



Notification No. 101-26

Dated: 7 Apr 2026

**NOTIFICATION**  
**COMPLIANCE WITH UNIVERSITY PROCUREMENT RULES**  
**LAHORE GARRISON UNIVERSITY**

1. It has come to the attention of the Registrar's Office that there have been instances of non-compliance with the established procurement rules and procedures of the University. These regulations are designed to ensure transparency, accountability and efficient utilization of institutional resources.
2. All departments are hereby directed to strictly adhere to the approved procurement policies in all purchasing and contracting activities. This includes, but is not limited to:-
  - a. Obtaining prior approvals from the competent authority before initiating any procurement process on minute sheet.
  - b. Refer minute sheet to P&LP Dept for quotations, tenders and vendor selection.
  - c. P&LP will ensure proper documentation of the contract and record-keeping for all procurement.
  - d. P&LP will procure and provide the requisite equipment/ items to concerned department.
3. Any deviation from these rules will be viewed seriously and may result in administrative action. Departments are advised to consult the procurement SOP attached with this note and ensure that all relevant staff members are fully aware of and comply with these requirements. Moreover concern Dept will mention/ certify on min sheet that **"Complete Procurement Process has been adhered to while initiating the case"** for approval of VC.
4. For any clarification or assistance, P&LP department may be contacted.
5. Your cooperation in maintaining institutional integrity and discipline is highly appreciated.

  
Brig Registrar  
{Adnan Ahmed Khan, SI(M), (Retd)}

To: All Deans, Directors, CoE, Treasurer, Chairpersons and Managers

CC: PSO to VC



# LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore  
Ph: 042-37181821-22 Email: info@lgu.edu.pk

## **STANDING OPERATING PROCEDURE (SOP)** **PROCUREMENT AND LOCAL PURCHASE (P&LP) DEPARTMENT**

1. **General.** P&LP Department headed by Director perform its duties/functions as an independent Department under Registrar Branch. The SOP encompasses all important aspects which facilitate the Department for timely and smooth execution of procurement process.
2. **Aim.** To lay down guidelines/SOP for timely and smooth conduct of various procurement in accordance with rules & regulations.
3. **Procurement Process.** Important aspects are as under: -
  - a. User department will initiate case against the requirement alongwith technical specification of the items & availability/confirmation of budget from Accounts & Finance department for approval of CA.
  - b. User department will mention/ certify on min sheet that **“Complete Procurement Process has been adhered to while initiating the case”** for approval of VC.
  - c. User will forward minute sheet approved by CA to P&LP department for procurement / purchase.
  - d. In case procurement/purchase value is less than Rs. 50,000/-, one/two quotations shall be collected from pre-qualified Firms/Vendors for value assessment/its purchase subsequently for final approval by the CA on Minute Sheet in continuity of the Principle Approval.
  - e. When procurement/purchase value is Rs. 50,000/- or beyond, CST along with 3 Quotations (minimum) will be prep on Minute Sheet by P&LP Department on the recommendation of Purchase Committee in continuity of the Principle Approval.
  - f. **Endorsement on Min Sheet**
    - (1) Concerned Branch/Department Head
    - (2) Deputy Registrar (Admin) - when required
    - (3) Dir IT - when required
    - (4) Treasurer
    - (5) Director Internal Audit (Dir IA)
    - (6) Remarks/Recommendation of Registrar
    - (7) Final Approval by the CA

g. **Procurement – Flow Chart** - Anx A

4. **Purchase Requisition (Principle Approval)**. The end user Branch/Department Head) will provide purchase requisition after Principle Approval, to P&LP Department for further process. Important aspects to be covered in the Purchase Requisition are as under:-

- a. The complete specifications of the item(s) / nature of work services required.
- b. Quantity required should be mentioned in the requisition.
- c. The estimated cost of the items required. Quotations may be obtained and attached with the requisition (if available).
- d. Complete justification of item(s) required.
- e. Estimated time for completion of delivery of items/work services to be specified.
- f. The purchase requisition should be thoroughly checked, verified and signed by the end user and Head of Department, keeping in view actual need assessment, value of money and ownership of funds.
- g. In case of consumable items, the availability will be confirmed from main store/other concerned Department. Non availability will be provided by concerned official on Purchase requisition.
- h. The requisition duly filled will be forwarded to Accounts Department for the confirmation of availability of funds and reassessment of need.
- i. Principal approval of the requisition will be sought under responsibility of the end user (Branch/Department Head).
- j. The competent authority can constitute special committee or assigned special task for the execution of technical/complex nature of work.

