

क्षेत्रीय जैव प्रौद्योगिकी केंद्र
Regional Centre for Biotechnology

शिक्षा प्रशिक्षण एवं अनुसंधान की एक संस्था
An institution of education, training & research

यूनेस्को के तत्वावधान में भारत सरकार के जैव प्रौद्योगिकी विभाग द्वारा स्थापित
(Established by the Dept of Biotechnology, Govt of India under the auspices of UNESCO)

No. RCB/01-01/MISC/2021/Admn.

Dated: 16-12-2021

कार्यालय ज्ञापन
OFFICE MEMORANDUM

Sub: Adoption of Purchase Manual & Accounts Manual for implementation at RCB

Adoption of Purchase Manual for implementation:

As per the Rule 142 of GFR 2017, there is a provision issuing the detailed instructions relating to the procurement of goods that can be used by RCB in broad conformity to the GFR 2017. Therefore, after an elaborate exercise considering the diverse and specialized needs of RCB, a manual for procurement of goods has been prepared. This would help all the stakeholders to act within the ambit of the extant Rules & Regulations, and in simplified and expeditious manner. The manual provides formats and processes for ensuring the compliance to GFR 2017 and adherence to the principles of public buying.

The Purchase Manual (**Annexure-1**) has been prepared in line with the provisions of the extant GFR and revised after consultation with the designated committees of RCB.

Adoption of Finance & Accounts Manual for implementation:

The main objective of the Finance & Accounts Section is to prepare and provide the management with correct & timely information to serve as a basis for managerial decisions, as also to continuously explore and recommend possibilities of reducing cost and increasing efficiency. Towards this objective, the Finance & Accounts Manual (**Annexure-2**) has been prepared in consultation with members of the Finance Committee and the Sub-Committee constituted therefor.

The manuals have been duly approved by the Institute's Board of Governors (BoG-RCB), in its 17th meeting held on 17th November 2021.

Consequently, with the approval of the Competent authority, these two manuals are being circulated to all concerned for compliance with immediate effect.

S. Bhar
16/12/2021

(Dr. Sudeep Bhar)

Controller of Administration

Distribution:

All Faculty members/PIs/Divisional Heads of RCB

Copy to : Office of the Executive Director