Lab & IT related equipment shall not be under the preview of this committee and shall continue as per existing procedure.

**B. Terms of Reference Committees is as under:-**

- To do the need assessment of the purchase proposal on the basis of the justification specified by the Indenter.
  - To submit their recommendation to the Competent Authority.
  - To ensure that the codal formalities as per the GFR / Manual for procurement of Goods and Services are followed in letter and spirit.
    - This will include finalization of the tender document.
    - Evaluation of the tender including technical and financial bids.
    - To act as a Condemnation Committee.
  - The proposal for procurement of items up to Rs. 25,000.00 may be processed on the recommendation of Dean/Director/ Branch In-charge for Administrative Approval of the Competent Authority. The necessary need assessment shall be at the department/School/ Office/Entity level.
  - Proposal divided into multiple requirements at frequent intervals to avoid the procurement process as per given guidelines to be avoided.
  - In case of procurements for Library / UIRC and UWD the existing procedure shall prevail.
  - The 'Purchase Requisition Form' enclosed as Annexure-'A' to be submitted by the Indenter to the concerned Dean/Director/Branch In-charge for further process by the concerned committee.
- C. The tenure of the above committees shall be a period of one year from the date of issue of this order.**

  
**(Dr. Kamal Pathak)**  
**Registrar**



**Copy for information:**

- i. All Deans/Directors/Branch In-Charge, GGSIPU
- ii. Controller of Finance
- iii. Controller of Examination-I
- iv. Controller of Examination-II
- v. Assistant Registrar, VC Secretariat for kind information of Hon'ble Vice Chancellor
- vi. Assistant Registrar, Office of Registrar for information of Registrar



**(Dipin Arora)**

**Dy. Registrar (Purchase)**





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**PURCHASE REQUISITION FORM**

School/ Centre/Department Name: \_\_\_\_\_

**1 Particulars of Items to be procured:**

**A. Type of Item: (Tick)**

| Consumable Item          | Non-Consumable Item      | Lab Equipment            | IT Related Items         | Software                 |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**B. Details of Item (Use separate sheet, if required)**

| S. No. | Name of Item | Detailed Specification* | Quantity proposed | Unit Estimated Cost | Total Estimated Cost | Justification of Requirement |
|--------|--------------|-------------------------|-------------------|---------------------|----------------------|------------------------------|
|        |              |                         |                   |                     |                      |                              |
|        |              |                         |                   |                     |                      |                              |
|        |              |                         |                   |                     |                      |                              |

\*Justification required on a separate sheet incase the item comes under the purview of “Proprietary Item”.  
 Accordingly, Proprietary Article Certificate (PAC)/ Concurrence of Finance Branch to be enclosed.

**C. Total Estimated Cost (in words):** \_\_\_\_\_

**D. Fresh Purchase Or Against Replacement (Please provide details):** \_\_\_\_\_  
 (In case of non-consumable items)

**E.** In case, the proposal is for **replacement of non-consumable items**, please attach/enclose the Condemnation Report of the same.

**F.** In case, the above item(s) require installation / connection, please give comments regarding ‘Site preparedness’ \_\_\_\_\_

**2 Budget Head with amount allocated in F.Y.:** \_\_\_\_\_

**Date of Requisition:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name of Indenter:** \_\_\_\_\_

**Designation: :** \_\_\_\_\_

**Submitted to Head of the Department/ Dean/ Director/ Branch In-Charge for due diligence by the Appropriate Committee.**

**Note:** Copy of the Minutes of the duly constituted Departmental Purchase Committee to be enclosed herewith for Administrative Approval of the Competent Authority.

*[Handwritten Signature]*  
 25/5/25