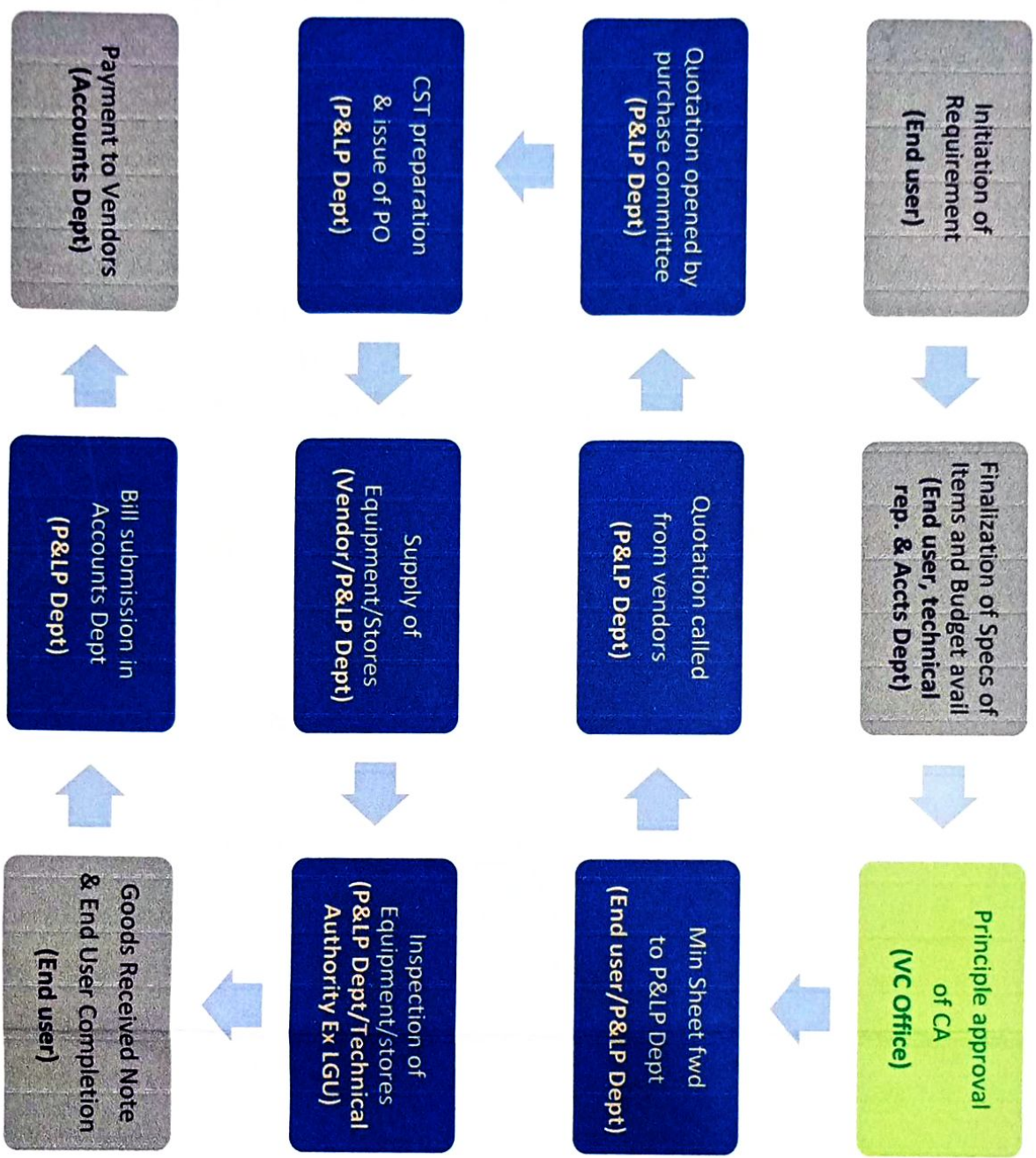
5. **Receipt of Supplies /Goods / Work Services**

- a. The vendor(s) through delivery challan; hand over the supplies as per purchase order to the P&LP Department.
- b. Concerned Branch/Department Head (including Deputy Registrar-Admin and Dir IT) completes the Goods Received Notes (GRN)/completion certificate (if required) etc.

6. **Release of Payment**

- a. End user (Branch/Department Head) will initiate Good Received Notes (GRN)/completion certificate (if required) etc and completion of all essential/mandatory formalities for release of payment. Completion certificate is attached at Anx-B.
- b. The P&LP Department recommends release of payment for supplied equipment/work services when all conditions are fully met.
- c. In case of partial payments, the scheme of payment will be mentioned in terms and conditions.

# PROCUREMENT FLOW CHART



**COMPLETION / VERIFICATION CERTIFICATE**

M/S: \_\_\_\_\_ has completed /Supplied \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS IS TO CERTIFY THAT ALL WORKS ON THE ABOVE-MENTIONED ITEMS /  
WORKS/SUPPLIES HAVE BEEN PHYSICALLY COMPLETED, TO MY SATISFACTION IN  
ACCORDANCE WITH THE SPECIFICATION. THE BILL HAS BEEN CHECKED AND MAY  
PLEASE BE PROCESSED FOR PAYMENT AS PER LGU RULES.

**END USER**

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

SUB ENGINEER \_\_\_\_\_

Date \_\_\_\_\_

**VERIFIED BY**

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

SIGNATURE \_\_\_\_\_