

No. EDN-U (G-I) Store/- 15308  
Office of the,  
Deputy Director of Higher Education  
Una District Una (HP)  
ddhe-una-hp@gov.in 01975223850

Dated Una- 174303 21 December, 2019

To

All the Principal/Headmasters  
GSSS/HS in Una Distt.

Subject:- Performa for Purchase in GSSS/GHS.

Memo,

With reference to the Director of Higher Education Himachal Pradesh Shimla letter No. EDN-HE (4) C (5) 1/2019 Dated 19 Dec, 2019 on the subject cited above.

The copy of Performa for Purchase in GSSS/GHS. is enclosed herewith for your further necessary action.

Encls: As above

  
Deputy Director of Higher Education  
Una District Una (HP)

Endst No. Even

Dated

Copy to:-

1 The Director of Higher Education Himachal Pradesh Shimla for information please.

  
Deputy Director of Higher Education  
Una District Una (HP)

No. EDN-HE (4) C (5) 1/2019  
Directorate of Higher Education  
Himachal Pradesh.

Dated: Shimla-171001 ) 9 December, 2019.

To

All Dy, Directors of Higher Education, H.P.  
All the Librarians State/Distt. Library, H.P.  
All the Principal of GSSS/Headmasters of GHS, HP.

Subject: Performa for Purchase in GSSS/GHS.

In supersession to the letter No. EDN-H(4)3(C)Budget sanctions-2015-16 Dt. July 2015, please find enclosed herewith performa for purchase of all types of items through GeM/outside GeM (if not available on GeM). All the heads of offices/institutions are directed to submit their proposal for purchase on the enclosed prescribed Performa along with all the relevant documents as mentioned therein through DDHE concerned. Incomplete proposals will not be entertained and will be rejected without intimation.

*Sd/-*  
Director Higher Education  
Himachal Pradesh

Endst. No. Even Dated: Shimla-171001. The 19 November, 2019  
Copy to:- *Dec*

1. DDHE concerned with the direction that all the cases be sent to this Directorate as per instructions issued in the proforma.
2. ✓ Incharge, IT Cell (Internal) to upload the same on Department website.

*[Signature]*  
Director Higher Education  
Himachal Pradesh

## Performa for purchase in GSSS/GHS

Name of Institution	DDO code/Tr'y code	Students strength	Name of Item	Amount	Previous stock from any source	Stock register page No.	Whether available on GeM or not (Certified as under)
		6 <sup>th</sup> to 10 <sup>th</sup>					
		(+1 and +2)					
		Medical					
		Non Medical					
		Arts					
		Others (specify)					

- Proceedings of purchase committee and justification of demand. (attached yes/no)
- Comparative statement on GeM portal where required as per GeM instructions. (attached yes/no)
- Print page of the item to be purchased from GeM portal. (attached yes/no)
- Any other relevant document
- Whether available on GeM portal on not, if not certify as below:-  
Certified that above item(s) are not available on Gem Portal. Print of screen is attached.

Signature with name & desgn. (Committee members) as notified vide letter No. EDN-HE (4) C (5)1/2019- Dated 21-11-2019  
 1....., 2....., 3....., 4....., 5.....

signature (Principal/Headmaster) NOTE :- Sign of the person having DDO power

(The Principal will submit the proposal to the DDHE only) No direct demand will be considered in the Directorate

The Principal of school will give the certificate that the demand is genuine and sufficient space is available for these items.

(Counter signature and recommendation of DDHE)