

6.4.1 Procedures for Optimal Resource Utilization

- List of requirements from all Departments for the upcoming Financial Year are sought well in Advance
- Final list is prepared after discussion with Head of Institute, Store, Account section and admins
- Budget is Prepared by Account Department
- Approval and allocation of Funds from trust
- Quotations/ tenders are sought for Purchase/ Service required
- Selection of Best quotation/ Tender
- Presanctioning and Approval from Purchase Committee
- Release of Funds
- Purchase is completed
- Stock verification and distribution to respective Department

