



## MGM INSTITUTE OF HEALTH SCIENCES

### Procedures for optimal resource utilization.

Various methods are employed for optimal Resource utilization:

- A budgetary method is implemented by which all expenditures of all Units are compared with their budgetary provisions. In this way, variations if any, are looked into and the justifications for large variations are sought from the concerned heads.
- A system for purchases and procurements of goods and services have been laid out and strictly enforced.
- For large purchases, prior approval of higher competent authorities is made mandatory.
- For purchases of regular consumables, stationery, cleaning items, chemicals, hospital materials etc. annual tendering is done and approved rates and approved vendors are put in place so that all Units can buy directly accordingly.
- For all purchases of office and hospital equipment, instruments, etc. tendering methods (including advertised tendering for large amounts) are strictly done and followed up by further negotiations.
- Presently we have set up a Central Purchase Department by which we are stopping purchases by individual Units and all centralizing all the purchases from this CPD.
- For optimal utilization of resources, Institute has also laid down SOPs for the procurement of goods and services as well as for various financial transactions. The same are enclosed.

**Vice Chancellor**

**MGM INSTITUTE OF HEALTH SCIENCES**  
(DEEMED UNIVERSITY u/s 30-BGC Act, 1956)  
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