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नवोदय विद्यालय समिति

हैदराबाद संभाग

मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान  
(स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार)

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**NAVODAYA VIDYALAYA SAMITI  
(HYDERABAD REGION)**

An Autonomous Organization under Ministry of HRD  
(Dept. of School Education & Literacy, Govt. of India)

1-1-10/3, S.P. Road, SECUNDERABAD

Pin- 500 003 (Telangana)

पत्रांक सं. 11-12/SA/NVS(HR)/2016-17/

Date: 30.08.2016

To  
The Principal,  
All Jawahar Navodaya Vidyalayas of  
Hyderabad Region and  
NLI, Hyderabad & Guntur.

Sub: Guidelines on purchase procedure and tender system – Reg.

Sir/Madam,

Please find enclosed herewith the guidelines issued by NVS Hqrs., Noida on purchase procedure/tender system in JNVs. Please ensure the guidelines are followed scrupulously by all the Principals.

Yours faithfully,

*Heady*

[N. R. NAIDU]

ASSTT. COMMISSIONER[ADMN]

Encl: As above.

Copy to:

1. The Asstt. Commissioner (SA), Navodaya Vidyalaya Samiti, Noida – for information with reference to his letter No.11-5/2016-NVS(S.A)/798-805, dated 09.08.2016.

2. The Section Officer (Fin), NVS, RO, Secunderabad – for information.

*Heady*

ASSTT. COMMISSIONER[ADMN]

**NAVODAYA VIDYALAYA SAMITI**  
**SCHOOL ADMINISTRATION**

**Sub:-Purchase procedure/Tender system in JNVS**

Detailed procedure for purchase for guidance of Principals and Officers responsible for making purchases on behalf of the Samiti was circulated vide **letter No 24(1)/87/NVS(F&A) dated 8<sup>th</sup> july.1988.**

Keeping in view the growing financial requirements of JNVs the norms were revised vide circular dated **F.No 3-9(6)/92-93/NVS(F&A)/Vol.III Dated 5-1-2007** to enhance the powers of Principals to incur expenditure on procurement of goods and services for the vidyalaya. Guidelines for grant of benefits to Smal scale Units were issued vide Samiti circular No **F.16-5/2014-NVS(SA)/ dated 8-7-14.**Guidelines regarding publication of Tender notice on Vidyalaya website were issued vide circular **F No 16-6/2014/NVS(SA) dated 16-3-15**

In spite of all these guide lines Samiti has received complaints related to purchases made by JNVs without following the prescribed procedure, financial rules and regulations and not maintaining the requisite standard of financial discipline and transparency required in such type of activities

In the view of the above, Principals are requested to follow the following guide lines strictly from henceforth in addition to the guide lines issued by the Samiti earlier.

Principals of JNVs are authorized to purchase items required for the Vidyalaya and to engage the required services by following NVS purchase procedure and GFR. All purchases are made by Purchase Advisory Committee (PAC) whose constitution is given below:

- |  |          |
|--|----------|
| 1) Principal of JNV                              | Chairman |
| 2) Nominee of the Chairman of VMC                | Member   |
| 3) District Education Officer/Executive Engineer | Member   |
| 4) Vice Principal/Senior most teacher            | Member   |
| 5) One more member of VMC                        | Member   |

