Flow Chart 0 : Overall flow for normal purchase procedure

Purchase to receive approved Indent / Work Requisition

Forward Indent to Stores for Availability /Non availability

If work requisition (where stores is not involved)

Purchase to Receive Indent from stores, open folder and check Mode of Purchase, Send enquiries to Parties

After due date TOC to See whether No. of responses received is adequate as per guidelines

YES

NO

Opening of responses by TOC

If approved

If responses are to be opened as advised by Indentor even if responses are in adequate

Send reminder giving 10 days time

a. Purchase to Check commercial terms
b. Prepare QAS
C. Put up file to Indentor

Put up file to GC/CFA for seeking approval

If not approved

Purchase to Refloat or extend due date after informing Indentor

Indentor / GC to give recommendation & forward file to Purchase

Purchase to check Recommendation & if it is in order

YES

NO

Value > 5 Lakhs

File forward to SCP

Value < 5 Lakhs

CA/Dean / DGO

If value > 5 Lakhs

Centre Director

If Limited / Single tender Value > 25 Lakhs

Director, TIFR

Purchase for Preparing PO/WO
Send file to Accounts for
Pre-audit value > 20,000/-

If objection raised

Purchase/ Indentor/GC to give clarification and send back the file to Accounts

Receiving file after pre-audit
Getting sign on PO/WO and
releasing of PO/WO by Purchase

Stores to receive material & inform Indentor/GC

Supplier

Indentor to give Inspection / PR to Stores

Stores – a. Prepare SAI for items accepted & pass supplier's bill to A/c.
b. Forward copy of IR, if any items are rejected
c. Issue items accepted & items in stock against SRS

d. Return rejected items to supplier

Purchase to remind supplier for replacing the items rejected

If replacement not coming, short close the PO, inform indentor/ Supplier/A/c

Abbreviation used	
WR	Work Requisition-For Job woks
PO	Purchase Order
WO	Work Order
TOC	Tender Opening Committee
DOC	Document
SOP	Standard Operating Procedure
QAS	Qtn. Analysis Statement
GC	Group Coordinator
IR	Inspection Report
PR	Performance Report
SAI	Stores Arrival Intimation
SRS	Stores Requisition Slip
CA	Competent Authority
DGO	Dean, GMRT Observatory
CFA	Competent Financial Authority