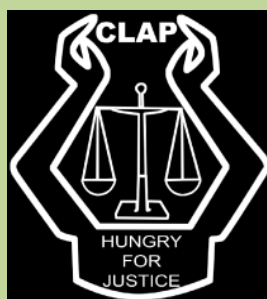


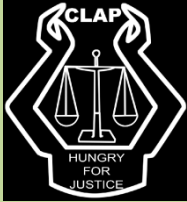
COMMITTEE FOR LEGAL AID TO POOR



PROCUREMENT POLICY

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PROCUREMENT POLICY

1. The Secretary of CLAP looks after the proper implementation of procurement and control the system of procurement.
2. All procurements are made centrally i.e. at Head Office level only. Sometimes some procurements are made at field level depending on the emerging need and availability of procurement material which needs approval of the Secretary, where the amount does not exceed Rs.5000/=.
3. Types of Procurement:
 - Office Stationery
 - Workshop and Training Materials
 - Printing Materials
 - Office Assets
 - Resource (books) & Learning materials.
 - Computer peripherals.
 - Relief Materials
 - Construction Materials
4. Requisition shall be made by Material Requisitions Format by unit head, through Admin. & Est. and submitted to the Secretary specifying the quality, quantity, time plan and availability/location for approval.
5. The Secretary shall send it to the Admin. & Est. for collection of quotation from different parties (cost of materials is exceeding Rs.5000/-) minimum three.
6. Admin. & Est. division after obtaining quotations, it shall be sent to Finance department for preparation of Comparative Quotation Chart (CQC) and related documentation and recommendation to the Purchase Committee.
7. Then the Secretary shall make necessary order to the Admin. & Est. to initiate the procurement process.
8. Then the Logistic in charge shall record the received goods in the stock register.

9. The invoice shall be sent to the Finance Department for payment, the Manager, Finance reviews that the procurement process, order and invoice of the supplier and the clerical accuracy of invoice in compliance with purchase order.
10. The logistic items shall be supplied to concerned project / programme personnel according to the requisition.
11. Physical stock verification shall be done on quarterly basis.
