



Phone : 23710519
Fax : (91-11) 23730937, 23730682

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

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No.

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The Directors/Heads of all National Labs./Instts. of CSIR.

Sub: Inordinate Delay in Installation & Commissioning of Costly Equipments/Assets -
Steps for System Improvement Regarding

Sir,

It has been a common observation of the Audit as well as vigilance that inordinate delay is taking place in the installation & commissioning of costly equipments/Assets due to improper planning, absence of advance preparation and timely action. Resultantly, not only the intended objective of buying the equipment/asset is defeated, but it also causes a series of other complications e.g. blocking government funds, lapsing of the warranty and dispute with the vendor relating to release of payments etc. Any delay in installation of equipment not only leads to idle investment of government money but also inappropriate utilization of the equipment. This would in turn imply that the justification for procurement was flawed, in the first place.


An analysis of cases reveals the following causes of delayed installation:

- (i) Non-determination of the specific installation pre-requisites of the equipment proposed to be purchased.
- (ii) Non-stipulation of liabilities and obligations of the vendor (Principal Supplier and its Indian Agent) with regard to the replacement/repair of defective equipments/parts thereof, especially with regard to their re-export and formalities thereof.
- (iii) Non-stipulation of responsibilities/liabilities of the Vendor for delay in installation resulting from short supply and delay in replacement of defective/damaged supply of equipment/parts thereof.
- (iv) Non-defining of timeline for Installation/Commissioning after arrival of Equipments/Assets

Cont./2

In addition to the above, there could also be other causes resulting in undue delay in installation and commissioning of equipments. Labs./Institutes may analyse the specific cases/causes that may be peculiar to their respective labs and make concerted efforts for ensuring there is no delay in installation.

Yours faithfully,


(Sushma Singh)
Chief Vigilance Officer

Copy to:

1. Sr. COAs/COAs/AOs of all National Labs./Instts.
2. O/o DG, CSIR
3. O/o JS (Admn.), CSIR
4. O/o FA, CSIR
5. Sr. DS(HR)
6. DS(PD)/DS(CO)/DS(Complex)
- ✓ 7. IT Division, CSIR Hqrs, for placing this circular on CSIR website.